

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE APRIL 20, 2021 MEETING

President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:01 p.m. on Tuesday, April 20, 2021. The meeting was held in-person in the Large Meeting Room of the Main Library and partially electronic as a fully in-person meeting is impossible or impractical due to concerns for health and safety of Board members, staff and the public presented by Covid-19, and to follow the Mayor's executive order directing social distancing and placing restrictions on gatherings.

Roll call of Trustees: Malavika Shrikhande, Judie Lance, Tom Engelmann, Joe Heinrichs, Craig Cooper, Amanda Motto and Steve Imming were all present in-person. Absent: Naghme Motto and Sylvia Roba.

Imming noted that Laura Genis, President of the FRIENDS; Amy Groskopf, Library Director; Jennifer Williams, Operations Manager; Lexie Reiling, Assistant Library Director; Tracy Moore, Development Director; Kasey Shipley, Recorder and new employee, Leslie Ross were all present either in-person or through Go To Meeting.

Heinrichs motioned to approve the consent agenda. Shrikhande seconded the motion. Shrikhande, Lance, Engelmann, Heinrichs, A. Motto, Cooper and Imming all voted yes to carry the motion.

Public with Comment: Seeing and hearing no one, Imming went on with the agenda.

FRIENDS Report: Genis said this will be her last report as President of the FRIENDS of the Library. Elections were held at the last meeting for the new term at the annual meeting. Jerry Skalak was elected President. She reported enjoying her time spent sitting in on the Trustee meetings and she learned a lot. The FRIENDS elected a slate of almost all new officers and there was more transitions or turnover on their board than she would have liked but she is excited to see what they do next. They have wrapped up the capital campaign and the Main Library has reopened. She thanked the Board for welcoming her during the FRIENDS' report over the years. Imming thanked her for her service to the FRIENDS and the Library; her work is appreciated.

Finance Committee: Engelmann said the budget recap is three-quarters through the year and, in most categories, we haven't hit three-quarters spending. He commended management on being careful with the flow of spending.

Personnel Committee: A. Motto had nothing to report.

Advocacy Committee: Shrikhande note she requested a schedule of OWL stops from the Outreach Supervisor so Trustees could be present at outdoor stops and show support of the Library in that way.

Director's Report: Groskopf introduced Leslie Ross as the new Information Services Supervisor and asked her to share some of her background. Ross noted she came from St Ambrose University Library and was there for 16 years. She is an academic librarian who is going to try her hand at public librarianship and is thrilled to join the team. Groskopf requested that Lexie Reiling give an update on the Diversity, Equity & Inclusion committee, noting the group is also looking for a Trustee Liaison to join the committee. Reiling reported the group met for the first time on April 7. The team consists of staff from a variety of departments with both full-time and part-time employees represented. The first one-hour meeting was spent brainstorming ideas that would be of benefit to the Library on this topic. The product was a lot of great ideas with enthusiasm from the members. A poll of the team on priorities saw this top six: forming better community partnerships by reaching out to NAACP, LULAC and QC Pride to see how the library can better support their members, looking at our policies of fines,

