

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE NOVEMBER 15, 2022 MEETING

Steve Imming, President of the Davenport Public Library Board of Trustees, called the monthly meeting to order at 12:03 p.m. on Tuesday, November 15, 2022. The meeting was held at the Main Library in Meeting Room C.

Roll call of Trustees showed that Malavika Shrikhande, Sylvia Roba, Laura Genis, Judie Lance, Joe Heinrichs, Craig Cooper and Steve Imming were all present. Tom Engelmann arrived at 12:05 p.m. Absent: Amanda Motto. Others present: Jeff Collins, Library Director; Lexie Reiling, Assistant Library Director; Leslie Ross, Information Services Supervisor; Jennifer Williams, HR Operations Manager; Tracy Moore, Development Officer; and, Kasey Shipley, recorder.

Shrikhande motioned to approve the consent agenda with a second by Roba. Shrikhande, Roba, Genis, Lance, Heinrichs, Cooper and Imming all approved.

Public with Comment: None.

FRIENDS Report: Skalak was unable to attend today's meeting, Collins reported. A highlight of last week's meeting included the information that September's t-shirt fundraiser earned \$560 for the FRIENDS. By popular demand from the FRIENDS Board, sales are now back online for the I Read Banned Books t-shirts for a limited time.

Finance: Engelmann noted that reports show spending one-third of the way through the fiscal year. Overall the City's appropriation is on track with some lines overspent and others underspent. Heinrichs inquired what the Library purchases from Baker & Taylor. Collins stated they are the primary book vendor we work with in acquiring materials.

Personnel: Cooper stated the annual evaluation for the Library Director will be held later in the meeting.

Advocacy: Shrikhande reported that she went with Outreach staff on Monday to Sunderbruch Park for a ribbon-cutting of the Little Free Library and a social media photo opportunity. There is also one at the Fairmount bus stop across from the Library and at Duck Creek Park. She thanked the FRIENDS for donating books to fill the Little Free Libraries. The next meeting of the Diversity, Equity and Inclusion team is tomorrow. They did not meet in October. She will provide an update to the Trustees in December.

Director's Report: Collins reported the Downtown Davenport Partnership (DDP) has added two trash cans to the front of the Main Library which they will empty on a daily basis. There are now also gates between the back side of the Library and the building to the east, also installed by the DDP. He thanked Kyle Carter for the assistance in those projects and the work they do in the downtown. Reiling and Brittany Peacock, Community Outreach Supervisor, have done a great job in updating the Brand Guidelines and Marketing Plan. The FRIENDS received a grant from the Regional Development Authority for \$150,000. Thanks to Moore, Reiling and Emily Simpao, Youth Services Supervisor, on their work on that project. The pledged amount is about \$628,000 for the Enhanced Youth Spaces project. Collins added a stat of the month to his report. This month was the turnover rate with circulation divided by the number of items in the collection which was 2.40. At the branches, it is 2.65 and Main is 1.8. In

response to a question, he shared that downloadable content is counted as Main. Roba uses Main and will work on increasing that statistic. Imming shared two stories of staff assisting patrons at Fairmount with mobility issues.

Council Liaison: No report.

