



LIBRARY BOARD OF TRUSTEES
MINUTES
November 21, 2023

Roll call and introduction of attendees

The Davenport Public Library Board of Trustees meeting was called to order by Steve Imming on Tuesday, November 21, 2023 at 12:01 p.m. at the Main Library in Meeting Room C. Board members present: Malavika Shrikhande, Sylvia Roba, Amanda Motto, Joe Heinrichs, Steve Imming, Laura Genis (12:10 p.m.) and Tom Engelmann (12:44 p.m.). Judie Lance and Craig Cooper were absent, both excused with notice given ahead of the meeting. Staff present: Jeff Collins, Jennifer Williams, Tracy Moore, Cristina Amador Perez and Kasey Shipley. Guests: Marion Meginnis, City Council Liaison and Heidi Lubben, FRIENDS President.

Consent Agenda

Heinrichs motioned to approve the consent agenda. Shrikhande seconded the motion. Shrikhande, Roba, Motto, Heinrichs and Imming all approved.

Public with Comment

Seeing no one, Imming moved to the next item.

Reports and Communications

FRIENDS Report

Lubben reported the FRIENDS Board will be staying with their current financial advisor after going through the RFP process for investment services. The ribbon-cutting for the Enhanced Children's spaces will be December 2. They voted to approve support of the Fairmount snack pantry for five years noting it helps staff in dealing with behavior issues related to hunger.

Finance

No report.

Personnel

Motto stated the Trustees will complete the Library Director's evaluation later in the meeting and submit to the City.

Advocacy

Shrikhande reported on business conducted at last week's meeting of the DEI committee which has changed the name to IDEA to add in accessibility to the acronym. She is excited by the work they are doing in research and sharing thoughts for training topics or changes to make in the organization. A LibGuide creation is in the works that will be staff-facing, not public-facing, and may be something to share with Trustees. She also shared her thoughts after seeing the new children's area and shared a



story from a neighbor that clicked on a link to the catalog from a social media posting about a holiday closing. The last item was to ask if she could share Collins' contact information with someone from the Davenport Community School District. They may be interested in using the Eastern café space for a student program.

Director's Report

The installation of the interactive pieces and art in the children's areas at the branches by Burgeon Group went faster than they had planned and only took one week. It looks great and Main should have the pieces designed for that location in fall of 2024. Some sharps containers have been installed at each building in staff and patron restrooms. The Business Services program began on November 1. Gale Business Plan Builder and LinkedIn Learning are two new business resources. Brittany Peacock, Community Outreach Supervisor, is serving as the president of the Association of Bookmobile and Outreach Services this year, a national group affiliated with ALA. Their October conference held in Pennsylvania, and under her direction, had the largest turnout to date. Collins shared information about the grand opening of the children's spaces on December 2 with Eastern at 9:30 and Fairmount at 2:15. Please attend if you are able. There will be a Board Room series training from the State Library on November 30 from 6-7 p.m. and a room is booked at Eastern if you want to view with fellow Trustees. Roba commented that so many of the pieces of information in the report are newsworthy. Collins noted that most are in our press releases put out approximately every two weeks, but those are dependent on the news outlets to pick up on them and share with the public.

Council Liaison

Meginnis reported there is a transition taking place in upper management at City Hall with Mallory Merritt acting as Interim City Administrator. The long-time staff counsel in the Legal Department is retiring soon as well. There are five new members joining City Council. The new 7th Ward Council member, Mhisho Lynch, will be sworn in tonight due to a vacancy; the rest begin in January. Meginnis shared information on the meeting cycles for the rest of the year. There will only be one two-week cycle in December due to holidays. Budget meetings will be on Saturdays in February rather than January and approved budgets are due to the state later than normal. Collins noted he has reached out to newly elected City Council members offering Library services, a meeting and tour if they wish.

Old Business

The first item of new business was to approve the volunteer policy changes. Roba motioned to approve with a second by Heinrichs. Collins noted the Library's DEI team reviewed and had a question as to why the volunteer dress code was an exception as it is included in the volunteer manual. With discussion, a change to the third paragraph, first sentence, was suggested to change to "Volunteers follow the Volunteer Manual, as well as the same policies, procedures, and guidelines as Library employees." Roba and Heinrichs were good with the amended motion. Roba, Motto, Genis, Heinrichs, Shrikhande and Imming all approved.



The second item of new business was to approve the Mission Statement and Vision Statement. Roba motioned to approve with a second by Heinrichs. With no further discussion the vote was held with Motto, Genis, Heinrichs, Shrikhande, Roba and Imming all approving.

President's Comments

Imming reminded the Trustees to be aware of what is going on in the state regarding libraries. Some cities are trying to make their Library Boards advisory under their city council through voter referendum. Building a base of library supporters or fans is important. There were some questions from Trustees that Imming said he'd get more information on as he didn't have the answers at hand. Genis suggested the board lean into the Iowa Library Association for advocacy assistance in a more formal capacity.

Board Training

Cristina Amador Perez presented board training to the Trustees on the topic of the Library's Staff Association from 12:45-12:55. She shared information on how staff support of the committee is made by payroll deduction of \$1 to \$5 monthly; they choose if they join and at what giving level when hired. They can change their contribution at any time. Those funds go towards small gifts to acknowledge anniversaries, retirements and resignations. Marriages and births are marked with gift cards and sympathy cards are sent if the committee is alerted to a death in a staff member's family. Social events like monthly birthday treats, anniversary treats, after-party on in-service days and potlucks are supported with the funds, too. The staff gives back to the community by having jeans days for charity with staff given a chance to provide input on local charities they'd like to support in this way. The Staff Association also coordinates group orders of Summer Reading t-shirts and America Needs Public Libraries t-shirts from Raygun. Genis thanked Amador Perez for sharing and suggested asking the FRIENDS for support for staff appreciation. Imming noted it makes the Library a great place to work and helps the community. Collins thanked the committee for all the work they do to boost staff morale and giving back to the community. It is a testament to the amazing staff here and he thanked Amador Perez personally for the phenomenal job she has done serving on the committee for many years. Shrikhande encouraged the sharing of the charitable giving on social media.

Closed Session

Motto motioned to go into closed session citing section 21.5, subsection i of the Iowa Code, "To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session." Engelmann seconded the motion. Shrikhande, Roba, Motto, Heinrichs, Genis, Engelmann and Imming all approved moving to closed session at 12:58 p.m.

Open session was resumed at 1:55 p.m. Heinrichs motioned to approve the performance of the Library Director with a second by Shrikhande. Shrikhande, Motto, Heinrichs, Genis, Imming and Engelmann all approved. Roba left before the vote was called.



Adjourn

Engelmann motioned to adjourn at 1:56 p.m. with a second by Genis. All ayes ended the meeting.