

President Steve Imming called the October 17, 2017 monthly meeting of the Davenport Public Library Board of Trustees to order at 12:00 p.m. in the Director's office at the Main Library.

Present: Matt Casillas (left at 12:50 before training), Craig Cooper, Tom Engelmann, Steve Imming, Judie Lance, Amanda Motto and Malavika Shrikhande. Absent: Naghme Motto and Sylvia Roba.

Library staff present: Amy Groskopf, Library Director; Michael Priest, Assistant Director; Jennifer Williams, Operations Manager; Kasey Shipley, recorder.

Guest: Patrick McElyea, President of FRIENDS Board.

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

**FRIENDS Report:** McElyea noted it is National Friends of Libraries Week. He sent a tweet out about it directing to the updated FRIENDS website. Their board is advertising and working as ambassadors for the library. Groskopf noted the library sent a constant contact message and two memberships were received from it and McElyea noted some have upgraded their membership from renewals this month. Shrikhande asked if it was okay to share the Donate Now button via Facebook with McElyea responding affirmatively.

**Finance Committee:** No report from Engelmann.

**Personnel Committee:** Roba absent; no report.

**Director's Report:** Groskopf reported the application to the contributor's council is in process for Main 50<sup>th</sup> renovations. She met with Matt Mendenhall from RDA and he is okay with using the \$50,000 received for furnishings on bare spaces on Main's second floor. Community Engagement and Learning department will be taking over adult programming in January 2018 from Youth Services and Programming department. Some programs may be replaced as there are book clubs with dedicated, but small, numbers of participants; just in case you hear from a library user that they aren't happy with the change. The library has received some good publicity recently. Food for Fines story was run by WQAD yesterday and we had a few full boxes at Main by mid-afternoon. Groskopf met with the interested café vendor yesterday. He let her know today, via email, he is no longer interested in pursuing a lease at Eastern Avenue Branch. Next step for space will be pursued. Noting the blank space in the statistics spreadsheet, Groskopf reported the library will be doing a weekly count of in-house use once per quarter for an annualized number. On Monday, October 30, the zspace mobile unit will be at the Main Library from 12-3PM demonstrating their virtual reality technology. Come by if you can. Shrikhande mentioned she is interested in joining the event committee in planning for 2018 celebrations for Main Library building's 50<sup>th</sup> anniversary.

**New Business:** As part of the director's performance review, an item suggested was how best the trustees can advocate for the library in the community. Groskopf would like direction on what the board is interested in and how they want to learn about the opportunities. Some items noted in the discussion included outreach opportunities interacting with the community, events that can bring attention to the library's mission, being visible at library programs and events, candidate forums and council meeting attendance when library support/budget items are on the agenda. Preferences on how to be notified of the events included knowing what events were most important to attend ahead of time, report on upcoming events at the monthly board meetings or email if important events come up on short notice. Groskopf noted the strategic plan will be presented to the city council in the coming months. The revised volunteer policy was reviewed. The current policy is more procedure than policy so it was a major change. One grammatical error was found. Engelmann motioned to approve the policy as edited. Cooper seconded the motion and all approved.

**Old Business:** Imming reviewed proposed changes to last month's draft of By-Laws. With more revision needed it will be on November agenda for approval. The Strategic Plan Retreat was held Saturday, October 14 at Fairmount and while not as many attended as hoped, the group was very active and shared good ideas with lively discussions. Library Strategies will take the data and compile a report to share with the committee later this month, via email. Plan will be presented to the board at November 21 meeting. The consultant will hold a half-day implementation with select staff

and the trustees will vote to approve in December. The plan will be presented to city council in January and the full staff will be trained on implementation that month as well. Board training topic began at 12:50. Groskopf noted changes in programming with Youth Services turning over adult programming to Community Engagement and Learning in 2018 which will allow them to take on more children's programming. The teen librarian has five middle school book clubs and they are trying to get into elementary schools for book talks. They go to every school for Summer Reading Program information in the spring as well as having second graders in to one of our libraries in the spring semester. Lexie Reiling, Youth Services Supervisor, serves on the Bi-State Literacy Council. Their staff will be the department to take the outreach mobile into the community. The department is made up of five staff with Reiling as supervisor to two librarians and two library assistants. They hope to have an AmeriCorps volunteer to assist with outreach next year. The Teen Volunteer Council also assists the department for Summer Reading kickoff and other programs. Training ended at 1:05.

Before adjourning, Imming shared a story about the Stuffed Animal Sleepover and Shrikhande suggested we ask patrons to share or tag photos while at events on their social media.

With no further business, Engelmann motioned to adjourn at 1:07 p.m. Cooper seconded and all approved.

Respectfully submitted,

Kasey Shipley, recorder