

On Tuesday, July 21, 2015, President Steve Imming called the monthly meeting of the Library Board of Trustees to order at 12:00 p.m.

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

Others present: Greg Lundgren, Immediate Past President/Ex-officio; Patrick McElyea, President of the FRIENDS of DPL; Amy Groskopf, Library Director, Sue Anderson, Library Operations Manager; Tracy Moore, Development Officer; and Kasey Shipley, Recorder. Jessica Mirasol, Special Collections Supervisor, arrived at 12:45.

1. Consent Agenda
 - a. Roll Call
 - b. Approval of Agenda
 - c. Approval of June 16, 2015 meeting minutes
 - d. Financial Reports

Engelmann motioned to approve the consent agenda items with a second by Lance. All present approved.

2. Reports

FRIENDS Report: McElyea met with Groskopf to formulate a strategic plan for the FRIENDS and that draft was presented at their monthly meeting last week. It includes fundraising goals, programming and focus on membership and visibility to the public. They want to do something special for the 50th anniversary of the Main Library and a three year plan would take them to the anniversary year of 2018. Iglehart thanked McElyea for his willingness to serve as president.

Finance Committee: Engelmann had no report, but would like to know the Library Levy balance as of fiscal year end. Shipley and Groskopf will get that number to the board.

Personnel Committee: No report from Iglehart.

Director's Report: Groskopf reported there are still a couple of Illinois RiverShare library boards to vote upon resolution to leave the consortium. On Saturday, she attended a "Maker" event at the RiverCenter with Doug Miller from CAA and Rich Clewell from the school board. The school district is interested in the "Maker Movement" that includes 3D and laser printers and wanted to learn more from vendors. This was held in conjunction with the Anime Convention where a DPL Youth Services Librarian handed out information on the Anime Club and other library programs. The library is working with Imagination Library through United Way to sign up kids under 5 for the program by simply checking a box on the library card application. There will also be a book swap area at the Fairmount Branch Library where book recipients can trade out the free books they receive with others. The Bix Porch Party will be held Thursday, July 30 from 11AM to 1PM. There will be a Dixieland jazz band The Prairie Ramblers on the porch, hot dogs for sale by the teen volunteers, free lemonade, face painting and balloon twisting. Engelmann noted the sign on the 4th Street door noting "Please use Main St Door (arrow)" may need removed or updating since that door does access CAA and their name is above the door. Cooper was surprised that the library owned the café equipment at Fairmount. Groskopf noted it would be on the city's surplus auction site in August.

Old Business: Creative Arts Academy Lease. As the Davenport School District is not willing to pay shortage of rent from the first year, this contract allows for library to receive payment for any shortfall for the upcoming year. Engelmann motioned to approve the lease. Iglehart seconded the motion and all present approved.

Sponsorship Policy. Casillas, Motto, Holt and Cooper met with Missy Gowey, the executive director of Genesis Foundation. She provided the group with the internal policies they use for donor recognition/naming policy and gift acceptance policy. It seems very thorough to this committee, but would need to be applied to the library giving situations. Noting the concern over a Supreme Court case involving the KKK, Groskopf's information from the city attorney is that the board has the right to refuse any gifts not aligned with the library's mission. A discussion included the need to work with the FRIENDS on an annual giving program, legacy giving plan and bringing in a representative from the Community Foundation of the Great River Bend to speak to both boards at an upcoming meeting. Many board members feel it would be a benefit to hear their presentation. Groskopf and Moore will see when a CFGRB rep can attend a meeting and schedule a larger venue than the director's office for both boards to attend. Proposed time would be at 11AM before either the FRIENDS or Trustee monthly meeting. The committee that met with Gowey will create a sponsorship policy draft using the Genesis policies as guides.

New Business: Bid award for AV equipment. The bids came in for the AV upgrade at Fairmount Branch. ECS was the low bid at \$50,080.50. This will replace 10 year old equipment with technology in line with what is at Eastern Ave Branch in four rooms at Fairmount. These funds come from the electronic equipment replacement CIP. Engelmann motioned to approve the award of the contract to ECS in the amount of \$50,080.50. Cooper seconded the motion and all present approved.

Cost of living pay increase. The General Wage Increase of 2.5% went into effect on July 1. This is for library director and supervisors. The board can approve or deny this increase for the director. Engelmann motioned to approve the 2.5% GWI as of July 1 with a second by Motto. All present approved.

Grievance presentation: Groskopf reminded the board of the steps in a grievance. First step is to the library director, second is to the Library Board and third is to an arbitrator. It is up to the Library Board of Trustees to uphold director's decision or reverse after hearing grievant's presentation. Grievant, Bianca Sierra, arrived at the meeting accompanied by Union Steward, Jessica Hoeksema, and AFSCME 61 representative, Ty Cutkomp. Sierra presented documents to the board members that included a copy of the grievance form noting violation of Article 12, section 1, letter C, "Whenever possible when a vacancy occurs, that vacancy shall be filled from within by a qualified person. In cases where there is more than one qualified person, seniority shall prevail. Qualified means having the necessary skills, abilities and experience to perform the job." Also included was a copy of the Librarian Generalist-Special Collections job description, for which she applied, and a copy of the Librarian Generalist/Archivist job description. She went through the Training and Experience requirements on page three and all 24 points under Knowledge and Skills, noting her qualifications. One question from board on Job Requirement on page 2, "Catalog and classify Special Collections materials according to current established standards." Does Sierra have any cataloging experience? Sierra noted she had taken cataloging in library school, but not performed cataloging as a job. Since it was not spelled out under Training & Experience, she believed there would be training on that aspect of the job. Cutkomp rested the Union's side. Groskopf's response included the line from the contract, "qualified means having the necessary skills, abilities and experience to perform the job". There are many tasks unique to the Special Collections Department. These include the original cataloging of genealogy and local history items, selection of the same, evaluation of donated local history materials and the structure of the databases such as ContentDM and ArchivesSpace. With both sides presented, Roba motioned to go into closed session at 2:03 p.m. to evaluate the professional competency of an individual whose appointment is being considered. Seconded by Casillas and approved by all present, the board went into closed session to discuss testimony. Upon return from closed session at 2:25 p.m., a motion was made by Casillas to uphold the decision by management to bypass seniority and offer the position to a qualified employee with less seniority. Roba seconded and was affirmed by a roll call of Casillas,

Lance, Imming, Cooper, Engelmann, Iglehart, Motto and Roba. Imming filled out the original grievance form with the board's reasoning, signed and dated it. Reasoning as follows, "It is the unanimous decision of the trustees present at the 7/21/15 Board of Trustees' meeting to uphold the decision of management in the grievance filed by Bianca Sierra based on her testimony as to where she lacked skills and experience in areas of special collections cataloging and interpersonal skills". He gave it to Anderson and she will contact the union, the union will contact Sierra to inform her of the decision. Anderson informed the board the union has 20 days to decide on arbitration. Groskopf will update the board on status.

With no further business, the meeting was adjourned at 2:30 p.m.

Respectfully submitted,
Kasey Shipley, Recorder