

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE MARCH 21, 2023 MEETING

President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:05 p.m. on Tuesday, March 21, 2023. The meeting was held in the Brooke Room at the Fairmount Library.

Trustees present at roll call showed that Malavika Shrikhande, Sylvia Roba, Amanda Motto, Judie Lance, Joe Heinrichs, Tom Engelmann, Craig Cooper and Steve Imming were present. Absent: Laura Genis. Others present included Jeff Collins, Library Director; Lexie Reiling, Assistant Director, Jennifer Williams, HR Operations Manager; Tracy Moore, Development Officer; Kasey Shipley, recorder; Jerry Skalak, President of the FRIENDS of the Library Board. Marion Meginnis, City Council liaison, arrived at 12:09 p.m.

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

Public with Comment: None.

FRIENDS Report: Skalak noted that April marks the 40th anniversary of the FRIENDS organization. They are planning to do something to celebrate at each location, possibly with National Library Week. The FRIENDS continue to support the Library's endeavors financially. Most recently, they have made a significant contribution to the project to enhance the children's areas with interactive displays. Skalak stated his term on the FRIENDS Board, and that as president, is ending. He has not decided on if he will stay the year allowed as past president. He said it has been a great opportunity and thanked Library staff that provided him invaluable support. It took working on the FRIENDS board for him to learn what a "board book" was; he said he'd never known that term even after raising three children. Imming thanked him for his service on the FRIENDS Board and for continued support of the Library, noting the FRIENDS have provided a lot of financial support during Skalak's time as president.

Finance: Engelmann noted the overall City appropriation total is on track for where the budget is in the fiscal year. Collins noted that he has made a request to City finance for a budget amendment to adjust the expenses originally made in FY2022 but moved to FY2023 and put the software line at 152% expended. The annual budget amendment is made around the three-quarter mark of the fiscal year. It also includes noting State grant funds the Library received after the budget was approved. Imming had a question related to the State Library grants and if it impacted the budget. Collins noted the City figures it at zero going into the fiscal year and then applies the actual amount received during the amendment. Imming also asked about other City departments and the software issue. Collins stated it impacted other City departments, but wasn't sure how they were dealing with it.

Personnel: Motto had nothing to report.

Advocacy: Shrikhande shared that the Library's Diversity, Equity & Inclusion (DEI) team is doing a wonderful job and she is honored to serve on it. They are working on goals for 2023 that include expanding staff training, holding an after-hours movie night for staff and the Board, and plan to view a movie that portrays another country's culture showing joy, not just struggle, of a marginalized group. Another goal is to include Board in staff training either at in-service or a monthly training. Accessibility in outreach and doing Library programming for those in marginalized communities is one other goal. Engelmann asked if there was anything that would be brought forward to the Board to adopt. It is possible, Shrikhande stated. The next meeting of that team is Wednesday, March 29.

Director's Report: Collins noted that the Trustees have a memo in the meeting packet related to the reduction in force due to the loss of funding for extended hours at Main. Due to low enrollment at the Scott Community College Urban Campus downtown, Eastern Iowa Community College (EICC) has notified the Library that it will not renew the Memorandum of Understanding (MOU) with the Library. This MOU allowed the Library to fund expanded hours three nights per week until 8 p.m. when it was begun in 2018 and serve as the Urban Campus Library for their students. The Library has four current part-time vacancies that it will not fill as there will no longer be funding which is currently at \$93,000. Effective May 1, hours at Main will decrease by 7.5 hours per week. New hours will be Monday, 9 a.m. to 8

