

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE JULY 18, 2023 MEETING

President Steve Imming called the regular monthly meeting of the Davenport Public Library Board of Trustees to order at 12:01 p.m. on Tuesday, July 18, 2023. The meeting was held in Meeting Room C of the Main Library.

A Trustee roll call showed that Malavika Shrikhande, Judie Lance, Joe Heinrichs, Craig Cooper, and Steve Imming were present. Tom Engelmann arrived at 12:10 p.m. Absent: Laura Genis, Amanda Motto and Sylvia Roba. Others present: Jeff Collins, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams HR Operations Manager; Tracy Moore, Development Officer; Kasey Shipley, recorder; Marion Meginnis, City Council Liaison; and Ellen Dettmer, guest.

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

Public with Comment: None.

FRIENDS: Imming attended the meeting last week and reported that they had their investment advisor in to go over their holdings and all is well. Many thanked their treasurer, Paul Tomkins, for the budget he drafted that will help plan future spending. Moore updated their Board on funding requests and donor relations. Collins added the FRIENDS are issuing a Request for Proposals for investment account management. It is in their Investment Policy to do so and it was overdue. They also requested to move funds from investment to money market for easy access when paying for the Enhanced Youth Spaces project.

Personnel: Cooper had nothing to report.

Advocacy: Shrikhande attended a Diversity, Equity and Inclusion (DEI) team meeting last week with Library staff. They will soon be sharing information on a social time for staff and the Library Board. She has volunteered to be on the Advocacy Team with the Iowa Library Association and will be having the first meeting with that group via Zoom soon. The first topic is the loss of Library Levy funding. She will also be viewing an advocacy webinar from ILA next week. Shrikhande thanked Kathryn Whalen, Special Collections Supervisor, and her staff for the architectural tour program held on Saturday with Ellen Shapley. There were about 10 attendees, three of which were a family that just moved to the area, and Shrikhande made sure they signed up for library cards. She will also be sharing the tour information with the Davenport Community School District at a future board meeting as it could enhance their civics and politics curriculum. There is another tour in August and she recommended it to the Library Board.

Finance: Imming noted that through the end of the fiscal year, total spending of Library funds appropriated from the City was at 97%.

Director's Report: Collins noted the Advocacy webinar mentioned by Shrikhande begins at 10 a.m. on July 26 and he'll send out a reminder to the Board. For the budget recap for fiscal year 2023, there may be a few more expenses. The Main Library reopened to the public on Monday, June 26 after a month-long closure due to the building collapse across the street. Visits and circulation are down but he expects it will increase once the streets are back open to traffic. Beginning on July 1, the Library received funding for security services at Main for 40 hours per week, up from 32. That gets a security officer in the Library for the much of the 53.5 hours Main is open each week. There has been a change to his report under the third bullet as the City will not be closing Fairmount Street for utility work for a couple of weeks as expected. They found a different way to run the utilities they need without tearing up Fairmount Street, so that is great news for accessibility to the building. He thanked those that were able to attend the Fairmount Community Center groundbreaking. With a public library, community college, community center, playground, Little Free Library, bus stop and bike path all in that area it has a campus-feel. A crosswalk with light was recommended to the City but that will depend on traffic analysis.

Council Liaison: Meginnis stated with the start of the new fiscal year, there is nothing extraordinary as far as normal business in front of Council. At a Third Ward meeting last night, Meginnis learned that the silent crossing in downtown

may be implemented next year if it clears all the approvals of the federal government, railroad and other ruling bodies that have a say in the matter. There is a grant for \$14 million requested to raise some roads in flood-prone areas. Work will begin soon on work to disconnect storm sewers at Iowa Street and Marquette Street at River Drive with grant funds already awarded. That will prevent water backing up at those intersections. All the funding is in place to create a crossing at Concord and protect the Water Pollution Control Plant. The resurfacing of Third and Fourth Streets from Harrison to Telegraph will start in FY25, likely near the start of it on July 1, 2024. Third and Fourth Streets will then go back to two-way traffic sometime after that work is done. At today's Downtown Davenport Partnership meeting, it was announced that 2,000 people live downtown. Meginnis said that is a good opportunity for new cardholders that live within walking distance of the Main Library. She shared that a group of residents on East Second are creating a neighborhood group called the Motor Row Neighbors.

