

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE MARCH 19, 2019 MEETING

President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:04 p.m. on Tuesday, March 19, 2019 in the Small Meeting Room of the Main Library.

Present: Matt Casillas, Craig Cooper (12:12), Tom Engelmann (12:05), Steve Imming, Judie Lance, Amanda Motto, Naghme Motto (by phone), Sylvia Roba (by phone) and Malavika Shrikhande.

Guests: Marion Meginnis, City Council liaison; Laura Genis, FRIENDS of the Davenport Public Library President; Teresa Zabloudil (12:12).

Library staff present: Amy Groskopf, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, Operations Manager; Tracy Moore, Development Officer; Emily Simpao, Youth Services Supervisor; Kasey Shipley, recorder.

Engelmann motioned to approve the consent agenda with a second by Shrikhande. All approved.

Public with Comment: No one was present at this time.

FRIENDS Report: Genis reported the FRIENDS are excited to participate in Jason Reynold's visit next week at the Main Library. Three members of the board will be on hand through the evening. They have a poster drawing as an incentive to join and become a FRIEND that night. The membership committee has restructured some language due to confusion in referring to being a "member" of the FRIENDS. Those that pay a membership will now be called "FRIEND" to avoid confusion where library cardholders believed they were already members. The Capital Campaign committee is meeting tomorrow. One topic will be to discuss changing the Library Strategies contract to hourly rather than the monthly flat fee to save on costs.

Personnel Committee: Casillas had nothing to report.

Finance Committee: Engelmann stated that most expenses were in line with two-thirds of the year complete; a couple of lines had exceeded the budget. Imming noted that would be covered later in the meeting.

Advocacy Committee: Shrikhande met with Diane Erickson from River Bend Foodbank recently. Ms Erickson does not recommend placing handouts into the food backpacks as most would go unread and waste paper. The foodbank does think the Fairmount Library may be a good place for distribution site. She was receptive for staffing a table at the JB Young site to share handouts. National Library Week is coming up in April. Last year on Library Worker's Day, the trustees purchased donuts for staff. Shrikhande thanked Bianca Sierra-Luebke at Fairmount for her work on the African American Read-In last month. There was a nice display in the library and those that attended the program enjoyed it.

Public with Comment: Patron Teresa Zabloudil arrived at 12:12 p.m. to address the board during Public with Comment segment. Imming explained she had missed that portion of the meeting but would be allowed to address the board for up to five minutes. He reported the meetings are video-recorded and aired through the city's website. The board could listen to her comments but not act on them at this meeting. Ms Zabloudil spoke about her concerns regarding the library and exited the meeting upon completion at 12:20 p.m.

Director's Report: Groskopf introduced Emily Simpao as the new Youth Services Supervisor. Simpao stated that she was the teacher librarian at Smart Intermediate until joining Davenport Public Library three weeks ago. She is happy to be here and serve more of the Davenport Community. Groskopf noted Simpao was instrumental in getting Jason Reynolds to come to Davenport for the author visit next week. National Library Week proclamation at Committee of the Whole meeting of city council on April 3 is tentative. She will share date when it is firm. The RiverShare Assembly of the Whole affirmed that juvenile material fines will end beginning with National Library Week. The Eastern Iowa Community College District did not need anything but a notice of the increase in the annual cost for the coming fiscal year paid to the City for the Main Library to serve their students. They are fine with the 3.2% increase. Groskopf met with Mike

Miller from River Bend Foodbank about Fairmount becoming a distribution site. Their staff is still looking into logistics. The attendees get a number so they wouldn't need to wait in a line; they could come into the library to use library resources while there picking up food. Miller told Groskopf they would like to have the library staff visit at the JB Young site. Many local pantries are run by smaller non-profits so partnerships may have to be created with them separately from River Bend. Another possible partnership would be to hand out weekend food backpacks on Friday's in the summer at Fairmount if the library has a place to store the food. The school's food site runs Monday through Thursday. Groskopf passed around a short report of Goal 1 from the Strategic Plan, "Increasing Accessibility to and Awareness of Library Services". The \$4000 grant from a family foundation through the Community Foundation had fines and some fees paid on juvenile accounts so cardholders could regain use of their cards. Reports show 33% of the cards cleared were used after fines were cleared. In February 2019, a library program garnered \$220 in donations from patrons to go towards paying off the fines of some cardholders. Juvenile materials will become fine free in April and we will monitor use of the juvenile collections and impact on return of materials after it is in place for six months. Music CDs have been recataloged at Main to a browser-friendly format, and the process continues at the branches. After 2 ½ months since completing Main's collection, there has been a small increase in circulation from last year. The branded accessories with the new Library logo have not sold well with the tumbler. Price point or product selection may be an issue. Bags do continue to sell well. The FRIENDs have a Facebook page that is now active. The Quad City Open Network is a group of social service organizations, many in Illinois, that serve the Quad Cities. They found the current 211 database difficult to navigate and not up-to-date and have received a grant from RDA and are putting together their own model since United Way plans to shut down their 211. The plan is to create a public library-run service with the software. Groskopf is meeting with other libraries in the coming weeks to explore further. Davenport staff reports that 20% of questions they receive now are for local social services and an increase in call volume should be manageable. Some to-do items from goals include creating trustee job descriptions and talking points; developing a survey for non-library users to learn why they don't use library services; and, completing the creation of the library services brochure in Spanish.

New Business: A motion was made by Engelmann to approve the transfer of \$10,000 from the library utilities budget line to the maintenance budget line to cover snow removal expenses from the winter. Casillas seconded the motion. Groskopf added that the utilities line has had \$20,000-30,000 left in recent years and current spending appears the same for this year. All approved the transfer of funds.

Old Business: Engelmann motioned to approve the revisions to the Board Policy "Posting on Public Message Boards" with a second by Lance. In discussion, A. Motto noted that a couple of words were missing from the first bullet. Engelmann and Lance amended the motion to include edits. All approved policy with noted changes. The board policy "Use of tobacco and smokeless products" was presented with minor revisions. Cooper motioned to approve with a second by Engelmann. No discussion took place and all approved the revised policy. A side letter to the union contract was presented. This removes the 30-day trial period for Customer Services Senior Clerk positions promoted from 20 hours per week to 25 hours per week in Article 12, Section 4. Engelmann motioned to approve. Shrikhande seconded. Groskopf noted it will go to the union stewards at Labor/Management meeting on March 28 and has been reviewed by AFSCME paid staff before coming to the board. It will require ratification by union. All board members approved the side letter.

With no further business, Engelmann motioned to adjourn at 12:44 p.m. with a second by Casillas. All approved adjournment.

Respectfully submitted,
Kasey Shipley, recorder