

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE JULY 21, 2020 MEETING

Board President Steve Imming called the monthly meeting to order for the Davenport Public Library Board of Trustees at 12:03 p.m. on Tuesday, July 21, 2020. The meeting was held in the Brooke Room of the Fairmount Branch and is partially electronic due to the fact that an in-person meeting is impossible or impractical due to concerns for the health and safety of board members, staff and the public presented by Covid-19, and to follow the Governor's proclamation directing social distancing.

Roll call of Trustees: Sylvia Roba and Amanda Motto via Go To Meeting; Judie Lance, Craig Cooper, Tom Engelmann and Steve Imming in-person. Joe Heinrichs arrived at 12:04 p.m. as roll call finished. Absent: Malavika Shrikhande and Naghme Motto.

Others present in-person or via Go To Meeting: Amy Groskopf, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, Operations Manager; Tracy Moore, Development Officer; Laura Genis, President of the FRIENDS of DPL; Marion Meginnis, Third Ward Alderman; Kasey Shipley, Recorder.

Engelmann motioned to approve the consent agenda with a second by Roba. Engelmann, Roba, Lance, Heinrichs, A. Motto, Cooper and Imming all voted yes to carry the motion.

Public with Comment: None.

FRIENDS Report: Genis announced the FRIENDS resumed meeting in July and held the meeting partially electronic for social distancing. The capital campaign is winding down and Legat is updating the plans. They are working on an update of their by-laws. Book sales are going well upon the reopening of the stores.

Finance Committee: Engelmann reported the fiscal year end should show 100% of spending done and that is the case in some accounts.

Personnel Committee: A. Motto spoke with Groskopf regarding the evaluation process for this year. As part of this, she requested an update on the implementation of the strategic plan which is part of the board's packet.

Advocacy Committee: Nothing to report by Lance.

Director's Report: Groskopf highlighted items on the Strategic Plan Implementation Report she provided in the board packet. Some items came to a stop due to closing in March. One challenge has been in partnering with non-profits. Many are in survival mode and unable to work with the library at this time. She is surprised by the number of accomplishments that were possible even with the pandemic. Virtual programming was meant to be tried and evaluated as part of the plan, but it became a necessity during the closure. The result was an average of 22 virtual attendees per program, which is better than many in-person program attendance totals. In-person programming and Outreach is still a challenge. Outreach has been delivering some deposit collections. She knows we are missing a lot of populations that don't have internet access to know we have reopened and will be sending out postcards to targeted neighborhoods noting what services are now available. E-book circulation is up 76% for the 4th quarter. E-audio has been trending up over the years and continues to increase. More will be spent on digital resources this fiscal year. Circulation total is down by about half. An item on her report included Books By Mail. There would be a cost to the patron for this so that is different from our regular model and not an equitable service. It may be something to take off the to-do list and examine later. There is still no clarity on the school year and how it will impact staff that have school-age children and library operations. The

city is working on a new policy and she is hoping to see it this week. We have staff living all over the area so many school districts are represented.

Council Liaison Report: Meginnis is glad to be back meeting with the board as she missed the last two meetings. The city is working on the budget for FY22. The hotel/motel tax is down substantially due to the pandemic so there will be shortfalls. The City was in a good financial position going into the pandemic. The Downtown Partnership is working on a strategic plan. They have a survey up for the public and she will share with Groskopf to pass along to the board. When the results are made public, she will share. She reports that the Police Department is stretched beyond capacity with the search for the missing child; many have been working 10 to 14-hour days and NETS is focusing on the search rather than their regular duties. Meginnis shared an update on the fatal shooting that took place on July 3 on the outskirts of downtown. It stemmed from an illegal private club being shut down and those that went there after the bars closed found it was no longer open. The census is now extended to October 31 due to Covid-19. Some areas are seeing a higher self-response than 2010, but lower in some parts of town. So many partners like churches have not been able to assist as hoped due to the pandemic.

