

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE OCTOBER 20, 2020 MEETING

Board President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:02 p.m. on Tuesday, October 20, 2020. The meeting was held in the Large Meeting Room of the Main Library and was partially electronic due to an in-person meeting being 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: Amanda Motto (via Go To Meeting), Craig Cooper, Judie Lance, Sylvia Roba (via Go To Meeting), Tom Engelmann, Naghme Motto, Joe Heinrichs, Malavika Shrikhande and Steve Imming.

Others present via Go To Meeting: Marion Meginnis, City Council liaison; Laura Genis, FRIENDS of the Davenport Library President; Katie Van Blair and Jen Boedeker from St Ambrose University; Lexie Reiling, Assistant Director; Jennifer Williams, Operations Manager; Tracy Moore, Development Officer. In person: Amy Groskopf, Library Director and Kasey Shipley, recorder.

N. Motto motioned to approve the consent agenda with a second by Shrikhande. All ayes carried the motion.

Public with Comment: None.

FRIENDS Report: Genis announced the Main Renovation project has entered into the public phase and a number of donations have come through including one \$2,000 pledge. Their board continues to work on the by-laws update and hope to approve that document at the November meeting.

Finance Committee: Engelmann reported the Budget Recap shows one-quarter through the fiscal year with 24% of the city appropriated budget spent.

Personnel Committee: A. Motto reported that the committee will be performing Groskopf's annual evaluation in closed session later in the meeting. It will be approved at the November meeting.

Advocacy Committee: Shrikhande gave a thank you to library staff Steph and Brittany as they helped St Ambrose with a library card drive in September. The first day 10 or more received a library card.

Director's Report: Groskopf reported that TechKnow items will begin to circulate again as well as guitars, ukuleles and board games which will make for good activities this winter with people stuck at home or looking for something new to do. The training for supervisors from Scott Community College has had the price reduced so we should be able to get the full 10-session training. The end date for the bargaining unit recertification vote is Oct 27; she had an error in her report. The new chat service has averaged about 50 per week. Overall circulation is trending lower; comparing September 2019 and 2020 shows a 25% decrease. The Eastern branch checks out the most items. She is continuing to work through what the Mayor's proclamation made yesterday means for the library staff and patrons. The plan includes what steps to take if library users refuse to wear a mask and what optional services can be offered like curbside, drive-up and online resources. If they refuse to mask and will not leave, a suspension of library privileges with a one-month ban would be the next step. If that doesn't work to make them leave, we'd go to the next step of threatening police action which would lead to a six-month trespass. She is hoping no situations would come to that. There have been a lot of reminders given this first day to keep the mask on at all times and worn over nose and mouth. Cooper asked about the chat service and what questions were asked. Groskopf reported it is a widget on the website sidebar that opens a

window to chat if opened. Having not reviewed the questions, she imagines there are inquiries on hours and finding items in the catalog. Meginnis added that a news conference may be helpful going into winter on services we offer and how we are operating. She thinks people are interested. Then place a resource on the website as a reminder. A staff member will be on Living Local in the next couple of weeks and can share information per Groskopf. A. Motto asked about the topics for the supervisor training. Groskopf noted that it covers the role of the supervisor, coaching, leadership, doing evaluations and setting goals. This would be new training through a Scott Community College program that is already put together for students. Reiling noted other topics were communicating effectively, teamwork and motivating employees.

