



LIBRARY BOARD OF TRUSTEES
MINUTES
SEPTEMBER 16, 2025

Roll call and introduction of attendees

Tom Engelmann called to order the monthly meeting of the Davenport Public Library Board of Trustees at 12:00 p.m. on Tuesday, September 16, 2025. The meeting was held in Meeting Room B at the Eastern Library. Board members present: Honey Bedell, Joanna Drake, Shelley Klaas, Amanda Motto, Jerry Skalak, Malavika Shrikhande (12:10 arrival), and Tom Engelmann. Absent: Joe Heinrichs and Michael Hustedde. Others present: Jeff Collins, Library Director; Jennifer Williams, Library HR Operations Manager; Tracy Moore, Development Officer (exited remote attendance at 12:15); Kasey Shipley, Library Office & Facilities Manager & Recorder; and Marion Meginnis, City Council Liaison.

Consent Agenda

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

Public with Comment

No one was present.

Reports and Communications

FRIENDS Report

Collins reported that Tanner was unable to attend but wanted to share that they are excited to have two new board members join. Fatal Fiction is Saturday, September 27 and tickets will be sold through Friday, September 19 for \$85 each. Final preparations are underway. The auction baskets look great and there are many bottles of wine for the wine pull. Over 100 tickets have been sold.

Finance Committee

Engelmann noted the Budget Recap for FY2025 with final amounts was shared in the packet. 96% of the allocated budget was spent with some lines over and others underspent. The current Budget Recap is for 16% of the year and spending is very close to that percentage.

Personnel Committee

Motto shared that preparations will begin in October for Collins' annual evaluation. She will share the steps with the others on the committee so the person serving as chair next year will have a good idea of what to expect.

Advocacy Committee

No report per Klaas, in the absence of Shrikhande.



Director's Report

Collins reported that the contract with Citadel Security was extended for two years and have added six hours per week so that we have a guard every day of the week that Main is open. The Library's Leadership Team is meeting offsite tomorrow for their annual development day. The photo in his report is compact shelving acquired from St. Ambrose University and installed in the basement for the storage use of Special Collections. He expressed his thanks to Trustee Shrikhande for connecting us with this resource. Library Card Sign-up Month is taking place and the goal is to sign up 400 new cardholders with more than half that goal met. Staff will be at St. Ambrose tomorrow to sign up eligible students for a card, again with the help of Shrikhande. The Library of Things will roll out at Main in October and by November at Fairmount and Eastern after some rearranging of materials. QC Beats has added new partners in Rock Island Public Library, Putnam Museum, and Figge. The Summer Reading Challenge trophy presentation will be at a City Council meeting on October 8. Harrison and JFK were the winners. All Trustees are welcome to be there at 5:30. The presentation will be soon after the meeting starts. He mentioned the stories and upcoming programs noted in the report. There is a screening of the film, "The Librarians" at the Putnam on October 23, 2023 at 7. Tickets are \$10 for adults, \$9 for seniors. It is a documentary about librarians as first responders to democracy. This coming Saturday at Fairmount at 10 is the 1000 Books Before Kindergarten graduation ceremony and it is always a very cute program to see little ones in a cap and gown. Shrikhande asked if St. Ambrose staff could come to see the compact shelving that was moved. Collins shared that she can arrange it with the Special Collections Supervisor since it is located in a non-public area.

Council Liaison

Meginnis shared that the final vote has been held to go forward with silent crossings for train traffic in the downtown area. There is still much work for the City and Canadian Pacific to do before it begins, hopefully in 2026. Third Street resurfacing work continues and once completed the street will be changed to two-way west to Marquette Street. Fourth Street work will begin in 2026. The City's primary election will be held on October 7 and general election on November 4.

Old Business

The first item of new business was to approve changes to the Makerspace Policy. Motto motioned to approve the Makerspace Policy with a second by Bedell. Collins noted that the copyright link was added and the fee schedule was pulled from the policy to be voted upon separately. The goal is to provide what we can for free but that is not always feasible so cost recovery is needed in some cases. The Library does offer up to 50 cents in free prints per day, per patron. The fee schedule would be reviewed annually or brought to the Trustees as needed to update the schedule. Klaas, Motto, Shrikhande, Skalak, Engelmann, and Bedell voted to approve. Drake voted no. Bedell motioned to approve the fee schedule with a second by Klaas. With no further discussion, Klaas, Motto, Shrikhande, Skalak, Engelmann, and Bedell approved. Drake voted no.



