

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF THE AUGUST 17, 2021 MEETING

President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:01 p.m. on Tuesday, August 17, 2021. The meeting was held in the Large Meeting Room of the Main Library.

Roll call of Trustees: Judie Lance, Tom Engelmann, Joe Heinrichs, Amanda Motto, Craig Cooper, Malavika Shrikhande and Steve Imming were all present in-person or via Go To Meeting. Absent: Naghme Motto and Sylvia Roba. (A. Motto exited Go To Meeting at approximately 1:20 p.m. due to another appointment.)

Imming introduced others present in the meeting room. Amy Groskopf, Library Director; Jennifer Williams, Library HR Operations Manager; Tracy Moore, Development Officer; Kasey Shipley, recorder; Jerry Skalak, President of the FRIENDS of the Davenport Public Library; and Marion Meginnis, liaison to the City Council.

Engelmann motioned to approve the consent agenda and Heinrichs seconded. With no discussion, a roll call vote had Lance, Engelmann, Heinrichs, A. Motto, Cooper, Shrikhande and Imming all voting yes to carry the motion.

**Public with Comment:** No one was present from the public.

**FRIENDS Report:** Skalak reported the last meeting was canceled due to lack of quorum. They are trying to recruit more Board members to increase participation. The FRIENDS will have a table at the August 19 event at the Main Library.

**Finance Report:** Engelmann noted there were two budget recaps; one for the end of FY21 and one for July. Both show the library underspending the budgeted amounts and it looks good.

**Personnel Report:** A. Motto and Cooper had nothing new to report.

**Advocacy Report:** Shrikhande requested the Trustees share with her any contacts you have in the non-profit or business sector that may make a good outreach partner for the Diversity, Equity & Inclusion sub-committee she is working with at the Library. That information can be sent to her via email or text. She thanked Brittany Peacock, the Library's Outreach supervisor, for printing half-sheet invitations to the #Iowa175 event for Shrikhande to personalize messages and send out. She completed 30-40 notes and mailed those out just over a week ago.

**Director's Report:** Groskopf reported the two Library jobs utilizing the American Rescue Plan Act (ARPA) funds were posted today. She had a conversation with Chad Dyson, Parks and Recreation Director, this morning about the Fairmount Community Center and where there are gaps in service it may be able to fill on that side of town. Alderman Dunn is the City Council liaison for the project. The survey results from the Strategic Plan are in and there were 368 responses. Summer Reading Program participation is more than double last year and slightly higher than the most recent pre-pandemic year. Those numbers aren't yet final since the program will go through August 28<sup>th</sup> so students have a chance to return their logs once they return to school. That has been a report in past years that they finished but couldn't get to the Library to turn in the log. The Youth Services department did a great job in getting all of that put

together this year. Don't forget the #Iowa175 event is at the Main Library on August 19. Please register to come to this free event. There are 80 registered as of this morning. Registration is not required to enter but is helpful in getting an idea of the number of attendees. Engelmann had a comment on the written report she submitted regarding the status of what has been spent for the Main Renovation project. He stated he supports doing additional work at Main, such as refreshing the front porch and landscaping, while we have the funds available rather than placing back into the Levy reserve. Heinrichs asked about the building restrictions on the funds. Groskopf noted that the funds raised by the FRIENDS for the Main project must be used at Main, but if the Levy Reserve and other Library gift funds voted to use on the Main renovation are put back, the Trustees could vote to re-direct those funds. Imming mentioned the donor wall is now in place at Main and looks nice.

