

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE DECEMBER 20, 2022 MEETING

The monthly meeting of the Davenport Public Library Board of Trustees was called to order at 12:08 p.m. on Tuesday, December 20, 2022 by Steve Imming, Board President. The meeting was held at the Main Library in Meeting Room C.

Roll call of the Trustees showed that Amanda Motto, Joe Heinrichs, Tom Engelmann, Craig Cooper and Steve Imming were present. Absent: Laura Genis, Judie Lance, Sylvia Roba and Malavika Shrikhande. Others present: Jeff Collins, Library Director; Lexie Reiling, Assistant Director; Kasey Shipley, recorder; Linda Wastyn, Wastyn & Associates; Jerry Skalak, President of the FRIENDS of the Davenport Library Board.

Engelmann motioned to approve the consent agenda with a second by Heinrichs. Heinrichs, Engelmann, Cooper, Motto and Imming all approved to carry the motion.

Public with Comment: None.

FRIENDS Report: Skalak stated the FRIENDS continued to support the Library financially in many activities such as the new Patron Point software, student pantry at Fairmount, the enhanced youth area project, Celebrate the Printed Word and support staff. He noted the financial market has taken a hit recently but they seem to be in good shape. The membership brochure is being redesigned and due in January. He said Collins has done a good job in letting the FRIENDS know how they can help the Library. Imming is appreciative of the support from the FRIENDS and all they do for the Library.

Finance: Engelmann noted the budget recap reflects expenses through 41% of the fiscal year with 43% of funding spent. Some items are above or below due to timing or other things, but overall is doing well.

Personnel: Motto said the evaluation for Collins performed in November will be signed and sent to file with the City. She conveyed her thanks for all that Collins has done since she was not at the last meeting.

Advocacy: No report.

Director's Report: Collins shared a few items from his written report. Beginning this month, a packet of marketing materials will be shared by Reiling with Trustees to encourage advocacy, aligning with a Strategic Plan goal. The fine free initiative begins January 3. An update to the language used in renewal and overdue messages is coming in the next month or two. It is a change that can be made in the software and is allowed under the RiverShare circulation policy. This suggestion was made by Shrikhande at a past Board meeting so he wanted to be sure to follow up on it. There is currently one staff vacancy; a part-time Senior Clerk in Customer Services and recruitment will take place in January. Last month the Library and FRIENDS were notified they will be two beneficiaries of Rochelle A. Murray's estate. This is in addition to both entities receiving funds from her in a bequest of retirement and life insurance accounts. Each will receive a 30% share. The Library is very thankful for this generous donation. There will be a billboard campaign for the early literacy program 1000 Books Before Kindergarten using American Rescue Plan Act (ARPA) funds. Three billboards will go up in Davenport in January and February in this marketing push made possible through this grant. Bright Bat Designs created it for free. The Dinovember program held last month was a big hit on social media. Stuffed

dinosaurs loaned by patrons took over the Library and their activities were documented by staff. Imming had a couple of questions; the first being on acronyms used in the Library Stories. "DPA" is the code for Fairmount used in the integrated Library system and "TAB" is the Teen Advisory Board, Collins replied. Imming noted there are a lot of neat things going on and wanted to call out the Winter Wellness event coordinated through the Social Worker and the many partners involved. Collins said it was a big success with around 275 in attendance to meet with providers inside the Library's Meeting Room B and receive care from the Mobile Health Clinic that was parked out front.

Council Liaison: No report.

Old Business: Imming stated the one item of old business was to eliminate the Reconsideration of Library Materials Policy and approve the changes to the Materials Selection Policy. Heinrichs made a motion with a second by Engelmann. Collins noted the Reconsideration of Library Materials is now incorporated into the Materials Selection Policy. The document is then renamed the Collection Development Policy since it is broader in scope. Imming said the memos provided by Collins are helpful. Heinrichs, Engelmann, Cooper, Motto and Imming all voted to approve.