fees and collection agency use, hiring practices and requirements for certain positions along with expanding recruitment seeking diverse applicants, library card policies and getting them into the hands of more residents, staff training and development opportunities and an audit of the collection to be sure it is representative of those we serve. Before the next meeting on May 19, she will be drafting goals for the committee. A question was asked by Heinrichs on when the team meets. Reiling shared that the April and May meetings were scheduled by looking at all of the committee members work schedules and finding that one hour in each of those month's when all were working. It is likely the meetings would be held during the day rather than the evening, Groskopf noted. If any Trustees are interested in the steering committee liaison position, please let Imming know. Shrikhande asked if the liaison could share thoughts with the committee or if they were only there to relay information to the Board. Reiling supports the Trustees sharing ideas and perspectives with the group. Groskopf wanted to share some items not in her report sent to the Trustees. The café at Eastern will not be opening on May 1 as expected due to equipment still on order. There is a budget amendment going to Council for approval in May with Library items. One item relates to job changes that have already come to the Board in the past year. Also, there is the Community Development Block Grant (CDBG) funding that will support staff expenses for outreach this summer with Parks. The Board earlier approved use of personnel grant funds to pay for that staff but it will not be needed and this will double the original plan. Rather than four stops per week, there will be eight. Renovations continue with tasks wrapping up. The graphics are now on the wall by the children's area. Later in this meeting, the Board will be asked to approve the Phase 2 of the furnishings purchase. Once all construction and furnishing expenses are paid, the Board will be presented with options to spend leftover funding on other items related to Main and be involved with setting those priorities. Landscaping, an art hanging system, AV capabilities in the meeting room are a number of possibilities. The final item of her report is to announce her intention to retire on, or about, October 1. She shared the information with Imming last week and gave him a letter today. The Board is responsible for hiring the Director and Williams has boxes of materials from the previous Director searches. The City has previously indicated that they would provide funding for a search firm if the Board would pursue that option. She has shared this information with the Library administration team, Imming and a note to the Library supervisory team this morning. She will share with all staff and City administration after this meeting.

Council Liaison: No report; Marion Meginnis not present.

New Business: The first item of new business is to approve hiring Wastyn & Associates to assist with the new strategic plan. Shrikhande motioned to approve with a second by Engelmann. Cooper asked if it should wait for a new director. Groskopf reported having the strategic plan in place is part of accreditation and that is due next year. Imming noted that no other companies were suggested by Trustees. Heinrichs asked where they were located. They are a local firm. Groskopf noted the expense of a plan is an allowable use of Open Access funds the Library receives from the State Library. Roll call of Trustees had yes votes from Lance, Engelmann, Heinrichs, A. Motto, Cooper, Shrikhande and Imming. The second item of new business is to allow public use of Library meeting rooms with capacity limits and cleaning intervals at the discretion of the Library Director. Heinrichs motioned to approve with a second by Engelmann. Shrikhande asked if it included the new rooms on the first floor. Groskopf reported that those are study rooms and once they are finished they will be available to book for one-hour sessions. These are for the larger meeting room spaces where a maximum of 15 attendees should be able to social-distance. A. Motto inquired about the procedures noted and if those are for Covid. Groskopf replied that those are just for Covid and are not in the Use of Meeting Room policy. A roll call vote was held with Engelmann, Heinrichs, A. Motto, Cooper, Shrikhande, Lance and Imming all voting yes. The third item of new business was to approve Phase 2 purchase of the Main Library Furnishings in an amount to not exceed \$97,137.22 and approval of change order 1 for the furnishings project. Cooper motioned to approve with a second by Shrikhande. In discussion, Groskopf requested an amendment to the motion with a not-to-exceed of \$130,000. Some furniture was removed from the original planned second phase now staff can see what it will

