

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF THE DECEMBER 21, 2021 MEETING

President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:07 p.m. on Tuesday, December 21, 2021. The meeting was held in the Small Meeting Room at the Main Library.

A roll call of Trustees showed that Malavika Shrikhande, Sylvia Roba, Amanda Motto, Naghme Motto, Judie Lance, Joe Heinrichs, Tom Engelmann and Steve Imming were all present either in-person or via Go to Meeting. Craig Cooper was absent. At the end of the Reports & Communications portion of the meeting, Imming shared that others present in the room included Amy Groskopf, Library Director, Lexie Reiling, Assistant Director, Tracy Moore, Development Director, and Kasey Shipley, recorder.

Engelmann moved to approve the Consent Agenda with a second by Shrikhande. With no discussion, Shrikhande, Roba, A. Motto, N. Motto, Lance, Heinrichs, Engelmann and Imming all approved.

**Public with Comment:** None.

**FRIENDS Report:** Imming noted the FRIENDS had an enjoyable meeting last week with a retirement lunch for Groskopf. Groskopf noted their annual appeal has topped the goal and has raised nearly \$9,000 to date. This supports early literacy with Books for Babies and 1000 Books Before Kindergarten. Moore commented that combining Giving Tuesday receipts with the annual appeal gets it to nearly \$10,000.

**Finance Committee:** Engelmann noted the budget recap shows at 41% of the year, 42% of funding is spent so that is very close to where it should be.

**Personnel Committee:** No report per A. Motto.

**Advocacy Committee:** Shrikhande reported the most recent meeting of the Diversity, Equity & Inclusion (DEI) committee she attended was excellent. Some good ideas are coming to fruition. She shared the news of the Library Social Worker with the Davenport Schools Foundation and how anyone can make an appointment on the Library's website. Engelmann noted he is appreciative of what the DEI committee is doing to accomplish the Library goals. Imming noted the newspaper recently had an article about Cedar Rapids Public Library's diversity efforts.

**Director's Report:** Groskopf shared an update on current projects in progress. The interior signage at Main should be installed in February. Bids are due for Fairmount's furniture replacement project just before the Board meeting on January 18. If straightforward, it may be ready to approve the vendor at that meeting. Otherwise a special meeting will likely be needed. Council may be approving the Fairmount Community Center architect in early January. Community engagement, to determine what is needed by the neighborhood residents, would be the first step to determine design. The annual report brochure was shared with the Trustees. Reiling will check on the collection total as it seemed low to Engelmann. Groskopf noted there are fewer Government Documents and it is possible that more volumes were pulled than added the past few years due to usage reports that are run. Groskopf took the opportunity to thank the Trustees for their support the last 6 ½ years she has spent as Director. Nothing can happen without a strong, supportive Board. Trustees shared thoughts and thanks for Groskopf in return.

**Council Liaison Report:** Marion Meginnis phoned in while on the road for holiday travel. She reported the City Council is done for the year having had just one cycle in December. New council members will be sworn in the first week of January. Saturday budget planning sessions take place in January. Meginnis noted that she, along with Alderman Gripp, brought a resolution to the Council opposing the County's Juvenile Detention Center. Through the American Recovery Act Program (ARPA) funds, the City Council approved over \$9 million towards youth diversion programs. She was very proud to note that the Library was part of that with the Social Worker, Pre-K Literacy and Fairmount Community Center. She commended the Board on their commitment to the community that they serve.

