

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF THE AUGUST 16, 2022 MEETING

The meeting was called to order at 12:06 p.m. on Tuesday, August 16, 2022 by Steve Imming, President of the Davenport Public Library Board of Trustees. The meeting was held in Meeting Room C of the Main Library.

The roll call showed that Sylvia Roba, Judie Lance, Joe Heinrichs, Tom Engelmann, Craig Cooper, Amanda Motto and Steve Imming were all present. Absent: Laura Genis and Malavika Shrikhande. Others present: Jeff Collins, Library Director; Lexie Reiling, Assistant Library Director; Jennifer Williams, HR Operations Manager/Recorder; Tracy Moore, Development Officer; Kathryn Kuntz, Special Collections Supervisor; Marion Meginnis, City Council liaison.

Engelmann motioned to approve the consent agenda and Roba seconded. Lance, Heinrichs, Engelmann, Cooper, Motto, Roba and Imming all approved to carry the motion.

**Public with Comment:** No one was present from the public.

**FRIENDS Report:** Jerry Skalak, FRIENDS Board President, was not present and Imming was unable to attend the meeting. No updates were shared.

**Finance:** Engelmann reported that the budget recap was just for one month; which is a small part of the year at 8%. We are right where we should be.

**Personnel:** Motto reported that the City requires an evaluation for the Director 6 months after hire. Surveys were completed by the Board and staff and the evaluation will be done today.

**Advocacy:** No report.

**Director's Report:** Collins added a bit to his written report. The meeting on September 20<sup>th</sup> will not be held at Eastern but it will be here at Main. They are still waiting on some video conferencing equipment. A meeting will be rescheduled for Eastern once the equipment is in place. There was an update to the organizational chart and he was willing to answer any questions. The furniture installation at Fairmount has been coming along very well. There was some impact to service operation for a couple of weeks. Bianca Sierra did a good job of keeping the project moving forward. Once the schematics and renderings of the Fairmount Community Center are ready for City Council they will be shared with the Board. The Summer Reading Program has gone extremely well. They exceeded the numbers from last year. The Davenport Schools modeled their entire summer school program around our Summer Reading Program. Imming pointed out that he noted that it was expressed that the Fairmount Community Center not block the view of the building or take up existing parking spots. Collins confirmed that those concerns were shared because parking is important and utilized when we have large events and the new building will potentially bring more traffic and the need for all the parking.

**Council Liaison Report:** Meginnis reported that she had a couple of items to share. The discussion about converting 3<sup>rd</sup> and 4<sup>th</sup> street into 2-way streets will begin. It will be on the agenda in the next 6 weeks. Discussions will likely go until the end of September. They are expecting a lot of comments and she had no idea how it will go with Council. The application for the Destination Iowa grant is due now at the end of September. They are looking to combine other funds because it's a 40/60 match. The last

Party in the Park is this week at Emeis. She has enjoyed working with the Library. They have been exactly what the City has wanted them to be. She's not sure if they will do it again. The Gold Coast/Hamburg Historic District tour is scheduled for September 17<sup>th</sup> & 18<sup>th</sup> from 12pm-4pm. They have 5 houses to tour along with the German Heritage Center. She has worked with Special Collections and this is something that they have done every other year. They haven't done it since 2018 due to the Pandemic. They had 1000 people at the last tour in 2018. If you want to participate, you can contact her. The Transit Board will have its formal hearing regarding Canadian Pacific and that's part of the national process on September 13<sup>th</sup> at the River Center. They did vote on this during the last cycle. When this process started last Fall they had conversations with surface transportation, they hired a Washington consultant, and talked to other cities that had dealt with this. The Council's takeaway was no matter if they said yes or no, it wouldn't impact the decision. The Washington consultant agreed with that. The Council's strategy was to look at the entire riverfront, determine the impact, how to mediate it, and negotiate for the most money as they could from the Railway to help do that. They ended up with 10 million instead of the 3 million after receiving the environmental study. 2 million of these funds is earmarked for a pedestrian and vehicle crossing at Concord. It currently sits blocked and impedes access to several facilities. This improvement could potentially help with the flood plan in that area of the city. They will be looking for additional grants to help with this. The rest of the 8 million will be broadly used to help mediate the impact of the additional trains. This is going to take a number of years so several Councils will be voting on different areas of the plans. Silent crossings were something that was high on the list for residents and council members. Additional access to the riverfront was high on the list as well. There are not enough funds for everything but it's enough to get us started. The water plant will be doing their own negotiations for access. The other item that was included in the agreement, that's not financial, is the 13<sup>th</sup> street bridge that has been closed for several years. Canadian Pacific gave the City the 13<sup>th</sup> street and Eastern bridge with enough money to fix one. They fixed the Eastern bridge because it had significant more traffic. The problem with the 13<sup>th</sup> street bridge at that time was to fix it required raising it 13 feet and that would have destroyed the neighborhood and access. Something they negotiated was not to be required to raise the bridge and Canadian Pacific granted that waiver. They will also cover the cost of the flaggers.