look like to add the original number of furniture pieces. But, in entering the building, the shelving units that were re-purposed in that area block the staff's view of the public computers. When bidding the project, the cost of shelving was thought to be prohibitive so it wasn't pursued in this area. With coming in under budget and the architect lowering their fee due to the overall cost of the project, the project is in great financial shape to purchase these items. Heinrichs asked if the old shelving will be re-purposed and Groskopf replied that there are plans to use some of it but not all. With the change in the amount, Cooper moved to amend the motion. Shrikhande seconded the amended motion. Heinrichs, A. Motto, Cooper, Shrikhande, Lance, Engelmann and Imming all voted yes in a roll call vote to amend the motion. There was a vote to approve the new motion to approve change order 1 for phase 2 of furnishings for the Main Renovation project in an amount to not exceed \$130,000 with a roll call vote of A. Motto, Cooper, Shrikhande, Lance, Engelmann, Heinrichs and Imming affirming. The next item on the agenda is to discuss and approve Administrative Policies Section 1 Employment Practices and Section 2 Performance Expectations. Imming requested the tabling of the approval to the next meeting with discussion held today. A. Motto motioned to table approval portion with a second by Engelmann. Roll call vote had Cooper, Shrikhande, Lance, Engelmann, Heinrichs, A. Motto and Imming all voting yes. Discussion included Imming's thought it would be a good idea to review, letting Groskopf know of any comments that can be added or shared for review with the rest of the Board. This would allow for substantial changes and time to discuss with Sections 1 & 2 for approval on the May agenda. With this delay, the need to review, discuss and approve would double-up in June so they are approved by July 1. Imming acknowledged Williams' efforts in writing the policies and those are appreciated. Groskopf requested that Williams provide the Board with a high-level summary of the changes in these policies as they were pulled from the personnel manual. A number of those items contain the same information, but is a re-working from the personnel manual format. Williams began with Policy 1.2, Hours of Work and Scheduling, and noted that the major change in that one is the option for staff to select a 30-minute or 60-minute meal period. Policy 2.4, Library Property, previously contained only the first paragraph. The rest is new in that policy. Policy 2.5, Conflict of Interest, now has information on the purchase of donated or discarded items. Policy 2.7, Personal Appearance, now includes information beyond the first paragraph with guidelines previously held in a separate staff document. There are three policies completely new that were not in the personnel manual. Those are policies 2.8, Internet & Email Usage, 2.11, Headphone and Earbud Usage, and 2.12, Beverages. They existed in a different format previously, just not in the personnel manual. Imming asked if the previous policies would go away once these are approved. Williams said the policies would become effective July 1 replacing the personnel manual. Imming asked about the City's policies. Williams noted that if the Library policy is silent on a topic, the City's administrative policy would cover it. One example she gave is you will not see a smoking policy. The City has one and it covers the Library as well. A question was raised about Policy 1.4 and the wording of the Trustees monitoring the job description categories and adopting the pay schedule. Williams said she and Groskopf had discussed that one yesterday, and the wording has likely been this way for many years. The plan is to change the wording to the Director, as the Trustees oversee the Director, and the Director oversees all other staff. The next question was in regard to Policy 2.9 and the term "trial period". Williams replied that if an employee transitions to another position, there is a 30-day trial to see if they like the position and it is a good fit for the Library. There is a meeting with the supervisor at the end of the period to evaluate the performance. The vacated position can not be filled until the trial period is over in the newly acquired position. Groskopf noted that there is not a trial if only a small increase in hours of the same position. The example given was a 20-hour per week position goes to a 25-hours per week opening; only the number of hours has changed. Shrikhande asked for clarification on Policy 1.2 under Scheduling. Community Outreach is listed, but does that cover OWL staff if they are external, like AmeriCorps? Groskopf said, yes, the AmeriCorps employee assigned to the OWL is considered part of Community Outreach. Groskopf said the change would be made to the job description wording in Policy 1.4, along with some minor changes to clean-up documents. Please share any comments or edit suggestions with Groskopf before the May meeting. Edits can be made to the Word document and sent to Groskopf. There is not a Google doc since that would be a violation of Open Meetings laws.

Imming ended the meeting with a couple of things. One item that was delayed in reporting, with good reason, was the allowance made by the executive committee, under their power of the By-Laws, to close Fairmount for a short period of time to allow staff to console each other on the death of an employee. The employee did not wish others to know of their condition, so Imming did not report it at the last Trustee meeting since they had not passed away at that time. There is an upcoming program through the State Library in late May entitled "Inspiring Your Community with Inspiring Stories", based on a book. More information is in the Monday Morning Eye Opener, or ask Imming to share information if you are interested and can't find the email from the State Library. If you have ideas on how to reach out to non-library user's in a poll for the strategic plan process, please share. Their input is important.

With no further business, Engelmann motioned to adjourn at 12:55 p.m. Shrikhande seconded. Roll call vote had a yes from Shrikhande, Lance, Engelmann, A. Motto, Cooper and Imming. Heinrichs voted no but the motion carried with the majority.

Respectfully submitted,
Kasey Shipley, recorder