Council Liaison: Meginnis reported the new city guidelines announced yesterday that masks must be worn in all city-owned buildings. If staff is at their desk, they may have it off. Council meetings will be a total of ten attendees in total; five from Council and five from the public or staff. All others would attend virtually. These are in place due to the rise in cases and controlling what can be controlled without a state or national mask mandate. The City Council and Board of Trustee meeting scheduled for later this week is now postponed until a later date. The sale of the Heritage Highrise is pending with public hearings scheduled. The scattered sites will likely be sold in smaller parcels. The Davenport Commercial Historic District created in downtown, that includes the Main Library, has been granted and will now be eligible for state and federal tax credits. The Downtown Davenport Partnership paid for the work to be placed on the registry so those that were not already on the register will not have to pay for the process. A huge part of the downtown is now on the National Historic Register. The census has now wrapped up as of October 15. She thanked the Library for being a partner, hosting the group and providing leadership in the year leading up to the census. Roba asked about a Davenport city-wide mask mandate. Meginnis noted if it isn't mandated by the state, it is not enforceable. Engelmann and others said they are glad to see Meginnis is feeling well after her Covid diagnosis. Shrikhande noted that social media was helpful in getting folks to the library to fill out their census. Meginnis thanked Shrikhande for her participation in the Complete Count Committee as she was a valuable member of the team.

New Business: The first item of new business was to discuss the possibility of a partnership with St Ambrose University's Master of Social Work (MSW) student serving as an intern at the Library. Katie Van Blair, the director of the School of Social Work program thanked the Board for their time to present the information on the program. This division of the school has about 125 students and 12 faculty and staff. Van Blair said she has looked forward to joining the Library with their social work program as other libraries around the country have; believing social workers and librarians are cousins of some sort with the services they provide to the community. Their goal is to serve the community while providing a training experience for their students. Jen Boedeker, Director of Field Education, presented an overview of who, what, when, where, why and how of the way this department of St Ambrose could work with the Library during the next academic school year. The "who" is a master of Social Work student of a generalist level who would work with individuals, families, groups, organizations and communities. The "what" is field placement or practicum, or internship as many refer to it, and provides the student an opportunity to apply what they have learned in class with the community. She reviewed the course competencies that include engagement, assessment and intervening. The "when" is August 2021 through May 2022 and includes a total of 512 hours at approximately 16 per week with a winter break between fall and spring semesters. The "where" is the Davenport Public Library and the decision of which location or locations would be determined by input from both sides based on needs. The "why" is to assist patrons with "life-management" questions and find solutions to basic needs, i.e., housing and transportation and connecting people with agencies. The "how" is the willingness of the library to provide a student with diverse and appropriate agency learning activities to support the social work competencies they have trained for in the MSW program. If an affiliation agreement is created between the library and school, the library would interview potential students to find the right fit and provide a site supervisor. They would also have a MSW supervisor for one hour per week focusing on the social work aspect. Boedeker ended it with saying she was