p.m., Tuesday through Saturday, 9 a.m. to 5:30 p.m. Curbside service will be available 9 a.m. to 5 p.m. Monday through Saturday. A communications campaign will begin on April 10 with posters only at Main announcing the change so patrons aren't confused by seeing the poster with different hours at the branches. There will be some unexpected costs to update hours and curbside signage at Main. Engelmann said it is understandable that they need to reduce costs. Collins shared that it can be revisited in the future if enrollment picks up at the downtown campus. Collins stated there may be other changes in the future as staff continues to work on covering hours with the loss of four staff that work at public service points. As the Board was previously made aware, there was an incident involving a sexual offense and groping of an employee at the Main Library. The perpetrator was arrested and trespassed from the Library and some seating was rearranged in the area where it took place. There is funding for more security hours in FY2024 to expand on hours currently provided with the ultimate goal of eventually having security at Main all open hours. The annual staff in-service is April 27 at Eastern. Libraries will be closed that day and Trustees are welcome to attend any part or all of the day. It is training so Open Meeting Laws do not apply provided Trustees do not discuss any issues unrelated to the training. Clock Inc is presenting in the morning on inclusive language, Black Pearl Coaching is presenting in the afternoon on burnout and there are breakout sessions and lunch between those. It would also be an opportunity to get a Board photo as there will be group photos taken at the end of the day. Please let Shipley know if you plan to attend and she will provide you with a lunch and breakout session selection form. The Fairmount Community Center is out for bid and the Parks Department is exploring the addition of a playground to the grounds at Fairmount. The Nic Stone author event presented by the FRIENDS and other partners was a success on March 2 with 800-900 area students in attendance. She signed books and took photos with students. A special thanks to Emily Simpao and Amber Carlson in Youth Services for arranging the visit and the FRIENDS for partial funding. The FRIENDS' 40th anniversary on April 15 will be spotlighted during that month with events and information on the things they do to support the Library. Brittany Peacock is working with Becca Niles in Parks and presenting at the Iowa Parks and Recreation conference next week on how the departments partner on events. Skalak inquired about EICC and the decline in enrollment. Collins replied that online classes have become popular since Covid. The Urban Campus building is currently half administration and half continuing education classrooms. Shrikhande mentioned that today is World Social Worker Day. Imming asked about Special Collections being closed on a Saturday due to staffing. Collins replied that it was due to only five people in that department with knowledge specific to the collection and staff being out for vacation, conference or illness. There was not enough staff to provide to adequately staff that service point on that particular day. Heinrichs asked about the impact to patrons. Collins had not heard of any complaints, but it is not a decision made lightly to close a service point and something he tries to avoid. Imming reported that National Library Week is in April and there will be a proclamation at the City Council meeting on April 19 at 5:30 p.m., the week before. Meginnis will read the proclamation and photos will be taken. It was encouraged for any and all to come and engage with Council and Mayor in this opportunity. Imming also noted he listened to the City podcast where Collins was interviewed and recommends listening. You may learn something about Collins that you didn't know.

Council Liaison: Meginnis shared that the Council is in the process of approving the annual budget this week. The City will use backfill funding to cover the FY2024 budget shortfall and not need the extension by the State in order to revise the budget that has been in process since August. A bond rating for the City was increased and another one stayed the same, at an already high rating. That is good news for the City and speaks highly of the financial planning of staff. The Party in the Park program is being planned for the summer. It is likely there will be two in June and two in August, but dates have not been confirmed. July is a busy month with other festivals and events. There may be an added family-friendly event added to Bix weekend at LeClaire Park. The current forecast is 80% for a flood of 19 feet and staff are working with those that live or work in the flood plain on plans. City staff has been through enough floods to know what is needed and where at each stage. It is not expected to be at the 2019 record level. The Canadian Pacific (CP) merger was approved. Meginnis noted that silent crossings across the City will need regulatory approvals and could take some time, but is a goal. Of the \$10 million settlement with CP, \$2 million is earmarked for construction of a crossing to Concord. A grant from the Federal Railroad Administration with CP's support will be needed to provide more funding and the result will be known in summer. Pedestrian crossings at rail tracks near Main Street Landing and one other crossing are planned. Main Street Landing is to be a regional attraction and may help the downtown Library. She encouraged participation by the Board in the public meetings the consultant is holding. Skalak inquired about the lot next to the Main Library and if Meginnis knows when construction will begin. She did not know of construction timeline but the developer has been to Design Review for the 40-apartment building and are still in that process as far as she knows.

Old Business: The first item of old business was to approve changes to the Discrimination and Harassment Policy. Engelmann motioned to approve with a second by Shrikhande. Collins noted it was reviewed by the DEI team and there was one change incorporated to the language of the EEO list to make it more legible from the version the Board saw in February. Roba, Motto, Lance, Heinrichs, Engelmann, Cooper, Imming and Shrikhande all voted to approve the policy as presented. The second item of old business was to approve Administrative Policy 2.6 Public Relations. Imming noted it added language regarding speaking to the media. Engelmann motioned to approve and Roba seconded. With no discussion, Motto, Lance, Heinrichs, Engelmann, Cooper, Shrikhande, Roba and Imming all voted to approve.

New Business: The only item for new business was to discuss the Gift Acceptance Policy. Imming noted formatting was refined to look more like other policies. Collins noted it was created in 2016 and reviewed in 2019. It is being reviewed as part of the normal cycle and includes format changes. There are procedural documents that relate to naming opportunities. Engelmann inquired on naming opportunities and Collins stated that is done project by project. The Main Renovation fundraising committee created naming rights levels and brought to the Board for approval. Library staff has a naming rights guidelines document used when discussing giving opportunities with potential donors so they have an idea of what to expect of how their gift may be recognized. Any approval would come to the Board. Cooper asked about adding alternative currency, such as cryptocurrency, on first line with "money". After some discussion and feeling it is covered in another bullet point, it will not be added. Shrikhande asked if all gifts are acknowledged and Collins replied that is true. And, she asked if the Library lets donors know when an item they donated is discarded. Collins stated that is not done in most cases since it could be many years later. The document will come to the Trustees in April for approval.

