

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE APRIL 19, 2022 MEETING

President of the Library Board of Trustees, Steve Imming, called the meeting to order at 12:02 p.m. on Tuesday, April 19, 2022. The meeting was held in the Small Meeting Room of the Main Library.

A roll call of Trustees showed the following in attendance: Malavika Shrikhande, Judie Lance, Joe Heinrichs, Craig Cooper and Steve Imming. Tom Engelmann arrived at 12:06 p.m. Absent: Amanda Motto, Naghme Motto and Sylvia Roba. Others present: Jeff Collins, Library Director; Jennifer Williams, Library HR Operations Manager; Tracy Moore, Development Officer; Kasey Shipley, recorder; Quinn O'Brian, Library Social Worker; Jerry Skalak, President of the FRIENDS of DPL; Marion Meginnis, City Council Liaison.

Imming asked that the agenda be removed from the consent agenda. Shrikhande motioned to approve the remaining items of March 15 minutes and financial reports. Cooper seconded and all approved. Imming asked for a motion to remove item VI(a) from Old Business on the agenda, a motion to approve amending the Bylaws, in order to check on it with City legal before including the Code of Ethics within that document. Heinrichs motioned to strike that item from the agenda with a second by Cooper. All approved.

Public with Comment: None.

FRIENDS Report: Skalak reported the FRIENDS held their officer election at the last meeting and he was reappointed to his second term as president. Brendan Iglehart, secretary, is relocating to the Chicago area so that position will need to be filled. They are working on formalizing an annual budget and a sub-strategic plan for their group tying it to the Library's plan. The membership committee is working on ideas to expand the number of members. Laura Genis was recognized at the last meeting since her last term has ended. She made great contributions to the group and Library while serving on the FRIENDS Board. The main focus of financial and promotional support is on early literacy.

Finance: Engelmann noted the fiscal year is at three-quarters and the budget recap shows under 75% spent.

Personnel: Cooper had nothing to report.

Advocacy: Shrikhande thanked the Library for allowing the Trustees to provide donuts and spread cheer on National Library Worker's Day. As she arrived for today's meeting, Shrikhande took part in the launch of the Seed Library at the Main Library. She had no news to report on the DEI (Diversity, Equity and Inclusion) team since she was unable to attend the last meeting. Shrikhande has seen a Google Translate button on several museum and library websites and it is a free tool. She tested it by having it translate a site to her native language and it was accurate. It may be something to explore to encourage inclusivity and access. A recent program at the Eastern Avenue Library about female cellists through history was presented by the principal cellist from Quad City Symphony Orchestra. Shrikhande reported having two inquiries recently about internships through the Library. The last item was regarding high school students and free wi-fi. She said some may go to Starbucks and such stores for that, or maybe it is the coffee drinks, but maybe all don't know the Davenport Libraries have free wi-fi. Is it possible that announcement or other information about library services could be made during the high school morning announcements if approved by the principal.

Director's Report: Collins thanked the Board for the donuts; they were well received by staff and appreciated! He will look into the Google Translate feature to see if it is something the Library can utilize. Internships are available occasionally but put on hiatus during Covid. The Special Collections supervisor is working with a St Ambrose professor on summer internship positions. Student library cards through the Davenport Community School District for all students is a project being explored and hopefully will come to fruition before the next school year. There have been behavior issues at the Main Library the past couple of months and staff is working through those. There have been a couple of service interruptions with restrooms at Main, which is hopefully resolved at this point, and the construction at 53rd and Eastern Ave. That intersection will be closed through most of May, and that portion of 53rd under construction through this year and 2023 which impacts those heading to the Eastern Branch. The Special Collections department was closed for a couple of hours due to short staffing recently. Great things are also happening. The OWL is back in the community with outreach and signing up kids with library cards. The Seed Library kicked off today with the makerspace coming in the next couple of months. A lot of great programming, summer reading and staff is doing a lot of work on new initiatives. Collins will attend his first RiverShare consortium meeting this week and meet with the State Library district liaison Friday. Next week there is a meeting with stakeholders regarding the Fairmount Community Center. The Library is closed on April 28 for in-service. The Main Library will host Davenport U Citizens Academy on May 2. Cooper said he heard that Fairmount neighbors want a multi-use gym for the Community Center. Meginnis said the Council approved a Community Room in that ARPA (American Recovery Plan Act) project but it could be a gym if that is what is decided with public input. Cooper also inquired about if there was a common theme of the behavior issues at Main. Collins said it is not necessarily one thing but many seem to be related to substance abuse. Others are just behavior issues, and that do not seem to be specific to libraries, but are happening all over as people come out of the pandemic and have to learn how to live within society again. Lance asked if any of the behavior issues relate to what books are in the Library. Collins said that has not come up but there is a process in place in the Reconsideration of Library Materials policy. Shrikhande thanked Collins for participating in Davenport U as that is how she learned about the Library Board and applied to join the Trustees. She noted that Ryan Dowd had similar comments about society coming out of the pandemic and relearning how to cope with one another. Imming liked the positive stories from patrons in Collins' report. Sharing stories was brought up in a Boardroom series through the State Library.

