



LIBRARY BOARD OF TRUSTEES  
MINUTES  
March 19, 2024

### **Roll call and introduction of attendees**

The Davenport Public Library Board of Trustees meeting was called to order by Steve Imming on Tuesday, March 19, 2024 at 12:04 p.m. The meeting was held at the Fairmount Library in the Brooke Meeting Room. Board members present: Laura Genis, Judie Lance, Joe Heinrichs, Michael Hustedde and Steve Imming. Tom Engelmann arrived at 12:09 p.m.; Genis left meeting at 12:39 p.m. Absent: Amanda Motto and Sylvia Roba. Staff present: Jeff Collins, Lexie Reiling, Jennifer Williams, Tracy Moore, Joseph Holcomb and Kasey Shipley. Guest: City Council member Marion Meginnis. Collins introduced Holcomb as the new Facility Services Supervisor. He will supervise the caretaker and assistant caretaker staff at all three buildings and will report to Shipley. Holcomb comes to the Library from Davenport Community Schools where he led custodial workers there and we are excited to have him join the team.

### **Consent Agenda**

Heinrichs motioned to approve the consent agenda and Lance seconded the motion. Genis, Lance, Heinrichs, Hustedde and Imming all approved.

### **Public with Comment**

No one present.

### **Reports and Communications**

FRIENDS Report

No one present to report.

Finance

Heinrichs voiced concern over the utility line. Shipley stated it would probably be over and the City would take from other operating lines where the Library underspent.

Personnel

No one present to report.

Advocacy

No one present to report.

Director's Report

Hours for Richardson-Sloane Special Collections Center will be Monday through Friday, 9 a.m.-5 p.m., with possible appointments on Saturday, until the department moves to the second floor later this year. The Fairmount Community Center will have a multi-sport court on the exterior, possibly with lighting



and a shelter nearby. They expect to complete the building at the end of May. Spotlights were installed to illuminate the Eastern monument sign better but they also shine in some neighbors' windows so a fix is being looked at for that issue. Eastern now has an ADA-compliant self-check that allows room for wheelchairs to be rolled up to it. Collins and Imming attended ILA (Iowa Library Association) Capitol Day on March 5, meeting with other Library stakeholders and legislators. The next Board Room Training Series from the State Library is on April 18, 6-7:30 p.m. Meeting Room A at Eastern is reserved if anyone would like to attend a viewing party. Annual staff in-service is at Eastern on Thursday, April 25 from 8:30-4 so all three locations will be closed to the public. Trustees are invited to attend. Let Shipley know so she can share a lunch order form with you.

#### Council Liaison

Meginnis reported the State of Iowa now requires tax information be sent to tax payers on how they are taxed. The City's budget will be approved, later than normal for this year but on time, as the deadline was delayed so that information could go out. All the information you would like to see regarding the City's budget for FY25 can be found on the website. A committee has been formed to find the next City Administrator. Meginnis is on the committee and the first step is to find a search firm. Proposals from firms have been received and are being reviewed and scored. They meet next on April 3. The hope is to have a new administrator by September 1. The search for a new head for Corporation Counsel is also in process. The City is in the annual process of bond sales and went to Chicago to present for their bond rating.

#### Old Business

The only item for new business was to discuss the Bylaws. Imming noted any changes would not be approved until next month. Some changes he suggested include under Art 1, Sec 2, remove "Those wishing to address the Board must make their request known to the Board Secretary prior to the meeting", Art IV, Sec 1, remove Immediate Past President in list of executive committee members and add "The Immediate Past President shall serve as an ex-officio, non-voting member of the Executive Committee" and add "non-voting member" to Art 7, Sec 2 to clarify the role. There was language suggested in Art 5, Sec 1 to change majority vote to a higher number and two-thirds would be six of the nine rather than 5 of the nine if all are present. Engelmann suggested "two-thirds majority of the entire board" so six would be needed of nine voting in favor to pass any amendment or repeal the bylaws. Art 7, Sec 1 is a clean-up of the language to change "board members" to "trustees" as that is the term used throughout the document.

#### New Business

The first item of new business was a motion to approve changes to the Meeting Room Policy. Imming noted that typically the Trustees review and discuss a policy at one meeting and approve at the next, but this policy has had some situations arise and it requires a fix sooner than later. Engelmann motioned to approve with a second by Heinrichs. Discussion ensued with many changes from the proposed edits. Item 7 in the list will pertain to for-profit groups or businesses and private celebrations



or parties. Item 12 will add language relating to not complying with stated rules. Engelmann amended his motion to include the changes discussed at the meeting and Heinrichs seconded as such. Lance, Heinrichs, Engelmann, Hustedde and Imming all approved.

The second item of new business was to discuss the Electronic Resources Use Policy. Collins shared background on the policy and how it began as a way to address the use of public computers in the Library. He read through the memo, point by point for changes and reasoning for each. Hustedde asked about language near the end of the policy stating the right to end a computer session at any time, for any reason. Changing to “with good cause” was a suggestion. Lance suggested ending the sentence at “computer session” and leaving off the rest. Collins encouraged the Trustees to view the link on filtering.

#### **President’s Comments**

Two items to keep in mind for the future include the process to elect officers and performing the Director’s evaluation. Imming will put on a future meeting’s agenda for discussion.

#### **Board Training**

Collins presented training for the Trustees from 1:27 p.m. to 1:42 p.m. The topic was RiverShare Libraries Consortium. He shared information on the mission and history of the group and how they came to be RiverShare as it exists today with 9 Iowa libraries representing 16 locations. The governance of the group was explained and he shared information on the committees that manage the various aspects of the integrated library system (ILS). The formula for member fees and what Davenport’s contribution for the upcoming year was shared. There are no policies established by RiverShare that can conflict with any policy established by the governing authority of a member library. Member libraries affirm a patron confidentiality statement. Benefits include sharing the resources, labor and responsibilities to help reduce costs and save time. Collins noted that Davenport is the largest library in the consortium and many of our staff take a leadership role in RiverShare. He commended Merideth Willet, Jason Orr, Stephanie Marvin and Valerie Farrar on the roles they play. Mobius is the enlarged scope for loans that take a user outside of RiverShare. Mobius will be out of service for some time beginning in April due to a change in service.

#### **Adjourn**

Engelmann motioned to adjourn at 1:43 p.m. with a second by Hustedde. All approved to adjourn.