

On Tuesday, January 20, 2015 Board President Steve Imming called to order the regular monthly meeting of the Davenport Public Library board of trustees at noon.

Present: Matt Casillas, Craig Cooper, Jimmy Holt, Steve Imming, Judi Lance, Amanda Motto & Sylvia Roba
Absent: Tom Engelmann & Dave Iglehart

Others present: KennethWayne Thompson, Library Director; Amy Groskopf, Assistant Director; Sue Anderson, Operations Manager, Ian Russell, FRIENDS Board President, Tracy Moore, Development Officer and Karen Neal, Recorder.

1. Consent Agenda
 - A. Roll Call
 - B. Approval of agenda
 - C. Approval of December 16, 2014 board minutes
 - D. Financials

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

2. Reports
 - A. FRIENDS
 - Russell reported that the FRIENDS financial situation is good...investments are doing very well.
 - To maintain nonprofit status, they need to raise about \$30,000 in earned income every year for the foreseeable future, per formula dictated by IRS. He offered that that was an easy task when collecting pledges for the Branching Out project. Inasmuch, the goal is to have four fundraising events each year to reach that goal. Thompson and Moore are working closely with the FRIENDS to set dates on the calendar for said fundraising events. Russell would like to see 100% membership buy-in from the board of trustees so that when lobbying for donations, they can disclose the board of trustees is 100% behind them, for instance.
 - The first fundraising event for their new fiscal year is April 18th at the Hotel Blackhawk Bowl. This is being marketed as a “low key event for serious money”, Moore added. The event is likely to be used to thank current FRIENDS members and to recruit more. Moore is working towards major underwriting of expenses for this event.
 - The FRIENDS made final payment for the new carpet.
 - General discussion on the history and going-forward Library/FRIENDS partnership. While the FRIENDS do hold “restricted” funds for the Collection Development Endowment and Staffing in Special Collections, they have been huge supporters over the years for programming needs, including the Summer Reading Program. They would continue these efforts but would like to focus on some capital projects, too. Instead of raising money for general library use, library staff will earmark specific projects tied to fundraising events, e.g., revamping the Film Room at the Main Library. Thompson commented that any project to be funded by the FRIENDS would be approved by the board of trustees.

B. Committee Reports

Personnel – Lance reported that the Personnel Committee had only received 4 of the surveys from board members regarding Thompson’s annual performance evaluation. She urged others to complete and send to Iglehart. Roba and Motto completed interviews of the supervisors and the Admin team last month and Lundgren and Iglehart interviewed city officials. Thompson will provide his self-evaluation assessment on Thursday. The Personnel Committee is convening again next Monday to fold all the comments and survey results together in one neat package.

C. Director’s Report

Thompson highlighted a few items on the Report emailed last week:

- Included were a couple websites for trustees to get a better understanding of their roles as trustees. Imming commented that he had looked at the websites and some were individual offerings and others a series of training opportunities. What prompted him to ask Thompson for the research was Imming’s query for what trustees should know to do their job.
- Budget – Thompson reviewed the Budget Decrement Exercise wherein Library staff identified \$84,654 in cuts for the FY16 budget. Other departments, as well, were asked to identify cuts – to give a boost to public safety. Discussion ensued on how these cuts impact the total Library budget. While some reductions were simply allowable reductions to those lines, other reductions will have to be made up by levy funds. A reserve of about \$900,000 sits in the levy account. Saturday budget sessions continue into February. The emphasis at last Saturday’s budget session was largely CIP.
- Union Negotiations – Included in Thompson’s report were the topics on the table. The “talks” from sessions are considered confidential. This morning’s negotiations’ topic was largely about how the Reference and Customer Service teams interrelate. Several dates to reconvene both parties are set.
- Creative Arts Academy – As noted in his report, the CAA lease is due to expire this summer. They are planning to return with larger number of students next fall. Thompson recommended board members think about any changes needing to be included in the renewal of the lease. Thompson will email the current lease to board members after today’s meeting.
- As noted in Thompson’s report, exploring a grant (due June 1st) with EICC as the college prepares to move some of its classes downtown. It would be an excellent opportunity for the Library to become the college’s library as opposed to them building a library within their new campus. Discussion ensued. For instance, would this partnership include an expansion of hours to serve the college students? Thompson commented that they are in the very early stages of this discussion with more meetings to attend...now is the time to shape any commitment.

3. Old Business

- The final changes to be considered to the Personnel Manual (pending City Legal and current union contract language) and the Strategic Plan will be emailed to board members before the February 17th board meeting. These are the final two pieces needing the board’s approval to send in with the Accreditation Report.
- Holt asked about the Committees’ make-up since remembering the discussion last fall. The amended Bylaws identify two Committees: Finance and Personnel. The board president, as needed, can assign an Ad Hoc committee for special projects.

New Business

- Imming proposed that the board, because the Strategic Plan is a “living” document, review one item from the Plan every quarter, therefore continually identifying progress made to the measures included in the document.
- Imming would also like to more regularly review policies, keeping them in front of board members, allowing a better handle and familiarity with them. That way, if confronted with a question from the public or media, board members would be better versed. Said policy, each month, would be emailed before the board meeting so that board members would come prepared with comments. Thompson will determine the policy to be reviewed at the February meeting.
- Given the time possibly needed to thoroughly discuss a policy, Imming offered that, unless something really needed to be amplified from the Director’s Report or a board member had a question about an item on his Report, the Report be passed on without comment at the meeting.
- Having attended last Saturday’s Budget Session, Imming noted that public safety’s salaries (fire & police) make up 70% of all city salaries. Library salaries account for 5%. Imming also noted, per the community survey, only 3% of the respondents felt improvements were needed at the library; a stark difference in 77% for streets and 40% for sewers, for instance. Thompson will email the presentation from last Saturday’s budget session. Budget sessions are open to the public.
- The City Strategic Plan Session held on January 10th underscored Growth, Talent and Quality of Life.
- The new FRIENDS website will include videos, for instance, of programs for which they provide financial support. Augustana Web Guild is assisting with revamping this website.

Being no further business, Cooper made a motion to adjourn the meeting with a second from Casillas. Motion passed with all ayes.

Respectfully submitted,

Karen Neal, recorder