

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE FEBRUARY 16, 2021 MEETING

President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:03 p.m. on Tuesday, February 16, 2021. The meeting was held in-person at the Fairmount Branch Library Brooke Room and partially electronically as a fully in-person meeting is impossible or impractical due to concerns for the health and safety of Board members, staff, and the public presented by Covid-19, and to follow the Mayor's executive order directing social distancing and placing restrictions on gatherings. In person attendance by the general public at any City of Davenport public meeting within its facilities shall be limited to ten persons.

Roll call of Trustees: Joe Heinrichs, Amanda Motto, Craig Cooper, Judie Lance, Malavika Shrikhande, Naghme Motto and Steve Imming were all present in-person or via Go To Meeting. Engelmann arrived at 12:20 p.m. Sylvia Roba was absent. Heinrichs departed at 12:48 p.m. for a work emergency.

Others present either in-person or via Go To Meeting: Amy Groskopf, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, Operations Manager; Tracy Moore, Development Officer; Laura Genis, FRIENDS of the Davenport Public Library President; Kasey Shipley, recorder.

Shrikhande motioned to approve the consent agenda with a second by Cooper. Heinrichs, A. Motto, Cooper, Lance, Shrikhande, N. Motto and Imming all voted yes to carry the motion.

Public with Comment: None.

FRIENDS Report: Genis reported the primary focus of the Board right now is the annual Board work plan. One suggestion at the last meeting was to fund the postage cost in mailing items to residents as a short-term pilot program. The FRIENDS' Board is in the process of transitioning to the next year's slate of directors and officers. If you have any candidate in mind for the FRIENDS Board, please pass along to Genis or Groskopf. There is not the requirement of living in Davenport as there is for Trustees. The 990 tax return was also approved at the last meeting and submitted.

Finance Committee: This was covered after the Director's Report upon Engelmann's arrival. He noted that the budget looks pretty good for where we are in the year.

Personnel Committee: No report per A. Motto.

Advocacy Committee: No report per Shrikhande.

Director's Report: Since sending her report, Groskopf has had a meeting with City of Davenport Community Development Block Grant staff, Cecilia Bailey from the Quad Cities Open Network and Chad Dyson from Parks regarding the qualifications for CARES Act funding that is being allocated through the Community Development Block Grants. It is to deal with the effects and impacts of Covid-19 on members of the community. They are looking at literacy programming done through Outreach with test results from Davenport Schools that achievement in reading has suffered. Perhaps using the Outreach Mobile to get out into underserved or low-income neighborhoods with a staff member connecting residents with services through the Open Network Hub. SORA, the service that will allow Davenport School students to access our e-books and e-audiobooks, is getting closer to going live. Students will be able to use their school-issued device and student ID to access these resources. Groskopf and Reiling will be meeting with staff later today on resuming notary service at the Library

in a safe way. Patrons have missed it greatly since we provide it for free. She hopes to bring a proposal to the Trustees in March to lift the capacity limits currently in place as long as case numbers stay down. With doing that, the Welcome Desk staff person can be utilized for other tasks. She also hopes that the Mayor will keep the mask mandate for City-owned facilities in effect through March. Groskopf shared some photos of the Main renovation project progress. The contract requires the contractor to move the shelves. They chose to use their own personnel and the two gentlemen in the first photo have been moving shelves for the last ten days. It has been a new and interesting experience for the company. The second photo is of a second-floor restroom. This has been a big challenge in the project. The ducting in the back goes all the way to the basement. The problem is that there is not a way in place currently to stop a fire coming from the basement all the way to the roof through this shaft. The plan and change order will be coming to fix that issue. It will delay the completion of those restrooms but with the capacity limits we've had, those have been closed to the public before renovations began. Total change orders approved to date is just under \$21,000 and those are within the budget. The third photo shows the new storefront between the children's area and the main floor. You can also see some of the new carpet in that area. The fourth photo shows the framing for the study rooms. The glass will be clear. While privacy of sound will be in place, there will be a good view of occupants which is what was intended. This area was previously one of the classrooms of the Creative Arts Academy. The fifth photo shows a view of the room where the sorter will go. The technicians are actually in town today to move the sorter to that space. Installation of the glass, except for the doors, will be done this week. The doors will be in around March 15. First floor carpet should be completed next week. A lot of dusting will be needed before reopening. The shifting of the collection all went well with Reiling's planning. A donation of \$1,000 was received today as an addition to an earlier pledge. There is another potential large donation in the works for a possible naming opportunity.

Council Liaison: No report; Alderman Marion Meginnis was not present.