**New Business:** The first item of New Business was to hire Jeff Collins as the new Library Director. Roba motioned to approve with a second by Shrikhande. Engelmann thanked everyone involved, board members and staff, in the lengthy process. The choices were tough but that is a good thing showing there were strong candidates. Praise was shared for the recruiter in the support the Trustees felt through the process and many stated they would recommend them. Shrikhande asked about how the hiring will be communicated. Groskopf replied that a press release is drafted and ready to send on Wednesday morning but first the Library staff will be notified followed by the City Council and City Administration. Roba discussed the onboarding of Collins with goal setting. Imming will ask for ideas from the Trustees and Groskopf suggested that be a closed meeting as it relates to the job performance process. With no further discussion, a roll call had Roba, A. Motto, N. Motto, Lance, Heinrichs, Engelmann, Shrikhande and Imming all voting yes to carry the motion. The second item of new business was to appoint Lexie Reiling as Interim Director from January 7-February 13, 2022, and include a salary increase of \$1,000 per month. Heinrichs motioned to approve with a second by Engelmann. A. Motto, N. Motto, Lance, Heinrichs, Engelmann, Shrikhande, Roba and Imming all approved with no further discussion. The third item of new business was to approve temporary salary increases for the HR Operations Manager and Business Office and Facilities Manager of \$500 per month during the interim period, January 7-February 13, in recognition of additional tasks performed. Engelmann motioned to approve and Shrikhande seconded. With no discussion, N. Motto, Lance, Heinrichs, Engelmann, Shrikhande, Roba, A. Motto and Imming all approved. The last item of new business was a motion to release Café d'Marie from their lease obligations. Heinrichs motioned to approve with a second by Engelmann. Groskopf stated the rent payment was paused while they prepared to open, but they now do not feel they can proceed with opening the café at Eastern. There were inquiries about the space after the contract with Café d'Marie was signed. The re-release of a Request for Proposals can be done in the future to see if there is still interest from others in opening a café in that space. Lance, Heinrichs, Engelmann, Shrikhande, Roba, A. Motto, N. Motto and Imming all approved.

**Old Business:** The first item of old business was to approve the Library Privacy and Confidentiality policies. Engelmann motioned to approve with a second by Roba. With no discussion Heinrichs, Engelmann, Shrikhande, Roba, A. Motto, N. Motto, Lance and Imming all voted to approve the revised policy. The second item of old business was to approve the Exhibits Policy. Lance motioned to approve with a second by Heinrichs. Shrikhande asked if the Figge Museum could have an exhibit to promote an exhibit at their building. Groskopf said that is allowed within the policy. Engelmann, Shrikhande, Roba, A. Motto, N. Motto, Lance, Heinrichs and Imming all approved to carry the motion. The last item of old business was to approve the Library Strategic Plan for 2022-2024. Imming noted that this has been in the works for quite awhile with a lot of discussion and a lot learned during the process. Shrikhande motioned to approve with a second by Engelmann. Groskopf noted that there were some errors in the document sent out to the Trustees last week and in the printed packet. On page four, clean up the numbering and lines on the first objective of strategic issue #2, and add in the objective "Strategically

attend more community events to reach more underserved communities” to the left of action plan #1. On page six, delete measure of success #3 on the second objective since that is programming-related and not circulation-related. On page seven, delete measure of success #2 for the same reason. Patrons that come to the Library may or may not check out materials. On page seven, under objective to diversify staff to better reflect the community at large, delete “increase number of patrons by 5% per year” since that doesn’t belong there. Shrikhande was asked by Imming if she was okay with the motion to include those changes. She was and Engelmann was okay with the second to include those changes. Heinrichs asked who spearheads the plan. It is driven by staff but Board involvement is needed as funding may be a part of the plan that needs a request to the City or use of gift funds or grants written, per Groskopf. Roba added that the Board needs to be sure the Director is completing the plan as well. Shrikhande noted that seeing the plan and how it relates back to the DEI committee, she is sure it can be accomplished. Before Imming called for the vote, N. Motto noted that A. Motto put a message in the Chat function that she had to exit the meeting. Engelmann, Shrikhande, Roba, N. Motto, Lance, Heinrichs and Imming all voted to approve the three-year strategic plan, with edits noted during the meeting, to cover 2022 through 2024. Engelmann wanted to thank Groskopf for her years of service, noting she has gone above and beyond in so many ways to make sure as many library services that could be provided were during difficult times. Imming reported that a thank you card was signed by staff and given to the Trustees today. Please take a look at it before you leave the meeting today.

**Board Training:** As part of today’s meeting packet, a report was shared that compiles the annual report data from urban libraries in the state as peers of Davenport. Groskopf shared information on e-Books, Total Collection Expenditures, Video Recordings circulation, how Retrieval of Electronic Information qualifies as a usage statistic and Total Circulation. Her presentation provided 15 minutes of Board Training. Imming pointed out that just inside the entrance at the Main Library is a display of Staff Picks if you are looking for something to read. Shrikhande noted they are also on Facebook. Maybe next year they can have Trustee picks, Imming noted.

With no further business, Engelmann motioned to adjourn at 1:14 p.m. with a second by Roba. Shrikhande, Roba, N. Motto, Lance, Heinrichs, Engelmann and Imming all approved.

Respectfully submitted,  
Kasey Shipley, recorder