excited to present to the Board and start the conversation. A question was asked by Heinrichs if this is a paid or unpaid internship. That would be up the partner affiliation. The student does not expect to be paid nor is it a requirement. It is nice for the student to be paid but it is not something the school has in their budget. Groskopf will be in touch for more specifics with Boedeker. Roba thinks it fits in perfectly with the Library's mission and Engelmann seconded her comments. He defers to the Director on getting past the logistics wondering if there is a conflict with union contracts. Boedeker stated this is why they start the academic year before to get it all worked out. The second item of new business is to accept the bid from the contractor for the Main Library Renovation. Groskopf reported the low bidder is Swanson Construction for \$660,480 which was very favorable compared to early estimates. Items that were removed from the original plans due to cost may now be possible with the savings, like exterior lighting. The architect from Legat we are working with spoke to the company to be sure they understood the plans and was assured by the response. The only delay may be the fabrication of the decorative panels on the service desk as it could have a long lead time. We would be able to open without them in place and they would be installed upon completion at a later date. City Purchasing has worked with Swanson in the past and did not have any issues of concern. Engelmann motioned to accept the bid from Swanson Construction for \$660,480 for the Main Library Renovation project. Cooper seconded the motion. The timeline will be created with a three to four-month maximum expected. There is a liquidated damages clause of \$250 per day if the deadline is not met. A closure period of four to eight weeks is expected, opening early if it is completed sooner. A roll call vote was held and had Cooper, Lance, Roba, Engelmann, N. Motto, Heinrichs, Shrikhande, A. Motto and Imming all voting yes to carry the motion. For the third item of business, Imming reported the bidding process had closed for the Main Library furnishings but information is not yet available to vote upon. He entertained a motion to table this until November. Engelmann motioned to table and Shrikhande seconded. Groskopf noted the interior designer at Legat is reviewing bids to be sure the lowest bidder has the correct style and durability specifications met before the bid is accepted. Lance, Roba, Engelmann, N. Motto, Heinrichs, Shrikhande, A. Motto, Cooper and Imming all voted yes in a roll call vote. The fourth item of new business sought a motion to approve the Library CIP Requests for FY22-27 and Library general operating budget request for FY22. Engelmann motioned with a second by Lance. Groskopf noted the new requests for the CIP projects include adding the Eastern roof to the list and the painting of the Main Library since it has begun peeling. It was last painted in 2008 and was a low-budget project. She also pointed out that the operating budget is translated from the City software into a format the Board is used to seeing for the budget recap. The budget is flat for FY22 and the general wage increase for salaries will be part of the union negotiations. Benefit costs are unknown at this time. Heinrichs did ask what CIP meant and Groskopf replied Capital Improvement Program. Imming called for a roll call vote with Roba, Engelmann, N. Motto, Heinrichs, Shrikhande, Cooper, Lance and Imming all saying yes. A. Motto's audio was not working in the room and she gave a thumbs up to unanimously carry the motion. The next item of new business was to change the Library Covid-19 Quarantine Policy that will be placed in the Library Personnel Manual. Heinrichs motioned to approve with a second by N. Motto. Discussion held had Engelmann asking if it had been written in conjunction with City Human Resources department. Groskopf explained the differences of the City's quarantine protocol for close contact with a positive case and the one needed for the Library. She wants to err on the conservative side if asking staff to quarantine to prevent getting our patrons sick. Other differences include our staff having more shared work space and workstations than some other city departments. The library is not deemed essential like police, fire and solid waste. If other City staff has had close contact to a positive case they may return to work but would be required to wear a mask and social distance. The guidance the library will follow is from the Iowa Department of Public Health regarding quarantining. There was a question about what masks can be worn. Groskopf replied that two Library logo masks are provided to each staff member but they are welcome to wear their own as long as the mask follows the Library dress code. If you can't wear it on your shirt, you can't wear it on your mask. With no further discussion, Engelmann, N. Motto, Heinrichs, Shrikhande, A. Motto with a thumbs up, Cooper, Lance, Roba and Imming all voted to approve the change to the policy. The last item of new business was to discuss the implementation plan for the 2021 Strategic Plan. Groskopf reported that new items

included adding strategies to communicate with residents that don't have internet access. One example is sending postcards to neighborhoods surrounding each location to share information as was done after the libraries reopened this summer. Other items include the supervisor training discussed earlier, a staff-led portion of the annual in-service, specify community groups affected by Covid and what services we can offer in a post-pandemic world. The Library will join the QC Open Network Hub. The Main Library will have the renovation work done and possibly update the landscaping on the north side. For early literacy, the software purchased for the summer reading program can be used during the pandemic or after to track 1000 Books Before Kindergarten program. There was no discussion and the item will be placed on the November meeting agenda for approval.

Old Business: The Library's Sex Offender Policy was discussed at the last meeting with edits suggested. Lance motioned to approve the edited policy and Shrikhande seconded. There was no discussion. N. Motto, Heinrichs, Shrikhande, A. Motto with thumbs up, Cooper, Lance, Roba, Engelmann and Imming all voted yes to carry the motion.

Engelmann motioned for the Trustees to go into closed session citing section 21.5(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. Heinrichs seconded. Imming stated this is for the Library Director's evaluation and that Groskopf has requested it be held in closed session. A. Motto and Roba will be phoned to be on a conference call. N. Motto, Heinrichs, Shrikhande, A. Motto with a thumbs up, Cooper, Lance, Roba, Engelmann and Imming all voted yes. Imming stated that since the meeting will be adjourned from the closed session, the evaluation would be approved in open session at the next meeting.

Respectfully submitted,
Kasey Shipley, recorder