President's Comments: Imming brought up the item that has been discussed at previous meetings regarding the Strategic Plan and the action item of the Library Board sharing information on the Library with their networks. Marketing of the Library's services or program through conversations with friends, family, business associates and others are the point. It can be as simple as sharing the flyers received today at the meeting to spark a conversation. Please share examples of how you shared information at the next meeting. This task will be crossed off the list for completion as part of the Strategic Plan. Collins noted that staff will continue to share program information monthly with the Trustees. The monthly calendar is great to put up on the refrigerator as a reminder of what is going on at the Library. There are additional copies at the service points if you would like to take more when you leave. Cooper inquired if the Seed Library was back and Collins reported they took three weeks off to restock but it is now active and it is at Main only. Seeds are going fast. Shrikhande said the kale microgreens sandwich was delicious she made with those she grew. Engelmann brought up a school issue that a publisher of school textbooks on history is taking race out of the discussion, such as not saying that Rosa Parks was African American. Roba noted that the New York Times reported on the changes in Florida laws and that Iowa needs to pay attention.

Board Training: Imming introduced Bianca Sierra, Fairmount Branch Supervisor, to present Board Training on library services at Fairmount at 12:59 p.m. Sierra shared she has been at the Library nearly 9 years and 7 of those as the Fairmount Branch supervisor. If you can stay after the meeting, you can join her and Jeff for a tour of the building. She included an overview of staff that works at the building and the services that are provided. Unique to Fairmount is the Book Nook, a relaxing space with vending machines, sink, microwave and comfortable seating. The Caregiver Spot near the children's area provides a space with an adult public computer with an enclosed play area to let a toddler or infant play. The Fairmount bookstore is very popular and is staffed by volunteers six days per week with limited hours. Ann Franke from the FRIENDS does a fantastic job of running it. There is also a juvenile snack pantry at Fairmount and food is stored in the kitchen off the SCRA meeting room. School age children can request a snack at the desk and staff will take them to the kitchen to select a healthy snack. The FRIENDS have provided funding to go through the end of 2023 for this program. Originally, she worked with RiverBend Food Bank but found the snacks she could get were not healthy so sought funding from the FRIENDS. Next, she touched on the programming done at Fairmount by Youth Services and Information Services and how some utilize the children's garden, library grounds, and the parking lot. Partnerships include numerous local nonprofits to put on the annual block party in the past. The Library also works with the Heatherton Good Neighbor group on a number of initiatives. The Food Forest may soon be maintained by the Master Gardeners of Scott County and provide related programming to patrons. The original partnership to create it didn't last long and the Library has maintained it the best they were able since then. There are recent updates to the children's

area with furniture to create a new computer space and lounging area for tween patrons. The teen area also received updated computer furniture. The Outreach department is moving to Fairmount from Main in the near future. The OWL vehicle is housed at Fairmount already, and the computer lab is being converted to a staff workspace with a total of eight workstations. Youth Services staff will also work from that room. Engelmann thanked her for the presentation. Imming asked if the Touch a Truck will be back. Reiling said it will be part of the Summer Reading Program kick-off on June 3. Shrikhande asked if the block party will be back this year. Sierra noted it is now in the hands of the programming departments and is to be determined. Collins commended Sierra on the relationships and partnerships she has developed for Fairmount and the Library as a whole. It is the only Davenport Library with a student food pantry and there is now a food pantry next door to Fairmount at the Scott Community College campus. He also noted that Sierra manages the building and property and there is a lot related to that, sharing a story of the fire alarm panel upgrades that prompted many false alarms in the past couple of years. She is first on the call list for Fairmount and has received many calls related to it in the middle of the night. He reminded Trustees they can join in a tour of Fairmount immediately following the meeting. Imming mentioned the letters of the alphabet painted in the children's department that look 3D but are not. Board training ended at 1:09 p.m.

Roba shared a few stories related to libraries, Edward Durell Stone designed homes and a Jeopardy game show taping while she was on a recent trip to California. Los Angeles County Library in Pasadena issued her a library card that she could use for their eBooks at no charge.

With no further business, Engelmann motioned to approve at 1:13 p.m. with a second by Cooper. All eyes ended the meeting.

Respectfully submitted,
Kasey Shipley