**New Business:** The first item of New Business was to approve the General Wage Increase (GWI) of 1.75% for the Library Director. Roba motioned to approve and Lance seconded. Engelmann inquired if this was the same percentage for all Directors through the City. Imming reported that it stems for the contract and everyone receives it. The Board just has to approve Jeff's because he reports to them. No other discussion. Lance, Heinrichs, Engelmann, Cooper, Motto, Roba and Imming all approved to carry the motion. The second item was discussion of the Makerspace Policy. Collins reported that a part of the renovation was to include a space for technology. Primarily the Information Services department has been working on creating the Makerspace. They have a dedicated space for this area and named Studio 321. That team has been working on developing policies and procedures about how the space will be used. Usually the process is to have the Board approve the policy and then have staff develop the procedures of how to do things. With this particular policy there are some procedural elements built into it. There are some waivers and liability forms included. Collins explained where the space was physically located because there's minimal signage at this time. The plan is to have a contest to have the public help create the letters of the signage. Engelmann asked if this policy had been reviewed by City Legal. Collins indicated that the waiver and liability forms had been approved by City Legal. Motto shared that she didn't feel that sub item (e) under item 6 needed to be its own item and that it could be combined with one of the previous statements. Motto also suggested to change the end of item 8 to be misuse to make it clearer. Collins indicated they would make those changes.

**Old Business:** The only item of old business was to approve the changes to the Behavior Policy. Motto motioned to approve and Heinrichs seconded. Collins explained that after getting more information back from City Legal, and sharing with the Board, there's one change that was added. To clarify the issue of soliciting and panhandling, it now indicates that it cannot be done inside of the Library. This will allow us to provide a safe environment inside of the Library building. Soliciting and panhandling is allowable within city limits; which includes the parking lot. Collins feels we can address aggressive panhandling under one of the other items of the Behavior Policy. Heinrichs, Engelmann, Cooper, Motto, Roba, Lance, and Imming all approved to carry motion.

**President's Comments:** Imming had no comments.

**Board Training:** Kuntz presented an overview of Special Collections. Kuntz introduced herself as the Special Collections Supervisor and in November she will have been here 5 years. Special Collections has about 5 staff members including herself. There's 4 full-time staff and 1 part-time staff member. There is a Special Collections Librarian, Library Assistant, Principal Clerk, and the part-time staff member is our City Archivist. The City Archivist mainly works with file management on the City level. Kuntz describes Special Collections as a Library within a Library. They have public services and they staff a reference desk; which they answer in person, by phone, or by email. One thing they do differently is that they do charge for some services. Copies for research requests cost \$3 dollars up to 5 pages, then it's charged by page after that. They charge \$13 for research requests that involve more in-depth research. Each staff member in the department works the service desk and can answer research questions and help patrons. They can also do on demand digitization requests. They also generally help patrons with their collection, so a lot of help microfilm or getting started with genealogy. Displays are another task that they do. Special Collections has 3 cases and right now they have historic summer reading scrapbooks. She has been working to expand out of Special Collections and has cases at Fairmount and will be working to purchase cases and add items to the first floor of Main and Eastern. They also work with organizations to bring outside exhibits into the Library. Collection development, they do get materials primarily through donation; which are mostly photographs, personal papers, and organizational records. Monetary donations do come in on occasion. Their collection development budget has \$7,000 allocated for standing orders and \$3,000 to purchase local materials or local titles from authors. They also work with other local libraries who are weeding their collections to obtain materials. A circulating genealogy collection has been created with the help of an Information Services Librarian. Collection description and preservation is also done in this department. They have been cataloging their own collection since the Librarian started in 2015. They do some of their own preservation by creating housing for materials, cleaning and minor mending. If you want to look at the collection, [archives@davenportlibrary.com](mailto:archives@davenportlibrary.com) and it's completely searchable. They do publicity and social media. They have a weekly blog called, Primary Selections from Special Collections on a variety of topics. They do Throwback Thursday on social media, which is also shared through the City's social media pages, and have a quarterly newsletter. They frequently contribute to the Library Podcast. They do instruction and programming and host events. They have partnerships with QC Beats and the Historic Preservation Commission. They have also been doing downtown walking tours with a local historian. The next walking tours will be on August 29<sup>th</sup> and September 3<sup>rd</sup>. They do presentations at retirement communities, Arsenal Historic group, and the German Heritage group. Kuntz shared some examples of materials from Special Collections and a beginning genealogy packet.

**Closed Session:** Closed session for the purpose of evaluating the performance of the Library Director. Motto read the motion to go to a closed session and Heinrichs seconded. Engelmann, Cooper, Motto, Roba, Lance, Heinrichs, and Imming approved to carry the motion at 1:05 p.m.

The meeting returned to open session at 1:23 p.m. and Motto motioned to approve the completed evaluation for Jeff Collins. Heinrichs seconded and all approved. Imming reported that Jeff Collins has successfully passed his 6-month probationary period.

With no further business, Motto motioned to adjourn at 1:25 p.m. Heinrichs seconded and all approved.

Respectfully submitted,  
Jennifer Williams, recorder