

On Tuesday, June 17, 2014, Board President, Greg Lundgren, called to order the regular monthly meeting of the Davenport Public Library board of trustees at noon.

Present: Ken Croken, Tom Engelmann, Steve Imming, Greg Lundgren, Sylvia Roba and Tracy Schwind.

Absent: Dave Iglehart & Judi Lance

Others present: KennethWayne Thompson, Library Director; Amy Groskopf, Associate Director; Steph Marvin, Customer Services Supervisor; Sue Anderson, Operations Manager; Brandon Wright, City Finance Director; Guest and longtime library user, Rosemary Hoogerwerf and Karen Neal, recorder.

1. Consent Agenda

- A. Roll Call
- B. Approval of Agenda
- C. Approval of May 20, 2014 board minutes
- D. Financial Reports

Croken made a motion to approve the Consent Agenda with a second from Imming. Motion passed with all ayes.

Introductions were made of Marvin, Wright and long-time patron, Hoogerwerf.

2. Reports

FRIENDS – Thompson reported that the FRIENDS did not meet this month and had no report.

Committee Reports

Finance – Wright came at the invitation of Thompson to provide feedback and clarity to the board of trustees on the City's position that the Council should approve the construction contract for the Creative Arts Academy project. Historically, the board of trustees has approved contracts. Wright did note that any gift revenue is spent solely at the discretion of the board but council, otherwise, sets the budget for city-generated revenue. Wright, having consulted with City Attorney, Tom Warner, could not identify in the city code where the board of trustees has the unilateral authority to have final approval of a contract. The City has a "contract procedure"; albeit, the process was expedited in this case, from the normal three weeks to 1 week. So, while there are years of precedence wherein the board has approved contracts, Wright admitted to being a new set of eyes poring over city regulations, with the help of City Legal. The council could consider amending the city ordinance, giving the board sole approval rights, if that is something the Library Board would want to pursue with Council. Board members listened attentively and felt their governance autonomy as being threatened. It seemed to be ambiguous that the library has to follow the "council approval" process. Board members asked that the record show that, in order to expeditiously move the Creative Arts Academy construction process forward, they agree, under protest, to allow city council to cast the final approval for the contractor.

Board members thanked Wright for his attendance and the spirited discussion. They extended their thanks to other finance department staff, too, for streamlining and putting the process for this project on a very fast track. Croken made a motion to delegate authority to the incoming board chair, Imming and Thompson to meet to award the contract. Roba seconded the motion. Motion passed with all ayes. To further facilitate the process, Wright agreed to move the Council approval to Monday night, July 7th. Imming and Thompson will plan to meet early on July 7th. The full board will be notified of the time of the meeting in case anyone else would like to attend.

Personnel – Neal presented library bags to the outgoing board members, Croken, Lundgren and Schwind. Additionally, Lundgren received his favorite cookies for serving as president the last 2 years!

Marvin reported on a recent workshop that she and another Customer Service staff member attended at the Cedar Rapids Public Library. She commented that they have a brilliant service model wherein they have removed barriers between patrons and staff; simplifying patron access. They, for instance, do not have security gates either and it has not been an

issue for items walking out of the building. Thompson would like to replicate the direction Cedar Rapids has taken. Board members encouraged any and all improvements to providing excellent customer service to the patrons.

Buildings & Grounds – Schwind reported that she and Croken have been part of the “design team” for the Creative Arts Academy. There has always been lots of participation by everyone at the table, she said. Croken commented that it is “really wonderful” to cohabitate with the school district. Engelmann further commented that the renovated space will be useful to the Library when not in use by the school and/or if they ever grow out of this space.

Director’s Report

- Demolition of the CAA space is to begin Monday, June 23rd. Mallery Construction will remove ceiling tiles/grids, lights and carpet. Originally, the demolition was part of the specifications for the construction contractor. Getting it done early will save the winning contractor valuable time when the construction timeline begins. Ceiling and flooring had been tested for asbestos and none found. There was asbestos found under the tile in the adjoining Server Room but that is not part of the project. Lundgren offered that sometime in future assessments of the building, asbestos locations should be identified and addressed. Tables and chairs on the 2nd floor, along the perimeter, are there temporarily as school officials indicated their wish to use them for the school space.
- So far, over 2300 individuals have signed up for the summer reading program. We are well on course to easily surpass last year’s numbers. Thompson believed the one page advertisements in the newspaper for the kick-off had a tremendous impact. Quad- City Times is a great partner, oftentimes assisting with matching funds. Croken inquired if there had ever been discussions about a regional summer reading program – maybe something with some friendly competition. Thompson will check on.
- An offer has been made for the Special Collections Supervisor position and staff continues to interview for a Marketing & Programming Coordinator. Not having a lot of success in attracting qualified applicants for the part time Development Officer position and hope to have the Per Mar Security guard in position at Main next month.
- Contractor is mud jacking at Fairmount today, both at the front entrance and at the north entrance. Over the past several years, winter heaving of the concrete has caused some unevenness, making for a possible walking hazard.

3. New Business

Reconsideration of Library Materials Policy – Last month the board took its first look at the staff revisions to the Reconsideration Policy and tasked Thompson with checking with City Legal about adding titles of staff who would make up a review committee and for the need to include a brief process description. Those changes made, Croken made a motion to approve the “Reconsideration of Library Materials Policy”, as presented, with a second from Imming. Motion passed with all ayes.

Strategic Plan – Thompson distributed hard copies of the revised Strategic Plan. He will email it to all, as well. Thompson provided a brief overview. Once approved by the board of trustees, it will be posted to the website. Board members asked that Thompson email the existing version, with the changes made to it...to them and to new board members when they are appointed.

Lundgren commented that the Mayor has a list of names for replacement board members with Lundgren hoping to have had them seated at the table today for the transition. He will continue to work with the Mayor.

To the outgoing board members, Roba commented that she was extremely grateful for their passion, commitment and caring and extended a huge thank-you for their contributions. Lundgren plans to continue to attend meetings as an ex-officio member and, of course, Schwind and Croken would be accessible, too, he said. Lundgren thought a great last discussion regarding the board’s independence. Croken commented that libraries are an essential element of democracy. Outgoing board members extended thanks to the strong support staff, as well.

Being no further business, the meeting was adjourned at 1:25 pm.

Respectfully submitted,
Karen Neal, Recorder