**New Business:** The first item of new business is the request to eliminate fines for Young Adult (YA) materials. Imming noted Groskopf had discussed this at an earlier meeting and her report listed last year's fines from YA materials totaled around \$800. Groskopf stated that all RiverShare member libraries plan to ask their boards to approve this, or already have, as it will eliminate confusion by patrons and provide consistency in the consortium. It is a trend in libraries to remove the fine barrier. Engelmann motioned to approve eliminating fines on young adult materials. Cooper seconded. Heinrichs asked about unreturned items. Groskopf said the patron will still receive overdue notices and a bill for anything unreturned. A roll call vote with Engelmann, Heinrichs, A. Motto, Cooper, Shrikhande, Lance and Imming voting yes carried the motion. The second item of new business was to approve the FY2023 Library Business Plan. Imming reported it is in the same format as previous years with some updates to goals. Groskopf pointed out the low performance indicators are Covid-related and projections are Covid-dependent. Imming mentioned the Fairmount Community Center and jobs created with ARPA funds are in the goals. Heinrichs motioned to approve the FY2023 Library Business Plan with a second by Engelmann. Shrikhande mentioned she shared the info about the social worker position with the Masters of Social Work staff at St Ambrose that presented a plan to the Trustees a while back. They were happy to hear the news and sent their thanks to the Board. A roll call vote had yeses from Heinrichs, A. Motto, Cooper, Shrikhande, Lance, Engelmann and Imming to carry the motion. The third item of new business was to approve the 1.75% general wage increase (GWI) for the Library Director. Imming reported that other City staff received this rate of increase on July 1 but the Library Board needs to approve it for Groskopf. Engelmann motioned to approve the wage increase with a second by Shrikhande. Heinrichs had a question related to the salary rate in hiring the new director. Groskopf said the City has given a range for the starting salary that keeps within the City department directors grade where the Library Director is placed. A. Motto, Cooper, Shrikhande, Lance, Engelmann, Heinrichs and Imming all voted yes to carry the motion. The fourth item of new business related to a request received by the owner of the café leasing space at the Eastern Branch to defer paying rent. Due to the inability to open as expected in the spring because of supply chain issues and employee shortages, Café D'Marie hopes to open November 1. They have paid rent and would like to defer paying further rent until they can open and then apply paid rent to future months. With much discussion, and some conflicting information on the number of months paid in rent so far, Cooper motioned to table the action until the Board can clarify outstanding issues in the letter. Heinrichs seconded the motion. Shrikhande, Lance, Cooper, Engelmann, Heinrichs, A. Motto and Imming all approved. Heinrichs then made a motion to stop billing the café from this time forward until a new lease is put in place with payments made to-date applied to the new lease. Engelmann seconded. Lance, Engelmann, Heinrichs, A. Motto, Cooper, Shrikhande and Imming all voted to approve. The next item of new business was to approve the position announcement for Library Director. Lance motioned to approve with a second by Heinrichs. Bradbury Miller had proposed a change to the number of years' experience, not including a residency requirement and increasing the top of the salary range. There was much discussion over changes in

years of job experience, salary range and some other tweaking of language. In the end, the following changes were proposed to the draft. Changing the progressively responsible professional experience from 8 years required to 5 years required and 8 preferred; not entertaining the request to eliminate the residency requirement of living in Davenport within six months since that is set by the City; setting the salary range as \$110,000-125,000. Some other changes included updating the population total, number of historic districts, possibly adding more info about the Quad City area and other amenities. Imming noted that the digital form of the announcement will have links embedded for ease of viewing by applicants. Roll call vote had Engelmann, Heinrichs, A. Motto, Cooper, Shrikhande, Lance and Imming all approving the job announcement with suggested amendments. The next item of new business was to discuss the behavior policy and proposed changes. Some suggestions came from the Diversity, Equity & Inclusion committee. Others were combined to simplify and reduce duplication. Another key change is to clarify that all staff are responsible for enforcing the behavior policy. The current terminology gives the impression that the Director, or an officially designated staff member, would be the only ones to enforce the policy. At this point of the agenda, Imming skipped down to Old Business, deferring the last two discussion items to the end of the meeting due to time constraints.

**Old Business:** The timeline for the Director Search was shared by Imming with Trustees via email so dates could be checked against personal calendars. When it comes to interviewing the candidates, a closed meeting could be held citing the same Iowa Open Meetings law that allows the Library Director performance to be evaluated if the candidate requests a closed session. It could cause irreparable harm to the candidate if their current employer is not aware they are seeking other employment. The first meeting date for the executive committee is October 27 for a 2-hour meeting with Bradbury Miller where they will present a pool of 6-8 semi-finalists. November 9 & 10 would be Zoom interviews with the semi-finalists. November 9 would be noon-4PM and November 10 would be 9AM-1PM. Imming would expect the same attendees at each of these sessions and the number of questions may be limited if the full Board is involved. December 1 and 2 would be interviews of the finalists in-person, and be one hour in length. Those times are to be determined based on travel schedules. Imming returned to the New Business agenda.

**New Business continued:** The discussion of the Unattended Children Policy picked up where new business left off earlier in the meeting. Groskopf stated the guidelines are currently part of the behavior policy, item 32. Due to the need to add more information, it was separated from the behavior policy. The key piece is the information that the police may be called if the parent or guardian cannot be located. And, to spell out the Library is not responsible for supervision of children. Groskopf noted that she doesn't believe there is a bad intent by most parents if dropping a child off. We are concerned for the safety of the child first. There may be a need to have a different policy for the Fairmount Community Center once it is open. Engelmann noted that it is a compliment to the Library that parents feel this is a safe space to leave their child. The final item on the agenda, discussion of the Special Collections Collection Development Policy, Imming requested be deferred to the next meeting. Groskopf said that it was part of the Collection Development Policy until the most recent revision. Having a good policy in place for the local history collections is needed. Engelmann motioned to table to the September meeting with a second by Shrikhande. Heinrichs, Cooper, Shrikhande, Lance, Engelmann and Imming all voted yes in the roll call vote.

Imming noted the September meeting will be at the Main Library and not at Eastern as originally scheduled.

With no further business, Engelmann motioned to adjourn at 1:22 p.m. with a second by Cooper. The roll call vote had Shrikhande, Lance, Engelmann, Heinrichs, Cooper and Imming all voting yes to end the meeting.

Respectfully submitted,  
Kasey Shipley, recorder