

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE NOVEMBER 19, 2019 MEETING

Board President Steve Imming called the monthly meeting for the Davenport Public Library Board of Trustees to order at 12:00 p.m. on Tuesday, November 19, 2019 in the Small Meeting Room of the Main Library.

Present: Matt Casillas, Craig Cooper, Tom Engelmann, Steve Imming, Judie Lance, Naghme Motto, Sylvia Roba (12:01) and Malavika Shrikhande. Absent: Amanda Motto.

Guests: Laura Genis (12:02), President of FRIENDS of the Davenport Public Library; Marion Meginnis (12:02), City Council liaison.

Library staff present: Amy Groskopf, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, Operations Manager; Tracy Moore, Development Officer; Kasey Shipley, recorder.

Engelmann motioned to approve the consent agenda. Shrikhande seconded and all approved.

Public with Comment: None.

FRIENDS Report: Groskopf reported the FRIENDS are evaluating their by-laws. With the recent approval of the Investment Policy revisions, they will be seeking Requests for Proposals for investment services in the upcoming year. The tax return was approved by the board to file at the last meeting. They approved funding for illustrator LeUyen Pham's visit next year. Two new members joined the board in November.

Finance Committee: Engelmann noted that one-third of the way into the fiscal year, expenses appear to be on track.

Personnel Committee: No report.

Advocacy Committee: Shrikhande passed around examples of other states' library vanity plates. Iowa does not have one for libraries and she is gathering information from the Iowa DOT on more details and will share with the board. Riverbend Foodbank will be in touch to see if spring or summer events can be held in Fairmount's parking lot. Shrikhande will send an email to the board about future backpack food packing event opportunities.

Director's Report: Groskopf reported that Imming submitted a proposal to the City Administrator, Budget Director and Budget Analyst for \$83,000 to extend hours at the two branches so all buildings are open until 8 p.m. Monday through Thursday. A meeting will be held to examine the plan and verify staffing and operational expenses. Capital Improvement Program (CIP) projects were reviewed by city staff. For library projects, Fairmount carpet replacement was moved from FY23 to FY25. Capital Campaign naming opportunities have been granted to the Regional Development Authority (RDA) for the Large Meeting Room in the Lower Level and to Scott County Regional Authority (SCRA) for the children's space for their contributions to the project.

Council Liaison: Meginnis reported that council is planning for budget and goal setting. There will be four Saturday meetings for budget that begin in January. There is a new mayor and many new aldermen on the city council. She recommended reaching out to the new council members and explaining how the library works within the city. She will share contact information she has for those new on the council.

New Business: Suggestions were made for edits of the Non-Discrimination – Harassment Policy and a final draft will be presented for approval at the December meeting. Groskopf noted the Strategic Plan is in the final year of the three-year plan. While it is down to 14 pages from 22, there are many items that will be time-consuming for 2020. Some of the items marked may not be retained and become part of the library's standard operating procedures. Discussion of items in the draft plan ensued and concluded noting the year will include Main renovations, setting a new Strategic Plan and Union negotiations. Groskopf will send an electronic copy to the board. Please let her know of any questions or comments for the final draft that will be presented for approval in December. Groskopf reported the engineering firm's

estimate for the two air handlers to be replaced in 2020 came in \$200,000 more than was funded through the CIP program. The City's CIP manager has found some to fund the gap through other project savings, but it still leaves a \$50,000 gap. The City's CFO, Brandon Wright, stated the library levy funds do have enough in reserve to spare. With the \$250,000 commitment to the Main renovation project, it would still leave over \$600,000 in the reserve. The lowest he would recommend in that fund is \$300,000-400,000. Roba motioned to approve \$50,000 from Library Levy reserve to contribute to the gap in funding for the air handler replacement project. Engelmann seconded and all approved.

Old Business: Imming emailed edits to the by-laws to the Trustees; a copy was not included in the packet. He went through the changes he proposed. Engelmann thanked Imming for his efforts in updating the document. Shrikhande asked if the Iowa Code references could have a link in the online document for ease of use. Engelmann asked if a legal opinion was possible. Groskopf can share with city legal.

Other: Meginnis noted the new historical district draft includes the Main Library and a large amount of downtown property for the Central Business Historical District. She will provide more information as it progresses. Legat Architects will be at the library on Thursday at 11, Groskopf reported. Please attend if you are interested in the latest updates for the Main renovation project. Shrikhande reported that Information Services will have two caucus programs for first time caucus goes in December and January.

With no further business, Engelmann motioned to adjourn at 12:55 p.m. N. Motto seconded and all approved.

Respectfully submitted,
Kasey Shipley, recorder