



LIBRARY BOARD OF TRUSTEES
MINUTES
JULY 15, 2025

Roll call and introduction of attendees

Tom Engelmann called to order the monthly meeting of the Davenport Public Library Board of Trustees at 12:03 p.m. on Tuesday, July 15, 2025. The meeting was held in Meeting Room C at the Main Library. Board members present: Honey Bedell, Joanna Drake, Joe Heinrichs, Michael Hustedde, Amanda Motto, Jerry Skalak, and Tom Engelmann. Absent: Shelley Klaas and Malavika Shrikhande. Others present: Jeff Collins, Library Director; Lexie Reiling, Assistant Library Director; Jennifer Williams, Library HR Operations Manager; Tracy Moore, Development Director; Brandie Park, Administrative Assistant; Kasey Shipley, Library Office & Facilities Manager & Recorder; and Marion Meginnis, City Council Liaison.

Consent Agenda

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

Public with Comment

No one was present.

Reports and Communications

FRIENDS Report

In the absence of the FRIENDS President, Hilary Tanner, Collins shared a message from her. Invitations will be mailed after they come back from the printers, hopefully in the next week. They are still seeking sponsors for the event so reach out to Tanner if you have any suggestions. She extended a thank you to Shrikhande for sharing the Save the Date card with others and securing a sponsorship. The FRIENDS appreciate the support from the Trustees.

Finance Committee

Heinrichs shared that expenses are nearly complete for the fiscal year and pointed out that vehicle maintenance line was in good shape so there must have not been an expensive repairs of library vehicles this year.

Personnel Committee

Motto had nothing to report.

Advocacy Committee



In Shrikhande's absence, Hustedde noted that Kathryn Whalen, Special Collections Supervisor, was at the German American Heritage Center's Best of the Wurst on Sunday. He was surprised and happy to see The Library represented at the event. She had brought some materials and information to share.

Director's Report

The roof replacement project at Fairmount is moving forward with Council seeing plans this week and set to approve next week. The Main Renovation Phase 2 project is coming to an end. Special Collections opened this week on the second floor for a soft launch through July. Regular hours will begin in August and a grand opening will be held once all projects are complete. The café space at Eastern will be converted to more sale space for the FRIENDS Bookstore after years of seeking a café tenant and having little success. The space the FRIENDS use in The Library's backroom will be converted to storage where Library of Things items will be held. The new mobile app has launched which interfaces better with the catalog, is faster, and has a better user experience. The employee professional development plan was rolled out which gives more staff an opportunity to expand their professional growth. Collins encouraged the Board to review the list of FY2025 accomplishments in his report. Other items to note in the report include the process of auto-renewing and that will now happen up to twice. Summer Reading Challenge is going well with more participants so far this year than last. Patrons are excited about Bridges and the significant increase of items available digitally. Collins attended a meeting of a local group responding to the recent disaster emergency for weather last week. He offered The Library as a resource for patrons seeking aid or assistance. Heinrichs inquired on how the facilities fared in the storm and Collins reported there was no damage found. Upcoming programs include Escape from the '90s Escape Room. There is a Board training opportunity on August 6th at 6:30pm. If anyone is interested, Collins can book a room to have a viewing party at a library location. Engelmann inquired about the space formerly used as Special Collections and what will become of it. Collins shared that much of it will still be used for closed stacks items they didn't move to second floor and that Technical Services will move from second floor to the former Special Collections office space. The space vacated by Technical Services will be utilized as a larger workroom for other staff. Compact shelving recycled from St. Ambrose will be installed in the former Special Collections space to further expand capacity. Meginnis asked if there was any concern of the movement from the space named for Richardson-Sloane family to the second floor. Collins replied The Library is in compliance with the agreement. Reiling shared that the Statistical Dashboard now has three full years of data compiled so comparisons can be made year over year. Seven of the eight categories show an increase for FY2025 from FY2024. She reviewed all the categories and shared likely reasons of increases. Only wireless sessions have decreased and Library IT staff said it may be due to increased availability of 5G. The Wi-Fi in the buildings is now turned off 10 p.m.-6 a.m., a recent change. Circulation is up 2% from last fiscal year. Reiling could not pinpoint any specific reason for the increase in nearly all the categories. Possibly more programs led to more people through the doors checking out more items. It could be, in part, due to policies revised over the recent years to break down barriers, like going fine-free. Skalak had a question about what counts as a circulation. Reiling replied it could be a digital item or physical item; each item counts as one, plus any renewals of the



items. Hustedde asked about cardholders and if someone from out of town can get one. Reiling said the cardholder statistic is for Davenport residents only. Visitor cards, like Open Access or intergovernmental agreements, do not count towards that number. Drake inquired about the reasoning for turning off the Wi-Fi overnight. Reiling and Collins shared that the decision was made to see if that would deter people from gathering outside after hours, specifically at Main, that were leaving behind trash and causing disruptions. The thought was 10 p.m. should help out students that may need the Wi-Fi and turning it on at 6 a.m. would give some time in the morning before opening. There have been no complaints since it was implemented a few months ago. Skalak asked about the library visits number and how those were counted. Reiling shared that The Library recently purchased a new people counting system that will catch those entering at the first doors at the branches, where, in the past, they may have been missed if going to the meeting room hall before going through the security gate. Collins share that libraries across the country saw a spike in use after the 2008 economic downturn and numbers have decreased since then with another big drop during COVID. Engelmann shared that he thinks the dashboard document with commentary is much easier to digest than the table previously used for statistics. Collins said he would share the raw data if any Trustees are interested in seeing it in that format.

