

On Tuesday, July 15, 2014, 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, Tom Engelmann, Dave Iglehart, Steve Imming, Judie Lance and Amanda Motto.
Absent: Jimmy Holt & Sylvia Roba

Others present: KennethWayne Thompson, Library Director; Amy Groskopf, Associate Director; Sue Anderson, Operations Manager; Jonté Thomas, Per Mar Security Guard for the Main Library; Greg Lundgren, Ex-Officio board member and Karen Neal, recorder.

1. Consent Agenda

- A. Roll Call
- B. Approval of Agenda
- C. Approval of June 17, 2014 board minutes
- D. Financial Reports

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

2. Reports

A. FRIENDS

For the FRIENDS, Thompson reported:

- They are sending out the annual membership renewal letters next month that will include a new incentive....a one-time use card for forgiving fines up to \$10 for a membership of \$25 or more.
- Their financial picture remains strong.
- Working with the Chamber for new members.
- Have created a Facebook and Twitter presence which has created some interest in board positions. Please contact Kasey Shipley at 328-6837 if you know someone who may be interested in serving on the FRIENDS board. Trustees always welcome to attend the FRIENDS meeting which are the 2nd Tuesday of each month.
- When asked what the FRIENDS' role was, Thompson commented that they are the "money muscle" for the library. For instance, they pay for the additional cost for the colored newsletter, salary support and were very instrumental in the campaign to raise funds to build the two branch libraries.

B. Committee Reports

Finance – no report

Personnel – Imming welcomed new board members at the table today. They include Casillas, Cooper and Motto. Other new member, Jimmy Holt, was unable to join the meeting today. All four new board members had an orientation, albeit only in the last 24 hours, because of the delayed appointments by the Mayor. Thompson offered that their willingness to serve is much appreciated and Lundgren added his thanks and stated that serving on the board is rewarding.

Buildings & Grounds – no report

Marketing – no report

Planning – Imming noted that board members should expect to see a draft of the revised Strategic Plan by the next board meeting. The draft will include the existing language and the proposed revisions in red to better identify the suggested changes.

Director's Report

Creative Arts Academy – Thompson provided an overview to the new board members of how it came to pass that the Main Library will serve as a "homeroom" for the students of the Creative Arts Academy. He, further, added that when the School District is not using the space, the Library will be able to utilize the renovated areas, especially for meeting room space, for instance. Estes Construction was awarded the bid with an anticipated start date of July 21st and a

completion date of August 29. As such, the School District is looking for a temporary site for the first 2 weeks of school. Project meetings will be held with the contractors every Wednesday, with a school district representative also to be in attendance. A meeting with the architect and school district personnel is this afternoon to select the finishings, e.g., carpet, paint, cove base, door and trim colors, etc. Iglehart asked that it be made clear to the parents, especially, that it was no fault of the Library that the school space will not be ready on August 18th – the first day of school. Thompson assured the board that he would echo this sentiment to School Superintendent, Dr. Art Tate. Thompson has not yet received the amended Agreement that reflects the increase in costs. Board members believed the intent of the original motion to give Thompson and Imming authority to sign the Agreement would extend to signing the amended Agreement, as well.

Personnel-related

- Thomas started a week ago Monday to beef up security at the Main Library. Have received positive feedback from both staff and patrons.
- Congratulations to Librarian, Lynn Palmer, who celebrates 30 years with the library this week.
- Two new hires will begin their duties on Monday, August 25th. They are Brad Wiles, new Reference Librarian Supervisor and Jessica Mirasol, Special Collections Supervisor.
- Holding a couple phone interviews for the Development Officer later this month.
- Live Well Chiropractic provided free 10 minute massages last month. Their services were well received by staff.

Library usage

Program attendance spiked in June, most likely due to the revamping of the Marketing & Programming Department this past year and now with the Summer Reading program in full swing. Patrons are loving the program offerings.

3. Old Business – no report

4. New Business – to the new board members, Imming referred to the budget recap in the packet of board materials. This and other board packet materials will be emailed to everyone to peruse before arriving at the monthly meetings to streamline the discussions; trying to hold the meetings to no more than one hour in length. Imming also commented that he will be contacting everyone by email for committee preferences. He would hope to have committee assignments made by the next meeting.

He also urged board members to familiarize themselves with City Council members and attend City Council meetings on behalf of the Library.

Imming had sent information to board members prior to today's meeting regarding a cost of living raise for Thompson. City employees, including other Department Heads, automatically received 1.5% on July 1st. Any raise for the Library Director has to be approved by the board of trustees. After little discussion, Lance made a motion to extend the general raise increase of 1.5% to Thompson, retroactive to July 1st, with a second from Engelmann. Engelmann offered to Thompson that he could ask to go into closed session, if he wished, to discuss his wage. Thompson declined. When asked by Casillas if there was any other process tied to the wage increase, Imming noted that there is an annual performance evaluation with input gathered from other board members and staff, alike. This happens during his anniversary month; that being April of each year. Motion passed with all ayes.

Iglehart again commented that he is grateful for the willingness and qualities brought to the board with the new members. He encouraged them to ask "why" if something is not clear and even if it appears to be clear, there still may be a question on "why" it is done that way.

With no further business, Engelmann made a motion to adjourn the meeting at 12:35 pm.

Respectfully submitted,
Karen Neal, Recorder