

LIBRARY BOARD OF TRUSTEES
MINUTES
AUGUST 20, 2024

Roll call and introduction of attendees

The Davenport Public Library Board of Trustees monthly meeting was called to order at 12:03 p.m. by Tom Engelmann on Tuesday, August 20, 2024. The meeting was held in Meeting Room C of the Main Library. Board members present at roll call: Michael Hustedde, Honey Bedell, Joe Heinrichs, Malavika Shrikhande and Tom Engelmann. Staff present: Jeff Collins, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, HR Operations Manager; Tracy Moore, Development Officer; Kasey Shipley, Office and Facilities Manager & Recorder. Guests: Hilary Tanner, President of the FRIENDS of the Davenport Public Library.

Consent Agenda

Hustedde motioned to approve the consent agenda with a second by Bedell. Hustedde, Bedell, Heinrichs, Shrikhande and Engelmann all approved.

Public with Comment

No one present.

Reports and Communications

FRIENDS Report

Tanner reported they added another member to their board this month. An amendment was made to their bylaws to update the committee lists. They are looking to grow the membership number and are beginning with a survey to current members. A fundraising event for 2025 is in the beginning stages.

Finance

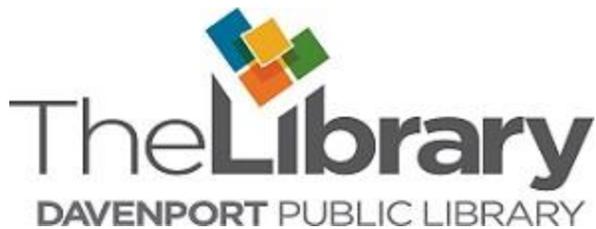
Since committees will be approved later in the meeting, Engelmann noted that the budget comparison for the current year shows expenses through 8% of the year and spending is right about the same percentage.

Personnel

No report, per Hustedde.

Advocacy

Shrikhande reported that St Ambrose University will be having a card signup drive for their students that qualify for a Davenport card. She shared some information on her recent trip to Iceland when she visited one of the Reykjavik public library locations. Collins had given her a few logo items from Davenport to share. She spoke with their staff on the difference and similarities of public libraries in the two countries.



Director's Report

Collins shared that the Fairmount Community Center is having a grand opening at 2:30 p.m. on Thursday, August 29. The Library is excited to see it come into operation and what we will be able to collaborate with Parks on in the future at that site. The Library will begin the process of seeking a provider for the strategic planning process as the FRIENDS approved supporting the hiring of a consultant for up to \$15,000. The new plan will be put into place on July 1, 2025. He noted the next Board meeting will be at Eastern. The Threadless store is now open to place orders for clothing and accessories designed by Tessa Wallace, The Library's Marketing Coordinator. A Back-to-School resource fair and a backpack giveaway were held earlier this month. September is Library Card Sign-up Month so there will be many activities related to it. The Library is the first library in the QC to be named an LGBTQIA+ Friendly Business by Quad Citizens Affirming Diversity's new Safe Connect program. There have been 167 returning students from the Grade Level Outreach Experience (GLOE) visits which is a high return number. The derecho in July that left many without power brought a large number of residents to The Library to utilize our resources. The Summer Reading Program is wrapping up this month. Shrikhande loves the Tidy Time program and will be sharing the idea with colleagues, with Collins' consent.

Council Liaison

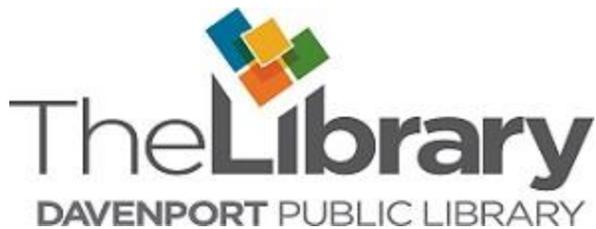
No report. Alderwoman Meginnis was not present.

Old Business

The first item of old business was to approve committee assignments. With a slight change to Engelmann's memo of proposed assignments, the Finance Committee will be chaired by Heinrichs with Engelmann and Skalak on it. The Personnel Committee will be chaired by Motto with Davis and Hustedde making up the other members. Shrikhande will chair the Advocacy Committee with Bedell and Genis as the two other members. Hustedde motioned to approve the committee assignments with a second by Heinrichs. Bedell, Heinrichs, Shrikhande, Hustedde and Engelmann all approved. The second item of old business was to continue the review of Administrative Policies and covering sections 2.1-2.12. A section-by-section review of the documents took place with Collins noting if the language was tweaked or if there was any largely changed sections. Hustedde will pass along any grammar suggestions to Collins. The entire Administrative Policy document will be presented in November in final version for approval and Trustees will continue to review in smaller batches through October.

New Business

The one item of new business was to approve the award of a contract to Conference Technologies, Inc, of Davenport to upgrade AV equipment at Fairmount in the amount of \$60,594.99. Bedell motioned to approve with a second by Shrikhande. Shrikhande, Hustedde, Bedell, Heinrichs and Engelmann all approved.



President's Comments

Engelmann's only comment was to thank Imming for his leadership of the Library Board of Trustees over the years; he learned a lot from him!

Board Training – Fundraising/Development with Tracy Moore (Development Officer)

Moore performed a 15-minute overview of what she does in her position and how those tasks are spread out over the FRIENDS' fiscal year April-March. The department of one part-time employee, Moore, oversees fundraising for the Library and works closely with the FRIENDS of the Library to help The Library carry out its' mission. The FRIENDS are a 501(c)(3) and most donations come to the Library in their name. The FRIENDS fund Summer Reading, author visits, Borrow by Mail, strategic planning and Youth Snack Pantry to name a few programs or initiatives. There is no formal planned giving program at this time, but there are occasional bequests. She shared her process for seeking grants and all the steps those opportunities may require. Not all grants are created equal where having a template works. Reporting and tracking of the grant once received for compliance is important. She spoke a bit about membership and what the FRIENDS are doing to update that process. She touched on Annual Appeal campaign and Birdies for Charity program tied to the John Deere Classic. Giving Days, or Giving Tuesday, are more social media-driven like Facebook where donations are not always linked to a donor name. All donations are tracked through Bloomerang, a donor database paid for by the FRIENDS. It can track donor trends and creates donor profiles. It can show donor engagement and giving capacity. In regard to donor stewardship, acknowledgment is made within 48 hours of receiving a donation. There are also notes of thanks to donors not asking for any new donation, and updates on what their donation is being spent on at The Library. Collins noted that Moore is nearing her ten-year anniversary with The Library and that she does a great job as the primary liaison to the FRIENDS. Bedell added she provides great leadership to the FRIENDS Board to get the work done. Bedell asked what the Trustees could do to support her. Advocating for the FRIENDS and The Library for funding to get the great programs and fun stuff for the community was her reply. Shrikhande thanked her for what she does and inquired about the FRIENDS Facebook page. Moore noted that page is not accessible to library staff at this time; it is locked out. Shrikhande also relayed information to the QC Community Foundation Giving Catalog. It has not been pursued at this time as there doesn't seem like much giving happening through that platform at this time. Hustedde noticed the quarters for the year don't match with calendar or The Library's fiscal year. It was explained that the FRIENDS are on a different fiscal year, and many non-profits do a different timeline.

Adjourn

With no further business, Bedell motioned to adjourn at 1:04 p.m. Shrikhande seconded and all approved.