Council Liaison

Meginnis shared that Council is on the second cycle for July and will have a third Wednesday in July with no business conducted. The Party in the Park is at Fejervary this week and the last is at Credit Island next month. Third Street resurfacing project is going along at a good pace. In the fall the street will change to two-way traffic while work continues on Fourth Street to work ahead on accessible sidewalks with resurfacing in 2026.

Old Business

The one item of old business was to approve the changes to The Library Trustee Code of Ethics and Library Trustee Job Description. Hustedde motioned with a second by Drake. Collins shared that the job description was put into the new format since Trustees said they found it useful at the June meeting. Motto, Drake, Bedell, Skalak, Heinrichs, Hustedde, and Engelmann all voted to approve.

New Business

The first item of new business was to review committee assignments for FY2026 from the draft roster. Engelmann said if anyone wants to move to a different committee to let him know before the August meeting so those can be finalized. Hustedde reported his phone number is wrong. Collins will correct. Motto noted she only has one year left on the Board so would want to have a new chair for Personnel Committee. The second item of new business was to review proposed changes to the Behavior Policy. Collins noted it is one of four required policies for Iowa libraries accreditation. It is the hardest to manage and enforce and needs to balance the needs of all library users without discriminating. There are also procedures and charts for staff to refer to when enforcing the policy. A suspension letter from The Library or a trespass letter issued by police and filing out a conduct report to alert other staff are



included in the procedure. The Library has a contract security officer for 40 hours of 53 open at Main during the week. A previous version of the policy had nearly 40 prohibited behaviors. It was simplified to about eight a few years ago and this revision has 18 to assist staff and patrons in defining what is not allowed. The policy that covers smoking is a different document if it was noticed that it is not listed. Collins went through some examples of prohibited activities and how staff would be expected to address those actions. A patron issued a suspension may appeal their ban to the Director or Assistant Director, and could appeal to the Trustees during Public Comment if it is denied. Heinrichs inquired on how the new security contractor was working out since the change in provider last year. Collins feels the service is good but would like them to provide more hours. That request will be made when the contract is renewed after the first year is complete. Drake asked how it is determined in bullet 5, letter R, if adults in the children or teen sections are allowed. Collins replied that staff would ask and if the adult has a legitimate need to use the space, such as selecting items for children that are not with them, that is fine. She also shared concern with letter F which seems is a response to those users experiencing homelessness and does not seem inclusive. Collins noted that if an odor, whether overusing cologne or other odor, was strong enough it impeded others' ability to use the space, it would need to be addressed. Drake feels a strong odor should not keep someone from using the facilities. Drake inquired about letter G and discarding items left behind. Collins stated those would go to the lost and found for a month, but food would be thrown away. Hustedde agreed with Drake on letter F that the policy needs to be respectful of those that may not have access to hygiene opportunities. He shared an example that he has sat in chairs while using the facilities that had a strong odor of smoke left behind by someone who had been there and it is repellent. It is a hard balance to achieve. Drake suggested an increase of cleaning in the budget. Engelmann asked how often staff has to address this issue and if it was cologne or body odor issues, or both. Collins shared that it is a daily issue that staff have addressed under current policy as a behavior that endangers safety or health of others. He stated the rules apply across the board. In the draft policy, food is only allowed in designated areas. If a mother is feeding a toddler a snack in the children's area or a patron is eating a candy bar at a study table on the second floor, both are breaking the no food policy and would be addressed. Related to the odor issue, Reiling added that staff have had training on how to address issues in an empathetic way and offer resources so the patron can resolve an issue and come back to the library. Drake shared her concern with letter L, inappropriate use of restrooms, and asked if hygiene items could be provided or expand programs or services to aid patrons. Collins noted that staff provide hygiene products. Engelmann noted the ARPA-funded Library Social Worker had been able to help direct patrons to resources more readily. Skalak said he believes the rules should be applied without prejudice. This will be on next month's agenda for approval.

President's Comments

Engelmann asked the Trustees to get back to him on their preferred committee assignment this month to have the updated roster at next month's meeting.



Adjourn

Hustedde motioned to adjourn at 12:54 p.m. with a second by Drake. All approved.