

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

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

The roll call showed that Malavika Shrikhande, Judie Lance, Joe Heinrichs, Craig Cooper and Steve Imming were all present. Tom Engelmann arrived at 12:18 p.m. Absent: Laura Genis, Amanda Motto and Sylvia Roba. Others present: Jeff Collins, Library Director; Lexie Reiling, Assistant Library Director; Jennifer Williams, HR Operations Manager; Tracy Moore, Development Officer; Kasey Shipley, recorder; Marion Meginnis, City Council liaison.

Shrikhande motioned to approve the consent agenda and Heinrichs seconded. Shrikhande, Lance, Heinrichs, Cooper and Imming all approved to carry the motion.

Public with Comment: No one was present from the public.

FRIENDS Report: Imming attended the FRIENDS meeting last week. A good part of the meeting included an investment update from their financial advisor. The portfolio is down in value but that is not unexpected. Collins noted the t-shirt fundraiser for the FRIENDS has kicked off. Davenport Needs Public Libraries shirts from Raygun are now for sale for \$25 online. The FRIENDS will receive \$10 for each shirt sold.

Personnel: Imming passed along information from Motto regarding the process on Collins' 6-month evaluation that is needed by the City. Staff surveys will be up July 20-29 and the Board will review those. The Board surveys will be up August 1-10 and the evaluation will be in August. Please contact Motto with questions.

Advocacy: Shrikhande said her neighbors and friends want kids and baby-sized shirts after seeing the info she shared on the FRIENDS fundraiser. She volunteered at Parties in the Park for the Figge Art Museum's booth and will see if they want to attend the Fairmount Block Party. Shrikhande provided a brief update on the Diversity, Equity and Inclusion team meeting from June with their review of some Board Policies. There will not be a meeting in July. She picked up some Seed Library packets before the meeting at the front desk and will tag the Library in a photo of what grows from them.

Director's Report: Collins added a bit to his written report. There were no attendees at the Eastern Café RFP walk-through. The meeting was not mandatory and the proposal submission is due on Thursday, July 21. The Library has acquired four Little Free Libraries for free a local non-profit. Installation either on Library or other City properties will come in the next six months. They will be branded with the Library logo and any other partnerships that come from it. Discarded or unwanted FRIENDS donations will be placed inside the boxes. Cooper suggested Ridgeview Park since there are no libraries nearby. Cooper also said the banners on the porch look great. Shrikhande and Lance were glad to see the new book drop at the East Kimberly Hy-Vee and the wrap on it.

Council Liaison Report: Meginnis said there wasn't a lot new going on. Parties in the Park have been fantastic. A good mix of people at every park. An announcement regarding Canadian Pacific and the City is expected soon but that is all she can share. The City is seeking a Destination Iowa tourism-related

grant. The conversion from one-way to two-way on Third and Fourth Streets will come to a vote in August. If you have any interest, please come to a Council meeting to share your comments or reach out to Council. Regarding the new building next to the Main Library that is under construction, she noted the owners are the same as the old Wells Fargo building at Third and Main and they have a parking deck on the back of that building that will likely provide parking for residents of the new building. There were some questions from Trustees related to the Destination Iowa grant and the split. It is expected that the recipient provides 60% and the State provides 40% in project funding. She suggested searching Destination Iowa for more details for this economic development opportunity. Collins noted that impacts to the Library if the streets were made one-ways would be finding an alternative location for the drive-up drop and noting that staff and patrons coming from the lot at Fourth & Brady may need to cross at an intersection rather than mid-block for safety's sake. Very small concerns for the bigger issue, he stated.

Finance: Engelmann reported the budget through the end of the fiscal year seems to be right where it should be with overall spending at below 100%.

New Business: The first item of New Business was to elect officers to a two-year appointment. Imming reported that he, along with Engelmann and Roba are willing to serve in their positions if nominated. For President, the only nominee was Imming by Cooper and Shrikhande. For Vice-President, Heinrichs nominated Engelmann. For Secretary, Heinrichs nominated Roba. There was only one nominee in each of the positions so by unanimous consent of all ayes the election of officers was completed. The slate of officers remains the same as the previous term. The second item of new business was Imming shared committee assignments. The Personnel Committee will be Motto (chair), Cooper and Genis. The Finance Committee will be Engelmann (chair), Heinrichs and Imming. The Advocacy Committee will be Shrikhande (chair), Lance and Roba. Imming asked that all chairs include the other members in the committee as a learning and growth opportunity.

