

On Tuesday, February 18, 2014 board president, Greg Lundgren, called to order the regularly scheduled monthly Library Board of Trustees meeting at noon.

Present: Tom Engelmann, Steve Imming, Greg Lundgren, Dave Iglehart, Judie Lance and Sylvia Roba. Absent: Ken Croken and Tracy Schwind

Others present: KennethWayne Thompson, Library Director, Amy Groskopf, Associate Director of Library Resources, Stephanie Schulte, Associate Director of Customer Services, Sue Anderson, Operations Manager, Amber Carlson, Reference Librarian and Karen Neal, recorder.

1. Consent Agenda
 - A. Roll Call
 - B. Approval of Agenda
 - C. Approval of January 21, 2014 board minutes
 - D. Financial Reports

Engelmann made a motion to approve the Consent Agenda with a second from Imming. Motion passed with all ayes.

2. Lundgren introduced and welcomed guest, Amber Carlson who is a Reference Librarian.

3. Reports

FRIENDS – Thompson reported that the FRIENDS are moving forward with their “Read @ Home” fundraising event. He also continues to talk with them about underwriting some physical plant renovations at the Main Library.

Committee Reports

- Finance – no report but as an aside, Engelmann applauded staff for the detailed statistics that are gathered and compared every month. He found it interesting that Fairmount, being the older of the two branches, has the higher usage.

Personnel – no report

Buildings/Grounds –

- Thompson re-iterated from his Director’s Report that there is heating equipment at the Eastern Avenue branch that needs repaired. It is working intermittently and, so far, staff and patrons have remained reasonably comfortable. The Facilities/Maintenance division of Public Works is providing monitoring and oversight for the repairs.
- Imming asked if there are ever any accidents at the Fairmount drive-up return, given it is located on a curved drive. While staff does recognize the potential of an overzealous driver, the entrance into the drive slows drivers down and accidents have not been problematic.

Marketing – no report

Planning –

- Thompson hopes to have an updated Strategic Plan ready for the Board’s approval at the July meeting. He will invite all staff to participate in the process. Board members, too, can participate. Recent focus group results and surveys will be considered as well.

Director's Report

- The merging of the Youth Services and Marketing departments has moved forward and is now the Marketing & Programming Department. The launch of the booksecret.org blog has generated buzz not only locally and nationally but internationally, as well.
- Other local libraries are looking to the Davenport Public Library for best practices. For example, have had staff from other libraries visit about updating their applicant testing procedures and tests as well as interest in physical plant designs.
- Unfortunately, our planned finale for the Symphony partnership was met with unfavorable weather conditions. The folks who did attend were appreciative of the efforts.
- City Budget – last Saturday was the final work session on the FY15 budget. Thompson feels certain that the Library's CIP funded projects will prevail through the remaining budget process.
- With recent resignations and/or retirement notices, staff will re-tool the job descriptions before advertising. This is an ongoing procedure to carefully consider the current needs of the Library.
- Roba suggested that, within Thompson's monthly Director's Report, that he provide an update on the progress of his goals set forth in his performance evaluation. After brief discussion on the value of such information, it was further offered that the frequency of an update should be "no less than quarterly".

Old Business

- Lengthy discussion ensued on the Cost Analysis document provided by the School District regarding the possible implementation of the Creative Arts Academy at the Main Library. Meetings continue to be held between the two parties to refine the many considerations. Lundgren recommended the lease period reflect a 12-month period as opposed to 10 months. Lundgren offered to share the cost analysis with one of his property managers for standard operating costs, based on the square footage the District is interested in using. Thompson affirmed that if the Creative Arts Academy does not move in, the Library has another plan to renovate these areas in the building.
- Thompson raised the question on what the status was for replacing not only the current board vacancy but also the three board of trustee positions that will come open on July 1st. Several board members had met with the mayor since the last board meeting to introduce names, skill sets needed and other demographic considerations. The mayor was appreciative of the leg work board members had done to identify the needs of the board.

New Business

Policies for review and re-approval:

- Engelmann made a motion to approve the Policy, "Use of Meeting Rooms" with noted changes by staff. Roba seconded the motion. Motion passed with all ayes. Board members offered that it very informative to have the tracking of the policies at the bottom: when it was originally adopted and when reviews had been done.
- Engelmann made a motion to approve the Policy, "Non-Discrimination and Harassment" with noted changes by staff. Iglehart seconded the motion. Motion passed with all ayes.
- Roba made a motion to approve the Policy, "Confidentiality of Library Records" with a second from Engelmann. Discussion followed. Lundgren commented that this Policy is one of the most critical policies the board addresses. Board members asked Thompson to have this policy reviewed by City

Legal since it references legal processes. Pending the policy being reviewed and approved by city legal board members all voted to approve the policy.

- Engelmann made a motion to approve the Policy, “Electronic Resources Use” with noted changes by staff. Roba seconded the motion. Questions were asked about some of the passages being deleted and Thompson addressed. Lundgren also provided the historical position of the board to newer board members on why the Library does not filter. This policy, too, was approved by the board with all ayes, pending review by City Legal.

Being no further business, Engelmann moved to adjourn the meeting at 1:05 with a second from Imming. Motion passed with all ayes.

Respectfully submitted,

Karen Neal, recorder