New Business: The first item of new business was to have a discussion of the Strategic Plan 2022-2024. Collins introduced Linda Wastyn of Wastyn & Associates to guide the discussion as her company was the one to develop the plan with the Board approving in December 2021 initially, and minor changes approved in January 2022. The document included in the packet includes updates made the past three quarters in action steps and goals. Wastyn stated it was good to be back. She was excited to see the progress made on the plan. Too often Strategic Plans are created and then sit on a shelf. She wanted to do a one-year checkup. Is it serving the current needs? Are there minor or major changes that need to happen to move forward? Imming is impressed by the progress made so far. He realized looking at it that one item the Board is responsible for and due this quarter has not been accomplished. Imming inquired about the Word of Mouth training received by staff and asked if it would be useful and could be shared with the Trustees. Reiling said it was all staff training that was recorded in the virtual session. It was encouraging staff to get comfortable in sharing Library services when interacting with patrons. Collins said the strategic plan seems to be working and realizes it can't be static. For example, the enhanced children's areas project was not on the radar when the plan was approved. Wastyn stated that strategic plans are meant to be a guide, "written in sand not stone". Life happens and opportunities arise; you can't turn down an unexpected opportunity just because it is not in your 3-year plan. For any changes made to the document, just follow the governance rules of the Board, she noted. Wastyn recapped the work done on the plan in 2022: marketing, diversity and staff training. For 2023, there is evaluation of the Social Worker program, evaluation of programming that meets specific community needs, and staff training to create a welcoming environment. Imming went back to the action item related to the Library Board that will be overdue. He asked the Trustees to think about your networks and how you can share or encourage the use or awareness of Library services. Sign up for email newsletters and be ready to spring into action. Look at action items down the timeline that involve sharing information and advocacy. Skalak inquired if any changes should be made related to the school closures upcoming in Davenport. Imming noted there is a mention of how the Library worked with the Davenport Community School District to know which schools had the most need to deploy grant funded position for programming and enrichment. That may change with some schools closing. Motto inquired on objective 3.4, testing of applicants and how those were made more inclusive and equitable. Collins replied that Jennifer Williams, HR Operations Manager, worked with the Diversity, Equity and Inclusion (DEI) team to be sure questions were applicable and if any questions limited the scope of applicants to prevent them from moving forward in the process. The second item of new

business was to discuss Administrative Policy Number 4.10: Cancellation of Outreach and Programs/Events. Collins explained the need for the policy stemmed from a handful of situations that have arisen over the past year. There have been programs scheduled outside of regular Library hours and when they either are canceled or end early, there has been the question on how staff are paid or if they take the time off. The approval of the policy will be on the January agenda. The last item of new business was to discuss the Programming Policy. Collins stated the changes are significant in this document, pointing to the six bullets on the memo which clarify processes and expectations for how the Library provides programs and events. There is a red-lined version in the packet which notes all changes and a clean copy with the changes incorporated which is easier to read. Imming inquired about the bullet stating "programs will be offered free of charge" and wondered about any materials fee. Collins noted that due to the support from the FRIENDS for programming, there are no fees charged for materials. This is to make it equitable so anyone can attend free of charge. There was some extended discussion of the bullet that has wording that states programs will not support, endorse or oppose...specific religious conviction". Engelmann voiced concern of the "inform and educate" without endorsing a religion. Imming suggested panel discussions to give all sides a chance or a series of programs. Collins noted the language used comes from a variety of sources such as other local libraries, other Iowa libraries and some outside the state to see what is being done for best practices. The DEI team contributed language, being inclusive of all cultures, specifically.

Heinrichs noted that some Boy Scouts he knows are looking for service hours, and keep him in mind if you have the need for a larger project.

With no further business, Engelmann motioned to adjourn at 1:14 p.m. Motto seconded and all approved.

Respectfully submitted,
Kasey Shipley, recorder