Old Business: The first item of old business was to approve the Bulletin Board/Community Board Posting Policy. Shrikhande motioned to approve and Engelmann seconded. There was no discussion. Lance, Heinrichs, Engelmann, Cooper, Shrikhande and Imming all approved to carry the motion. The second item of old business was to approve the behavior policy. Collins noted one change from the version sent in the packet and the one that was printed was eliminating some of the behaviors in the fourth bullet from the bottom. After some explanation and discussion, Engelmann motioned to approve the behavior policy to retain "Soliciting, petitioning, panhandling or gambling". Heinrichs seconded. Heinrichs, Engelmann, Cooper, Shrikhande, Lance and Imming all approved. The third item of old business was to eliminate the Loitering Policy. Shrikhande made the motion to do so with a second by Lance. With no discussion, Heinrichs, Engelmann, Cooper, Shrikhande, Lance and Imming approved.

President's Comments: Imming will have the Code of Ethics for Trustees to sign at the August meeting. Out of curiosity from a mention of removing Trustees from office relating the City's financial disclosure form, Imming looked into the Iowa Code after speaking with City Legal. There is a process involving the mayor and a public hearing to remove a Board or Commission member. He'd be glad to share more information. He also was looking into when 6-year term limits went into effect. Information was found by Special Collections on when it began, but not the inside story on why. He reached out to someone in City Hall at the time and that person did not remember why it was done, but assumed it was something the Library requested.

Board Training: Reiling presented training from 12:45-1:10 on Collection Development. It is a modified training from what she and a librarian are presenting to staff this month. She shared the key points of the principles of collection development. With a question from Engelmann, she let the Trustees know that other languages purchased are primarily Spanish and Vietnamese. She next shared the budget that has been right around \$500,000 the past few years. It is exactly the same this year as last year, so flat. The City provides \$415,000 from the Capital Improvement Plan and it is supplemented through Open Access and other gifts. This pot is divided into collection areas primarily using CollectionHQ. The next slide covered who orders items. All staff in librarian positions are selectors and there are 19 on staff. How much they select depends on other duties, and can be determined by their interests. How to select was the next segment of training. Journal reviews, data from CollectionHQ, requests from patrons and what is in the news or popular. Budget is always considered. How items are ordered was covered next. We currently use the book jobber Baker and Taylor and use online carts, selectors add notes for cataloging and processing. Those are then sent to Acquisitions. A needed step in collection development is de-selecting, or weeding so space is made for the new items. Some considerations include how often it circulates, the condition, availability of new or revised editions with updated information and the age of the item. The balance of the collection, with items showing both sides, must be retained. She then reviewed CollectionHQ and how we use it for reports on what to pull or move to another location. Those tasks are spread through the year so not all weeding is done at once. A tool CollectionHQ has is for Diversity, Equity and Inclusion analysis. When it began, about 16% of the collection fell into categories relating to DEI. It is now up to 18%. Imming asked how Baker & Taylor was selected. She said they own CollectionHQ so their software works well and they have good discounts. He would like to advocate for more funding from the City since it has been \$415,000 annually for quite some time. Since prices aren't going down, he'd like to see an increase in that budget. The finance committee may want to take a look at that topic. A question was asked about donations of materials to the FRIENDS. Reiling said some are pulled by volunteers as they come in and checked against the collection to see if we need a copy, but most are sold by the FRIENDS. The final slide noted that the FY22 circulation total was 412,940 physical items, up 27% from last year, and 74813 digital items, up 3% from last year.

Shrikhande wanted to say she is happy to begin her second six-year term and enjoys working with the Trustees. Heinrichs mentioned he just got his first library card in many years. Engelmann wanted to thank the staff for the professionalism shown during the recent controversy. Many were caught in the crossfire and he was sorry to see that. Collins recapped concerns of the day of the event, the percentage of those against the program and in support of it by complaints he fielded and that the uproar was probably a combination of national conservative media covering it along with some local residents being against it.

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

Respectfully submitted,
Kasey Shipley, recorder