Council Liaison: Meginnis reported some City parks in lower income census tracts are being upgraded with ARPA funds, including Lafayette Park in downtown. Confidential negotiations continue with Canadian Pacific and the City. Data has been gathered at three public meetings and through a public survey regarding the conversion of 3rd and 4th Streets to two-way traffic. There will be more to share in the summer after the report is complete and it comes to Council. The Downtown Davenport Partnership has an ambassador that may be a resource for the behavior issues at the Main Library. Party in the Park program begins in June at Harrington Park on Gaines Street. They are trying to engage the neighbors by inviting organizations within the neighborhoods to be in attendance. The OWL will be at all of the parties and Meginnis will have the history of each park – how they were named and who built the neighborhoods around them – at each location.

New Business: The first item of new business was to discuss Library administrative policy 4.6 relating to Leave of Absence/Family Medical Leave Act (FMLA). Collins gave the background that the City has expanded the definition of relatives for bereavement leave to step-brother, step-sister and step-parent so updating the Library policy to reflect that language is in order. Heinrichs asked about 30 days' notice required and how that works in an emergency. Williams noted that is the ideal if one would know about

a non-emergency surgery or health condition and doesn't apply to health emergencies. This will move to the next meeting for approval. The second item of new business was to discuss the City of Davenport Financial Interest Disclosure (FID) form. Collins noted that per City Administrative policy 4.10, all employees and elected or appointed officials are required to complete and submit the FID form to disclose any financial interests they may have with a company that may do business with the City. Heinrichs said he is a salesman of building products so there would be that to disclose. He also abstains from any votes that are related to building projects. Meginnis encouraged him to continue to abstain from those votes and added that any possible financial benefit be noted by the Trustees as they fill out their form for transparency. Williams will collect the forms at the end of the meeting. The last item of new business was to review the progress made in the first quarter of the Strategic Plan 2022-2024. Collins noted a quarterly update will be provided to the Trustees as part of their monthly packet at the end of each quarter. He added it is a lengthy document and notes actions taken by staff to move the plan forward. He offered to take any questions the Trustees had on the document. Imming noted there are a lot of good things happening and progress on the plan, complimented the staff on the programs and hopes all of the work begun is sustainable. Shrikhande mentioned her daughter recently turned 18 and received a letter from the Library, that included glitter, congratulating her on the milestone and letting her know she could come in to get her Library card updated to adult status with any fines waived. She also said it is good to see that the Library will be working with the Quad City Symphony Orchestra on some projects.

Old Business: The only item of old business was to discuss the upcoming election of board officers. The concern Imming has with a suggestion of adding someone interested in future leadership opportunities on the Board to the executive committee is that if there is more than one person interested or the committee is working with another committee chair, that committee meeting may result in a quorum and would need to follow open meeting rules. A leadership school may be an alternative. Shrikhande is interested in gaining knowledge and skills to lead towards a leadership role. Imming will plan to work with Shrikhande and also continue to bring training to the board table during meetings. Please share any and all ideas you may have with Imming regarding election processes that may work for the Trustees.

President's Comments: Just a reminder from Imming on Collins' upcoming evaluation. You should have received a form in an email. If there are any Trustees that haven't met with Collins, please take the time to do so.

Board Training: At 12:55 p.m. Collins introduced Quinn O'Brian as the Library Social Worker, an ARPA funded position, and stated she hit the ground running and is forming partnerships with many great organizations. O'Brian thanked the Board for opportunity to be here and work with the community. O'Brian shared some background information on herself before beginning her presentation. She moved here four years ago and had previously worked for Genesis Health System. She attended the University of Southern Illinois in Edwardsville and has been in social work for 10 years in Illinois, Missouri, New York and, now, Iowa. She has three children. O'Brian shared an update on what she's been doing since beginning six months ago that began with orientation and PR activities to get the word out that she is available at the Library. Outreach assisted her in creating cards to share with community members and organizations. A total of 333 patrons have been served in six months. She noted that the downtown Chicago Public Library served 699 patrons in one year to put the volume and need for services here into perspective. Of the 333, 209 were walk-in and 124 scheduled a visit in advance through the website. The push will be to scheduling appointments in the future to give the day more structure and be more prepared for what services may be needed for the individual. She broke down the demographics of the

333 patrons she has assisted through her position. 50% identified as Caucasian, 45% as African American, 3% as Hispanic and 1% each as Middle Eastern and Asian. She also polled the visitors of her office on their use of the Library. 20% reported being first-time users, 30% as occasional users and 50% as frequent users. O'Brian shared highlights of the local organizations she has partnered with since beginning. Some include Quad Cities Open Network (QCON), Scott Community College, Humility of Mary, St Anthony's Church, Vera French and the Scott County Department of Health. She couldn't serve the members of the community without knowing what services are available in the area and they help in sharing what the Library can do for those utilizing their services. She shared information on programming developed with some of the partners. Training concluded at 1:10 p.m.

Meginnis, not in her alderman capacity, noted there is a pre-rehabilitation open house of the Hiller Building at 316 Gaines on Sunday, May 15 from 1-4. She does not have any ownership in it but advocated for it as a preservationist. The oldest part was built in 1852 and has deep Davenport history. It will be turned back into apartments. Please attend or spread the word to those that may be interested.

With no further business, Shrikhande motioned to adjourn at 1:16 p.m. Engelmann seconded and all approved.

Respectfully submitted,
Kasey Shipley, recorder