New Business

The first item of new business was a motion to approve closing The Library on Thursday, April 23, 2026 for the annual Staff Development Day. Collins shared that this is essentially an in-service for staff where all come together to collaborate, train and connect, often offsite. It is typically held the fourth Thursday in April. Shrikhande motioned to approve with a second by Skalak. Motto, Shrikhande, Skalak, Bedell, Drake, Klaas, and Engelmann all approved. The second item of new business was to approve the Business Plan for FY2027. Collins shared this is part of the annual budget process in which each City department submits a summary of purpose, strategic initiatives, and goals. This has been updated to reflect the latest strategic plan. Klaas motioned to approve with a second by Bedell. Shrikhande, Skalak, Bedell, Drake, Klaas, Motto, and Engelmann all approved. The third item of new business was to review the Filming and Photography Policy. Collins shared the draft is in the new template and has been refined for clarity. A large purpose of this is to address First Amendment audits, protecting staff, and making sure we are all in compliance. Another purpose is addressing recordings at board meetings, handling media requests, and safeguarding patrons' privacy rights. Skalak inquired if someone records other patrons, they take on the responsibility to get their permission to do so. Collins stated that a library is a limited public forum so there is no expectation for privacy. Engelmann shared it will be on the October agenda for approval. The last item of new business was the Summer Reading Challenge Summary for 2025. Collins noted there are statistics on the front of the two-page document with teacher and staff feedback on the back. This summer there were 2,312 participants in the program which was a 48% increase over last year. He broke down the numbers between age groups, noting that the adult division was where the most growth was seen. This was the first year since before Covid that a finishing prize was given out, so it may be a large reason for the increase in numbers. Many Trustees chimed in to say the tote bags were great and Collins thanked the FRIENDS for funding the incentive. Grand prizes were also awarded to the name drawn, but only a few can win. The Personal OWL Visit prize was won by a student at St. Paul the Apostle and he wants the visit to take place at his school, not his home. There were 354 programs during the Summer Reading Challenge with over 10,000 attendees. Touch-A-Truck, Mikayla Oz, and Adopt a Reading Pet were three with the largest attendees. The team is meeting later today for a debrief on this year's program. A long-term sponsor is being sought with a goal of \$10,000-20,000 to provide incentives. Skalak inquired if youth participation can be tracked to see if it helps in their reading skills at school. Collins shared that privacy issues prevent much of that, but we work with First Grade Visits to the schools to help provide measurable outcomes. Related to Touch-A-Truck, Skalak shared that the I-80 Trucking Museum is a neat visit to make and it is free. Engelmann encouraged attendance at the October 8 City Council meeting for the Summer Reading Challenge trophy presentation.

President's Comments

Engelmann brought up the possibility of holding monthly meetings at Fairmount and Eastern more than once per year. There was comment that there be several reminders since going to Main is the most routine. Another suggested there may be more of a chance for public comment or input.



Board Training – Personnel by Jennifer Williams (Library HR Operations Manager)

Williams introduced herself sharing she has been with The Library for eight years. She presented a 15-minute training on core functions of her role. The hiring process overview was the first part of information she shared. Related to that, she shared longevity comparisons from the last time she presented to the Board. Another key role is to update and maintain Administrative Policies that the Trustees approve and the Emergency Manual procedures used by staff for those situations. Other responsibilities include being the first approver of all annual and six-month probationary evaluations of staff, and she works with the Personnel Committee of the Trustees to assist with gathering what they need for the Library Director's annual evaluation. She enters payroll and approving timesheets for staff biweekly. She gets volunteer applications, completes those background checks, connects with the department they are interested in serving and provides their orientation. She provides coaching and guidance to the Leadership Team in dealing with performance issues and the disciplinary action process. Williams serves as the point of contact between the AFSCME Union stewards and Library Administration. And, as Motto mentioned, she works with the Trustees in getting what they need for the Library Director's evaluation. Klaas asked what part of her job she likes best. Williams enjoys the hiring process where she gets to meet people through the interview process. Engelmann inquired about the requirements for each job and if good candidates may slip by if they don't meet those. Collins shared that the Library's DEI, now IDEA team, reviewed job descriptions that were revised in the past couple of years to provide suggested changes. One thing currently required is a driver's license. That may be revised as many younger people are choosing not to drive. Shrikhande noted the IDEA team also took tests for some positions and Williams stated some of those have been removed from the process due to input from the committee. Bedell asked if there have been any recent salary comparisons done to know if compensation is adequate. Williams replied that she looks into what similar positions are paying when jobs are open to know if what is being offered is comparable to others. Collins joked that Williams is the most important employee of The Library because no one is getting paid without her. He shared that she is a consummate professional and does a lot of really great things to move the organization forward and assist staff. Those include sharing mental health resources and assisting staff with FMLA paperwork as needed. Engelmann shared he is impressed with her confidence and professionalism in dealing with any sensitive issues related to staff that have come before the Board.

Before adjourning, Shrikhande shared that at the Figge right now has a display of five photographs provided by Special Collections and attributed to the Richardson-Sloane Special Collections Center. She also had some questions about Fatal Fiction. Collins noted an email will be sent to ticket buyers to share information on parking, checking in at the event and more.

Adjourn

With no further business, Shrikhande motioned to adjourn at 12:47 p.m. with a second by Motto and all approved.