

On Tuesday, December 17, 2013 Board President, Greg Lundgren, called to order the regular monthly meeting of the Davenport Public Library board of trustees at 12:00.

Present: Tom Engelmann, Dave Iglehart, Steve Imming, Greg Lundgren, Judie Lance & Tracy Schwind.

Absent: Ken Croken and Sylvia Roba

Others present: KennethWayne Thompson, Library Director, Amy Groskopf, Associate Director of Library Resources, Stephanie Schulte, Associate Director of Customer Services, Sue Anderson, Operations Manager, Ian Russell, FRIENDS board president and Karen Neal, recorder.

1. Consent Agenda

- A. Roll Call
- B. Approval of Agenda
- C. Approval of November 19, 2013 board minutes
- D. Financial Reports

Lance made a motion to approve the Consent Agenda with a second from Engelmann. Imming noted the need to correct a spelling in the minutes. With that correction made to the minutes, motion passed with all ayes.

2. Reports

A. FRIENDS

- Russell offered that, earlier this month, 4 FRIENDS board members attended a United Way training for non-profits. As a result, he expects the group to step back and do some strategic planning to better serve the library's needs. Thompson will work closely with them to develop such a plan. For instance, he will identify specific goals/projects for which the library has need.
- Still brainstorming a fundraising promotion for 2014.

B. Committee Reports

- Personnel – Imming reported that the Personnel Committee met with Thompson earlier this month to present him with his 6 month performance evaluation. The discussion among committee members and Thompson was very valuable, giving Thompson clear direction of the board's expectations. Thompson felt the goals set were attainable for 2014. Board members thanked the Committee for the very thorough evaluation process...a lot of thought and consideration was given the process and useful information was gleaned from a myriad of sources.
- Anderson provided a quick overview of personnel openings and the status of advertising and filling them.
- Buildings/Grounds – no report
- Marketing – no report
- Planning – no report

C. Director's Report –

- Thompson noted that he continues, on a weekly basis, to touch base with the Police Chief regarding patron behavior incidents at the library. Staff called 911 again yesterday about a couple quarrelling, with the male removed from the building in handcuffs. Staff remained out of harm's way. When asked, Thompson replied that the police department does continue to make random walk-throughs of the downtown Library. There is no quick fix for dealing with the homeless clientele but staff is thinking and talking on how to better engage them. Maybe a gaming center available to them at Main?
- Thompson provided a quick review of the Director's Report that was emailed to all prior to the meeting:

- Regarding statistics – board members would like to see a trending of the values; from month to month, for instance.
- The holiday program, “Winter at Hogwarts”, was wildly successful at the Eastern Ave. Branch. While this program did take the place of the traditional holiday Santa visits at Main, Thompson was surprised at the calls about the absence of Santa this year, including from the City Administrator and the Mayor.
- Staff attended and supported the grand opening of the Reading Room at the Roosevelt Center
- The newsletter will come out quarterly in 2014 instead of every other month
- Thompson has attended several CIP budget meetings with other city department heads and Finance. They were able to clean up the project list and reprioritize items. Still a work in progress.
- Thompson will be sitting on the panel to interview for the new Parks Director.
- Thompson will be meeting with the Creative Arts Academy committee tomorrow to see where their position is regarding using the library for its classroom. He will send an email after that meeting, updating board members.
- Library IT staff and City IT staff are meeting to entertain and explore where the two departments might realize some cost savings. Engelmann recommended Thompson inform the City Administrator that the two departments are talking...always important to city leaders to hear about how folks are trying to save money.
- Imming suggested the recent library survey be shared with City leaders, as well.

3. Old Business

Sponsorship & Gift Policy – after, yet, another extensive discussion about said policy that was originally approved in September, board members asked Thompson to return to the January, 2014 board meeting with clarification about:

- The “where and when” of a benefit to the sponsoring organization or individual
- Difference between advertising and sponsorship
- “How to” display a sponsoring logo
- Delineate threshold levels for opportunities – board members were of the opinion to include this in the policy or, at least, as an addendum to the policy
- Put sponsorship on website or in newsletter?

The phrase “reciprocal value” will be removed from the definition of Sponsorship in the existing policy.

4. New Business

- Imming commented on a very helpful experience that he experienced at Fairmount yesterday. In light of that, he wondered if a similar event like the “Read Away Your Fines” or “Dance Away Your Fines” could be re-introduced. Thompson commented that, while those events were very well received this year, it would not be his intent to regularly provide “full-on” amnesty to patrons for fines.
- Board members like the presence of the murals...first thing seen when entering the front door, for instance.
- Board members asked Thompson to convey their warmest wishes to staff for the holiday season.
- With no further business, Engelmann made a motion to adjourn the meeting at 12:50 with a second from Imming. Motion passed with all ayes.

Respectively submitted,

Karen Neal, Recorder