

On Tuesday, September 13, 2013 Board president, Greg Lundgren, called to order the regular monthly meeting of the Davenport Public Library board of trustees at 12:05.

Present: Marie Christian, Ken Croken, Tom Engelmann, Dave Iglehart, Steve Imming, Greg Lundgren, Judie Lance & Sylvia Roba. Absent: 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, Dr. Candace Williams, FRIENDS board member and Karen Neal, recorder.

1. Consent Agenda

- A. Roll Call
- B. Approval of Agenda
- C. Approval of August 20, 2013 board minutes
- D. Financial Reports

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

Schulte introduced Dr. Williams who is the newest member of the FRIENDS board.

2. Reports

FRIENDS

FRIENDS board president, Ian Russell was called away at the last minute and was unable to attend the meeting but forwarded the following points to Thompson:

- The mural project, for which the FRIENDS are underwriting, is underway. It is generating positive publicity.
- The FRIENDS are in the process of amending their bylaws to address quorum issues. The minimum size of the Board will be reduced from 14 to 8.
- Two new individuals were welcomed to the Board last week: Dr. Candace Williams, who runs a professional consulting business, and Patrick McElyea, who is an Assistant Scott County Attorney.
- The annual audit was approved with no major issues identified.
- For one month the investment account topped \$2 million. Unfortunately, due to market fluctuations, it dropped below that mark in August. Russell's goal is to be above the \$2 million level consistently.
- Discussions are in progress for fundraising ideas for the next year. The "Chairs" event has been successful in the past, but they are open to suggestions, and seeking out new ideas.
- At the Saturday, September 21st, Library Card Jump Day at the Eastern Avenue Branch, the FRIENDS will be manning a table with the hope of attracting new members.

Committee Reports

Personnel – Roba is working with Anderson to coordinate, along with the Personnel Committee, and complete Thompson's 6 month performance evaluation. She invited all board members to send comments to her for compilation.

Planning – Imming commented that he is anxious to get the survey results which are being gathered right now. It is expected the compilation will be done by November 1st.

Director's Report

- Congratulations to employees who recently had anniversaries: Pat Till, 40 years; Groskopf, 25 years; Chris Holifield, 29 years and Anderson, 16 years.
- There is a Labor/Management meeting scheduled on September 25 to discuss collaborative training that has been going on between the Customer Service Department and the Reference Department. While the goal is to provide the very best customer service, there is some staff who believes, as a result of this cross training, they are working out of class. And working out of class translates to more pay. The AFSCME representative will be present at this meeting as well as the Library's union steward and management staff. Lengthy discussion ensued about how, nationally, the service industry is changing and, like everyone else, we need to make the accommodations to provide excellent customer service. Board members asked Thompson to be certain to emphasize to staff that perceptions of serving the public is paramount.
- Recruiting in-house for an IT Supervisor as well as for a full time Senior Clerk (customer service desk).
- Thompson shared the short video, available on the Library's website, wherein two local radio personalities did a promotion spot for using the Library.
- Creative Arts Academy (CAA) – while nothing is set in stone yet; Thompson reported that the School District hopes to finalize their plans for the CAA by the end of the month. Lance expressed her concerns, having been a teacher for many years. She has spoken with different folks associated with the project and feels the board must be very vigilant of the scope of the project. She has both academic concerns as well as space concerns given the RAM Room is just one big room. Thompson commented that there is a grant being written to renovate the RAM Room that would divide it into three sections. And, as planned, the CAA would move to its own building after the first year, leaving the Library with a reconfigured RAM Room that would enliven the Main Library. He remains cautiously optimistic. Thompson offered there is another meeting next Thursday; after which he will email board members of the most current plan.
- When queried about the vast open space recently created on the 2nd floor, Thompson reported that the East wall is going to become a community art display wall and the, otherwise, open space in the elevator bay, for instance, will be used to introduce new programs and/or events at the Main Library. In other words, look for lots more to come. He commented that the building is “breathing” and becoming more inviting.

3. Old Business – none

4. New Business

Thompson provided an overview of the enhanced former Gift/Art Policy –now called the “Sponsorship and Gift Policy” being presented to the board for its approval. The sponsorship piece is brand new and, with the hope of being able to hire a position to work with the Foundation, will provide guidelines for all types of donations. Lengthy discussion ensued with a few clarifications especially related to “Direct Monetary Donations” and “Endowment Funds”. Croken made a motion to approve the Sponsorship and Gift Policy, as amended, with a second from Roba. Motion passed with all eyes.

With no further business, Engelmann made a motion to adjourn the meeting at 12:55 with a second from Iglehart. Motion passed with all eyes.

Respectfully submitted,

Marie Christian
Secretary