New Business: The first item of business is to approve the following names for areas at the Main Library to recognize specific donors to the Main Library renovation project as: Scott County Regional Authority Children's Area, Regional Development Authority Meeting Room, Ascentra Credit Union Study Room and RIA Federal Credit Union Study Room. Engelmann motioned to approve with a second by Shrikhande. Heinrichs asked how the donors were selected. Groskopf replied that it was based on levels of contribution made to the project. These levels were created by the FRIENDS at the beginning of the capital campaign. Engelmann inquired to see if there were still areas available for naming. Groskopf replied that there are still naming opportunities available and those will come to the Board for naming approval. The roll call vote results had A. Motto, Engelmann, Cooper, Lance, Shrikhande, N. Motto and Imming voting yes. Heinrichs voted no. The motion carried with seven yeases and one no. The second item of new business was to discuss Diversity, Equity and Inclusion initiatives and Board involvement. A number of library staff are interested in looking into some issues on diversity, equity and inclusion in the library. Those fall into four areas that include library policies, hiring, how the staff works with patrons and services the library provides. Groskopf noted that many people do not realize you don't have to be a librarian to work in a library, so they may not be pursuing employment opportunities here. For librarian positions, we currently require a Masters of Library Science degree from a school accredited by the American Library Association. It may be worth looking at discussing a change; is there a substitution of degree or experience that would qualify a candidate? She would want the Board to weigh in on that before any change would be made. In her 33 years of experience here, this library has never hired a librarian without the MLS degree. Engelmann made the point that always doing it the same way is not the way to address these issues and believes if experience combined with education equals the degree that can determine the hiring decision. Shrikhande noted she has a degree in library science from India and a masters in another subject. Her library science degree is not approved by the American Library Association, but she has a tremendous amount of experience. She cannot get a job in the United States where she would be called a librarian. Her diploma in library management from the United Nations does not count in the U.S. Groskopf confirmed that ALA does

accredit Masters of Library Science programs after a question by Imming. Regarding the structure of the DEI committee, she and administration have been discussing this and envision a steering committee led by Reiling and a small number of library staff. She is interested in knowing if any Trustees would like to be involved and have time to sit on this committee. She thinks it is important to staff that when looking at this initiative the Board is invested in it and supportive of looking library-wide and how we are doing in the areas of hiring, outreach and more. She sees smaller committees looking specifically at outreach, library cards, programming, collection and subject headings. Those committees could have Trustee representation as well. Some things will take policy updates to institutionalize the changes and make them the norm. Imming polled each Trustee in their interest and availability to serve in this initiative. A. Motto thinks it is a good idea and is interested in serving on a committee. Shrikhande is certainly interested in working on a committee. It is an important topic and needs to be discussed, but more importantly institutionalized as Groskopf stated. Cooper thinks it is a really good idea and the Board has the makings of a good committee. N. Motto agreed with Cooper's thoughts. She is available to help in any way. Lance is available to help in any way she is needed and agreed it is a good idea. Heinrichs is interested, too. Engelmann suggests having a baseline of where we are at; current workforce and what we want it to look like. Does the workforce look like the community at-large? Imming stated some of these topics have come up at the Iowa Library Association. He, too, is interested and willing to join. Groskopf will get the steering committee of library staff together and then Imming can put out a request for Trustees to join. The third item of new business is to review the policy entitled Request for Reconsideration of Library Materials. The Library Electronic Resources Use Policy is also up for review. Groskopf noted that policies are presented for review, questions and comments to the board one month then any updates or edits will be presented at the next meeting for approval. These will be shared with supervisors before March for any input from staff. There were no questions from the Board on the Request for Reconsideration policy. For the Electronic Resources, Imming asked if patrons can use thumb drives to move files. They can, per Groskopf. Is there something on the screen that tells them about the policy, Imming asked. Yes, but not sure everyone reads it, Groskopf replied. Imming inquired regarding virus warnings to the patrons and Groskopf was not aware of that being in the policy. His question on the ability for a user to lock their computer while they take a break away from the terminal was answered; library computer reservation software does provide that, Groskopf replied. Per Imming, New York Public Library has "not responsible for lost time or data" in their policy. They also don't allow users to bring their own paper to put in printers. Groskopf stated we don't allow paper other than what is in the machines either due to jams caused by heavier resume paper in the past.

Other Business: Imming reported that the recording of the introduction to the revised Trustees Handbook provided by the State Library is now available on their website and asked that a copy be printed for each Trustee. Shrikhande stated she will print her own.

Engelmann motioned to adjourn at 12:55 with a second by Shrikhande. Roll call of A. Motto, Engelmann, Cooper, Lance, Shrikhande, N. Motto and Imming ended the meeting.

Respectfully submitted,
Kasey Shipley, recorder