

On Tuesday, February 16, 2016, President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:03 p.m.

Present: Matt Casillas, Tom Engelmann, Dave Iglehart, Judie Lance, Amanda Motto (arrived at 12:04) and Steve Imming.  
Absent: Craig Cooper, Jimmy Holt & Sylvia Roba.

Others present: Amy Groskopf, Library Director; Sue Anderson, Operations Manager; Tracy Moore, Development Officer; and Kasey Shipley, recorder.

Iglehart motioned to approve the consent agenda with a second by Lance. All present approved.

**FRIENDS Report:** Groskopf reported the FRIENDS seem willing to fund a feasibility study as part of the capital campaign. There was no dollar amount suggested at the February meeting. Moore is working with the FRIENDS to define membership levels and what it means to be a member. The goal is to encourage membership as an entry into the organization, expanding to donors as they learn more about the group. April 22 will be the Stay at Home and Read Ball where donors can curl up with a good book or other library material in the comfort of their own home while supporting the FRIENDS. Groskopf approached the FRIENDS with the concept of the Community Foundation grant available for board capacity building. The FRIENDS are not currently interested in this project, but may be in the future.

**Finance Report:** Engelmann reports the city is working on FY17 budget. Groskopf noted it will be presented to the public at tomorrow's council meeting.

**Personnel Report:** No report from Iglehart.

**Director's Report:** The Creative Arts Academy is interested in using one of the meeting rooms for this upcoming school year with rent being paid. The compromise being one room kept available to be booked by the public and use the one not booked, whichever was not preferred by the public group. The time they need would be 1-2:30 daily. There were no objections from the board for Groskopf to pursue this as part of the lease, coming up with an appropriate amount to charge the school district for this extra space. Groskopf suggested something more than the "cost recovery" model of the current lease. Tracking actual expenses has proved time consuming, so she encouraged the creation of a lease that will cover all expenses incurred. RiverShare changes begin in March as St Ambrose prepares to leave the consortium. Illinois library changes will begin in April. It is likely that reciprocal borrowing agreements, in the form of a 28E Intergovernmental agreement, between Davenport and Illinois libraries will come to the board for approval at some time. At this time, Bettendorf Public will not be entering into any reciprocal agreements with the Illinois libraries since their patrons do not use much of Illinois library resources and there would be no value in reciprocating. There is also a concern from them regarding the future return of Davenport, and other Iowa library items, to their building that were actually borrowed by Illinois reciprocal borrowers. They do not feel they should return those on the courier run at no charge to the owning library. Reference and Customer Service departments are working on a fall program at the Main Library to encourage downtown businesses and residents to come together after hours for a library event showcasing library services and businesses in the downtown. There is also discussion on using a library card to get a discount at downtown businesses. It may involve including the DPL logo on signage, but our programming department or business office would approve the usage. Groskopf included an update on goals set by the board and progress made thus far on each.

**Old Business:** Casillas sent an updated version of the Gift Acceptance Policy, along with procedural guidelines document, to the board over the weekend. Two revisions were suggested in the discussion. Engelmann motioned to approve with the two edits made with a second by Iglehart. All present approved.

**New Business:** Groskopf will review the seven Request for Qualifications submissions and select the top three to interview at a special board meeting. Early indication is the meeting will be on Wednesday, March 2 at noon. Engelmann requested we make sure Lundgren is available so the right questions are asked, along with the city project manager. Groskopf will send the documents for the three selected to the board electronically. There is no pricing as it was just a Request for Qualifications, listing other projects and experience they have in the field.

Selection of a new board member needs to happen as Iglehart's term ends in July. An engineer or fundraising professional would be beneficial. Roba and Lundgren submitted candidate's names but it is not known if they asked the people if they were interested in serving. The plan is to contact them to find out if they are interested in serving, invite them to a board meeting and/or meet with Imming and Groskopf to learn more about the commitment.

Training for board members. As part of the state accreditation, the board must have training. There is no set time on how much or the content just that the board participates in training. A suggestion was made to set aside 15-30 minutes quarterly to address issues of interest the board wants to learn more about. There is a 2014 Iowa Library Trustee's Manual that can be used as a guide. Groskopf will email to board or provide a print copy. It can also be used as a discussion guide.

With no further business, Engelmann motioned to adjourn at 12:54 with a second by Motto.

Respectfully submitted,

Kasey Shipley, Recorder