New Business: The first item of new business was to review and discuss the Sex Offender Policy. Collins noted there are small changes to the wording of the policy which prohibits the presence of those convicted of sex offenses against minors from being in the Library or on Library property without written permission from the Library Director. With no comments from the Board on other changes the item will be on the August agenda for action. The second item of new business was to discuss who speaks for the Board as it is not in the Bylaws. Imming looked at bylaws from other libraries and didn't find anything in his brief search. It would seem typical that the President would do so, but he wanted input from the Trustees. Engelmann said it seems obvious to him that the President would speak for the Board and the rest of the Trustees would defer to the President. Imming suggested getting it in writing while the Board agrees may be the way to go, such as during the creation of the Code of Ethics. It is easier to do when there is cohesiveness among the members. Cooper suggested that professional operations of the Library be addressed by Library staff and Board issues by the President of the Trustees. Collins suggested the duty be added to the President's duties in Art 2, Sec 2 to clarify. Imming will do some more examination of other bylaws and work with Collins how to delineate duties in the language. The last item of new business is to set committee assignments for the current fiscal year. Imming did not hear from anyone that wished to change their assignment, so they remain the same as last year. Advocacy Committee is Shrikhande, Roba and Lance; Finance is Engelmann, Heinrichs and Imming; Personnel is Motto, Cooper and Genis.

President's Comments: Imming attended the groundbreaking of the Fairmount Community Center and said it was good to see so many from the City, along with the architects, on hand for it to show support of the project. He is looking forward to it opening and it is in his neighborhood. Engelmann said it is becoming a campus similar to the Bettendorf Library. Shrikhande said the Trustees should form a pickleball team with Imming adding they could compete against other libraries.

Board Training: Williams began board training on the topic of her position as HR Operations Manager at 12:37 p.m. She has been with the Library for six years and said it is hard to summarize the duties of the position in just one page so she picked a few items to highlight. She selected the hiring process to break down the steps followed for each vacancy as it occurs. The first step is to analyze the position to determine if it should remain as it is or make a change if it benefits the Library. Posting of the opening is next and that is put on NeoGov as the City subscribes to that service, the Library website, on social media and putting out "We're Hiring" banners in the Libraries. Depending on the position, it may also go to colleges, locally or in the Midwest, to post on their job sites. Once applications begin flowing in, she reviews all for qualifications and experience that meet requirements of the position. It could be 60 applications or 10, it depends on the position. For those that meet the standards, she passes the applications to the supervisor with the vacancy to see who they'd like to interview. Some positions have testing that must be passed before interviewing, others have a presentation aspect during the interview. After the interview process, the best candidate is given a tentative offer while Williams completes a background check and reference checks. When possible, she likes to have a backup candidate while awaiting the checks to come back. Once an official offer is made, the onboarding process begins which includes a lot of paperwork and a general orientation she provides. Engelmann inquired on the testing process and if it is testing for what we need and not biased or discriminatory in any aspect. Williams said that about one and a half years ago, the tests in use were reviewed by the DEI Team and updates were made to the tests to be sure they were relevant. Imming inquired if Williams worked with City Human Resources on any of this. She replied she does not, she only does it for the Library, but the Library does use systems the City has in place. Shrikhande asked if there was a pre-screening algorithm that weeds any applications out and Williams replied that feature is not in use; she gets all applications that are submitted. She shared statistical information on turnover and longevity. In 2021, the turnover rate was 15% with 11

employees and in 2022 it was 18% with 13 employees. Asked by Engelmann if this is typical in libraries, Collins noted that 10-12% is ideal, but 15% is typical. Covid and the higher turnover in part-time positions may account for the percentage rate in those years. Williams also said a few employees took advantage of the City's early separation agreement in those two years. For longevity, the majority of employees have been with the Library for 1-4 years, and with the separation agreements noted earlier, some of the employees that had been here the longest left. Engelmann said it is good to have institutional knowledge leavened with the new people and fresh ideas. Williams also works on policy and procedural documents on the staff side of things. