

President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:03 p.m. on Tuesday, July 18, 2017 at the Main Library.

Present: Craig Cooper, Steve Imming, Judie Lance, Amanda Motto, Naghme Motto, Sylvia Roba and Malavika Shrikhande. Matt Casillas arrived at 12:10. Absent: Tom Engelmann.

Library staff present: Amy Groskopf, Library Director; Jennifer Williams, Operations Manager; Michael Priest, Assistant Director (arrived at 12:30); Kasey Shipley, Recorder.

Lance motioned to approve the consent agenda with a second by Shrikhande. All approved the motion. Introductions were made around the table with new board member Naghme "Maggie" Motto attending her first meeting since appointment on July 5.

FRIENDS Report: Groskopf presented the FRIENDS report as Patrick McElyea, FRIENDS Board President, was unable to attend. They are finalizing the membership brochure with new logo and updated information. There will be a push to disburse to public attending library events/series so they know how library programs are funded with assistance from the FRIENDS. There may also be a targeted mailing. The proposal for Library Strategies was discussed, but not voted upon, at July meeting. There was some trepidation that the lack of participation found in the feasibility study would be duplicated. Concerns were addressed noting that this would be a broader group representing different interests in the city, not just potential funders being solicited, for opinions on what the library's goals should be in the next few years. Starting from scratch with a Request for Proposal would delay the planning approximately four months and the current plan only runs through 2017. Groskopf noted there is money in gift and grant accounts that the library could use to pay half if that would assist the FRIENDS in their decision. The next FRIENDS Board meeting is August 1.

Finance Committee: No report.

Personnel Committee: Roba requested the Personnel Committee members stay after the meeting to schedule a meeting regarding Groskopf's evaluation and apologized for the delay.

Director's Report: Groskopf noted that "Trustee" badges to identify board members were purchased with new logo. All trustees at the meeting were issued a badge to wear as they represent the library as a Trustee at functions, council meetings, or library events. Summer Reading Program attendance has surpassed last year's total. Current number registered is 3,228. The school trophy will be presented at a future council meeting, tentatively September 13. Please attend if you are able; it is a good PR opportunity showing the school district/library partnership. It is time to start budget FY19 preparations. Core competencies presentation will be held at a council briefing with Civil Rights on either August 1 or August 15. More board members are available August 1 and Groskopf will convey that to the meeting planners. The presentation will include progress on FY17 goals and what plans for FY19 include. Another good reason to get the new strategic plan in place. The business plan is due August 4, before the next board meeting. Groskopf will share what she plans to submit as informational but it will not go through board approval due to time constraints. If you have any comments or questions, do not "reply all" as it becomes an open meeting and we can't do that via email. Reply only to sender. There is a draft Memorandum of Understanding regarding the support Eastern Iowa Community College plans to provide for the Main Library to be open an extra 10.5 hours per week beginning in FY19. This amount is the staffing cost to remain open until 8PM Tuesday through Thursday at Main only. There is also grant money that could be used to bridge the March through June gap if it moves forward. Will plan to have finalized document at August meeting. Some staff attended American Library Association exhibits at Chicago conference last month. Possible items to purchase include play tables for children which have interactive games installed on a flat panel. Groskopf proposes one for each branch. There is a virtual reality 3D workstation that is in line with Iowa core that may allow Creative Arts Academy, Scott Community College and Palmer students a way to study a variety of topics such as anatomy and circuits using interactive glasses and stylus. Groskopf proposes two stations at the Main Library.

New Business: Roba motioned to approve the award to Johnson Controls to replace the three air handlers for \$578,580. Cooper seconded the motion. For discussion, Groskopf noted that the project was funded for \$575,000 but the CIP manager approved the use of some other savings from CIP projects to cover this and a \$20,000 contingency for any

change orders. All present approved the motion to award the contract. This will now go to City Council for approval. Shrikhande motioned to approve the 2% general wage increase for Groskopf effective July 1, 2017. N. Motto seconded the motion. Imming noted that the library board, as a governing board, has to approve this wage increase. All present approved the motion for the 2% GWI.

Old Business: Legat Architects has the contract documents and will begin design of banner hanging system for front porch at Main that will include dimensions, dealing with obstructions, etc. DMW Design, designers of the new logo, will likely design the banners. Final design concept will come to the board, then to Design Review Board for approval to erect. Groskopf thanked Genesis Health Systems for the support in creating the front porch banners at Main. She hopes they will be in place to kick off 2018 and the 50th anniversary for Main Library building. Strategic planning process proposed by Library Strategies includes an all-day Saturday gathering of representatives from the community such as nonprofits, education partners, businesses, trustees, FRIENDS and other Davenport residents. A group of about 60 is suggested. If you have any input on names of people you'd like to be invited, you can send to Groskopf. Or, keep a list and your input will be requested in the months to come. Board Training: Groskopf spent 20 minutes (12:35-12:55) with the Trustees showing the Board where they are on the Library's organizational chart as well as reviewing major tasks for two of the departments. Community Engagement and Learning is the new name for Reference as they are now needed in a different capacity in the internet age where many Google the answers once provided by reference librarians. They do still provide in-depth reference as needed and collection development of library materials and resources. This librarian position requiring a master's degree in Library Science also serves as Librarian-In-Charge at any of the three buildings when a supervisor is not present. A newer aspect is engaging the public in educational programs. Customer Services is the staff you see when entering the building at the front desks. They can do quick questions like phone numbers and provide assistance in basic catalog searches. Training continues on this newer model of service with job descriptions being updated to make duties less specific as in the past. They also perform many outreach duties in the community such as Farmer's Market visits and going to schools during Summer Intensive Program. This year they were able to spend 20 minutes of class time when students can check out materials they bring and do a craft. Customer Service staff fills Interlibrary Loan requests which has seen an increase since Illinois libraries left RiverShare last year. They are also the experts in dealing with fines and fees related to overdues or lost items. Groskopf noted a trend in libraries is to go "fine free" as those are often barriers to users. All libraries in the consortium would have to agree on this. There may be more "amnesty" days to help clear up fines as an alternative. More to come on the organization chart and other departments at a future meeting.

With no further business, Casillas motioned to adjourn at 12:58 p.m. A. Motto seconded and all present approved.

Respectfully submitted,

Kasey Shipley, recorder