New Business: The first item of new business was to motion to eliminate overdue fines on all library materials and grant a one-time amnesty of overdue fines on all library accounts effective January 1, 2023. Collins stated that overdue fines are not in alignment with the Library's mission. In April 2019, fines were removed for juvenile materials. Fines for overdue teen materials were eliminated in January 2022. At last month's RiverShare meeting, it was proposed that all overdue fines would be eliminated pending approval of governing boards. Bettendorf and LeClaire Library Boards have approved going fine free. The revenue impact is something to consider. Fines make up 0.15% of the Library's budget. The City Administrator and CFO had no concerns by the loss of the revenue. With this information, staff recommends eliminating all overdue fines and providing a one-time amnesty of fines to just under 10,000 patrons that have overdue fines on their account. This does not include any lost or unreturned items. There is no limit to format; all fines would be eliminated. Cedar Rapids eliminated fines two years ago and have seen an increase in circulation since that time. Marketing will be done leading up to January 1 and those impacted will receive direct marketing. Lance motioned to approve the motion to eliminate fines on all library materials and grant a one-time amnesty of overdue fines on all library accounts effective January 1. Genis seconded the motion. Roba, Genis, Lance, Heinrichs, Engelmann, Cooper, Shrikhande and Imming all voted to approve. The second item of new business was to discuss the Materials Selection Policy and Request for Reconsideration Policy. Collins noted the revised policy combines the two policies presently in place. Recommended changes include clarifying that only Davenport residents may submit a request for reconsideration, a limit of one form may be submitted and they must use their own words. Any materials under review will not be segregated or removed during the process. Once a decision is made, a request for the same item's reconsideration would not be allowed for two years. A question was raised on removing "materials of sound factual authority will not be proscribed or removed from the Library because of partisan or doctrinal disapproval". Collins explained it had been in the Library Bill of Rights until removed in 1968, but our language had remained the same. Shrikhande liked the links being included so readers could easily access information. The last paragraph on page two was eliminated since the Request for Reconsideration is now part of the policy. Engelmann commended staff on putting the two policies together saying it makes sense to be in the same document. Imming wondered if patron should be replaced with resident. Collins suggested complainant or person submitting the request and will look into the language change. A link will also be added to the RiverShare Overdrive Collection Development Policy. Many of the changes suggested were made to avoid being inundated with requests for reconsideration. The last formal request for reconsideration was about 18 months ago, per Collins. Imming stated the policy will move to the next month's agenda for approval.

President's Comments: Imming commented that the policy that was just discussed is very important to have in place especially with recent state and national activities.

Board Training: Ross said she was delighted to be with the Board again; the last occasion was the meeting after she was hired about a year and a half ago as Information Services Supervisor. She led the training off with the makeup of the Information Services staff. One supervisor oversees five full-time librarians, four part-time librarians, 4 substitute employees and one social worker. The two branch supervisors received an honorable mention as part of the team since they work the service desks as

librarians as well. Service desks have about 170 hours of coverage a week! The next slide covered how the department meets the mission of the Library. Responsibilities were shared with the Board. Those include adult programming, displays, collection development and reference services during all hours the Library is open. More responsibilities include Reading Challenges, LibGuide creation, the Info Café Blog, Notary Services provided by full-time librarian staff and Patents/Government Documents. Heinrichs inquired on the number of patent requests and Ross estimated about 20 per year. There are more uses for a software product through the website that gets about 3,500 hits per year. Studio321 Makerspace is the newest space that Information Services is responsible for with quite a few requests so far to use the sewing machines. A licensed social worker is now part of the Information Services team as well. The last slides were for highlights from the year. Rachel Rugg attended the ILA Leadership Institute, Ross and Quinn O'Brian, Library Social Worker, presented at the Iowa Library Association Conference, and O'Brian received the ILA Library Philanthropy Award. Brittany K. Barnett participated in the DEI Book Club that Ross leads via Zoom and Stephanie Spraggon coordinated a Deaf Resource Fair. Upcoming programs include an introduction to podcasting and a couple of QC Made programs by Bill Fuhr. Shrikhande is also participating in teaching a Wyomindian cooking class. Genis asked about notary service. Collins noted that notary service includes full-time staff in other departments, not only Information Services. Shrikhande shared a story of an Augustana student with a Rock Island card using the reciprocal service at Davenport. The training session lasted about 20 minutes, from 12:32-12:50 p.m.

Engelmann motioned to go into closed session citing section 21.5(i) of the Iowa Code, to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Cooper seconded. Genis, Lance, Heinrichs, Engelmann, Cooper, Shrikhande, Roba and Imming all approved at 12:53 p.m. to move into closed session.

Open session returned at 1:13 p.m. Engelmann motioned to approve the evaluation of the Library Director. Shrikhande seconded the motion. Lance, Heinrichs, Engelmann, Cooper, Shrikhande, Roba, Cooper and Imming all voted to approve.

All voted affirmatively to adjourn at 1:14 p.m.

Respectfully submitted,
Kasey Shipley, recorder