New Business: The first item of new business is the election of officers. Imming noted the executive committee met and Engelmann, Roba and himself are okay with continuing in their roles if no one else is interested to become president, vice-president or secretary. He asked for self-nominations. Seeing and hearing none, he asked for a motion to approve the existing slate of officers. Engelmann motioned with a second by Cooper. Roll call: Roba, Lance, Heinrichs, A. Motto, Cooper, Engelmann and Imming all voted yes to carry the motion. The second item of new business is committee assignments. The Personnel Committee will be co-chaired by A. Motto and Cooper with N. Motto. The Advocacy Committee will be chaired by Shrikhande with Lance and Roba. The Finance Committee will be chaired by Engelmann with Heinrichs and Imming. The third item of new business is a motion to approve the transfer of up to \$200,000 from the Library Levy Reserve fund to the Main Library Renovation Project. Engelmann motioned to approve with a second by Lance. Groskopf noted that it was "up to" and that City Finance wants the Levy Reserve to be in the \$300,000-400,000 range for a minimum balance. That will leave at least \$450,000 remaining in the reserve. Roll call: Lance, Heinrichs, A. Motto, Cooper, Engelmann, Roba and Imming all voted yes to carry the motion. The fourth item of new business is to approve the FY22 Library Business Plan. Heinrichs motioned to approve it with a second by Engelmann. Imming reminded the board that this is the library's input on our purpose and why the budget should support the services provided by the library. Groskopf did note language was added to the objective of providing services in an equitable and inclusive manner. She admitted the FY22 goals in the tables were pure guesses due to the unknown with the pandemic. Imming said he'd like to see all of the graphs start at zero for a more accurate view. Most now do but the cardholder graph shows a range of 3,000. Roll call: Heinrichs, A. Motto, Cooper, Engelmann, Roba, Lance and Imming all voted yes and to carry the motion. The fifth item of new business was to discuss pay banding and benefits for part-time non-union employees. Much discussion led to the outcome that the board supports how that staff is currently paid and compensated. Groskopf will share the feelings of the board with city administration and to see if the board needs to act upon a resolution at a future meeting. The sixth item of new business is to approve a 1% general wage increase for the library director. Lance motioned to approve with a second by Engelmann. This is the same percent GWI that other city supervisors received but since the board oversees Groskopf's employment it must be approved by them. Roll call: A. Motto, Cooper, Engelmann, Roba, Lance, Heinrichs and Imming all voted yes. The seventh item of new business is to approve a change to the Covid-19 policy to allow one-hour appointments for researchers needing to use materials in Special Collections. Engelmann motioned to approve with a second by Roba. Groskopf noted there has been no access to Special Collections since closing in March and there have been requests for access by patrons as well as staff wishing to offer time to patrons. Roll call: Cooper, Engelmann, Roba, Lance, Heinrichs, A. Motto and Imming voted yes. The eighth item of new business is to approve a letter of understanding with the

Library bargaining unit regarding scheduling. Engelmann motioned to approve with a second by Cooper. Groskopf noted this will allow the September schedule to be posted after the normal deadline of August 1 due to the lack of city administrative policy and clarity on what the school systems will be doing for schedules this fall. It is only for the September schedules and the language was provided by the union. Roll call: Engelmann, Roba, Lance, Heinrichs, A. Motto, Cooper and Imming all voted yes.

Old Business: The approval of the Materials Selection Policy that was discussed at the June meeting is the only item for old business. Lance motioned approve the revisions with a second by Engelmann. There was no discussion. Roll call: Roba, Lance, Heinrichs, A. Motto, Cooper, Engelmann and Imming all voted yes.

Other: Imming noted that today's obituaries included Ann Riepe who had volunteered in Special Collections for many years.

With no further business, Imming adjourned the meeting at 1:03 p.m.

Respectfully submitted,
Kasey Shipley, recorder