

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE NOVEMBER 17, 2020 MEETING

President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:05 p.m. on Tuesday, November 17, 2020. The meeting was held in the Large Meeting Room of the Main Library and partially electronic due to a fully 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 and Mayor's executive order directing social distancing and placing restrictions on gatherings.

Roll call of Trustees showed Craig Cooper, Amanda Motto and Malavika Shrikhande present by Go To Meeting; Tom Engelmann, Steve Imming and Judie Lance present in person. Absent: Joe Heinrichs, Naghme Motto and Sylvia Roba.

Others present via Go To Meeting: Laura Genis, President of the FRIENDS of the Davenport Public Library; Marion Meginnis, City Council liaison to the Library; Lexie Reiling, Assistant Library Director; Jennifer Williams, Library Operations Manager; Tracy Moore, Library Development Officer. Others present in-person: Amy Groskopf, Library Director and Kasey Shipley, recorder.

Shrikhande motioned to approve the consent agenda with a second by Cooper. Engelmann, Cooper, Lance, A. Motto, Shrikhande and Imming all voted to approve unanimously.

Public with Comment: None.

FRIENDS Report: Genis updated the Trustees on FRIENDS' business that included working on their by laws revision and noting the end of the public phase of the capital campaign. Their members continue to hold meetings by a combination of remote and in-person attendance.

Finance Committee: Engelmann noted the budget report shows expenses are running right on track and it looks good.

Personnel Committee: A. Motto sent out an email to the board for Groskopf's evaluation that will be sent to the City. The goal summaries from the surveys returned were also included and will be discussed at the next meeting. Please add any goals that aren't there or let her know if any need clarification.

Advocacy Committee: Shrikhande thanked the Board for participating in the cupcake purchase for staff to enjoy a late celebration of National Library Worker's Day. Cooper thanked her for organizing it with a second by Imming.

Director's Report: Groskopf echoed the thanks to the Board for the treat for staff as it was a really nice thing in the middle of not-so-nice things. The cupcakes were amazing and the baker did a terrific job. When we can have a roll-out party for the OWL we may be ordering those for that event. In a general update to the report she sent, there are currently five staff out due to COVID impact. It was just announced that Bettendorf Public Schools will be going to fully remote on Monday. This will impact some staff with childcare issues as Davenport Schools going online has recently. Yesterday was the first day with the change in our service model with only drive-up, curbside and public computer reservations. Today we began offering patrons the use of the fax and scanner at the same time computer reservations begin. Access to these machines is important to our customers to apply for aid. Most customers have been very understanding of the changes needed to service. The situation will be reevaluated at the end of the month as the hospitalization rate is the most important factor the City is looking at right now. Cooper asked if the Governor's mask requirement means anything different at the library. Groskopf replied it does not since it was covered by the Mayor's proclamation for City buildings and we've had staff required to wear masks for some time except while eating in break rooms or being alone in private offices. Cooper also inquired about required social distancing in the lunch room as his workplace has seen transmission there while employees are unmasked and socializing. She stated that there is only one chair per table, at least six feet apart, and once done eating staff must put their mask back on. There are also added lunch spaces in each building to spread staff out. Imming commented that it speaks well for the library that they are trying to meet needs of the citizens as best they can with the adjustments made in services. He then noted he wanted to say that Laura Genis, FRIENDS President; Jennifer Williams, Operations Manager; Lexie Reiling, Assistant Director and

Tracy Moore, Development Director were attending remotely along with Marion Meginnis. As he went to introduce the Council Liaison, Meginnis, her connection dropped so he went to new business.

New Business: Imming asked for a motion to accept the bid from Paragon Commercial Interiors in the amount of \$143,480.38 for the Main Library Furnishings. Engelmann motioned to accept the bid with a second by Lance. Imming did note that the bid was not the lowest as the furnishings bid by the lowest bidder did not meet the criteria for quality or usage set by Legat Architects specifications and was deemed unacceptable. Roll call vote had Cooper, Lance, A. Motto, Shrikhande, Engelmann and Imming all voting yes to accept the bid. It will now go to City Council. Since Meginnis' connection was renewed, the meeting went back to her report.

Council Liaison: Meginnis reported it is budget time at the City. In the last week, City Facilities like the Adler and River Center, or city streets for events, must have a plan on file with the Scott County Health Department on how they will handle events and precautions put in place to prevent Covid. With the Governor's most recent update, that may eliminate any events that would have been in place. Public record information shows that 25 city employees with 745 hours during a two-week period used the leave coded for being sick with Covid, caring for someone sick with Covid or quarantining due to exposure. During the same period, 52 employees for 1,191 hours used the code for loss of childcare related to Covid like school closures. The City is working on scheduling with flexibility so there may not be as many people in offices as citizens are used to having and issues may take more time to be resolved for non-emergency City business. Meginnis has been appointed to a Council task force looking at how to spend the funding received by the sale of the Heritage Highrise. Aldermen Dunn and Dickmann are also on the committee. It is not restricted funding and will be a significant amount. That committee will make recommendations on how to use the funds.

New Business Continued: Imming went back to the New Business and asked for a motion to approve the 2021 Strategic Plan Implementation Plan that was discussed at last month's meeting. Shrikhande motioned to approve the plan with a second by Cooper. With no discussion, a roll call vote was held with Lance, A. Motto, Shrikhande, Engelmann, Cooper and Imming all approving. The third item of new business was to approve changes to the Library services due to the Covid-19 pandemic. Lance motioned to approve that library materials will be available only via curbside or drive-up service and only patrons using public computers or have appointments in Special Collections will be inside the buildings. Engelmann seconded the motion. Discussion included the change to add the fax machine and scanner use so the motion would be amended. Lance and Engelmann verified their motion and second stood with this change. The motion is now "Library materials will be available only via curbside or drive-up service; only patrons using public computers, fax machine or scanner, or who have appointments in Special Collections will be allowed in the buildings." Roll call vote resulted in A. Motto, Shrikhande, Engelmann, Cooper, Lance and Imming all voting to carry the motion to change the services. The fourth item of new business is to discuss the Library Volunteer Policy. Groskopf noted this is a very general policy on volunteers at the library. Williams is the volunteer coordinator and has reviewed the document with no recommendations for change. Shrikhande asked if there is a minimum time commitment for volunteers. Groskopf reported that while most volunteer jobs are ongoing, some are for single events so there is no minimum stated. This will be on the next meeting's agenda for approval. The last item of new business is to approve the Director's annual evaluation. A. Motto moved to approve with a second by Engelmann. Imming noted that in spite of the pandemic, Groskopf has done a wonderful job leading the library for the Board and thanked her for the job done. Shrikhande, Engelmann, Cooper, Lance, A. Motto and Imming all voted to carry the motion.

With no further business, Engelmann motioned to adjourn at 12:33 p.m. with a second by Shrikhande. Engelmann, Cooper, Lance, A. Motto, Shrikhande and Imming all voted yes to adjourn. Imming thanked all for attending and wished a Happy Thanksgiving to the group.

Respectfully submitted,
Kasey Shipley, recorder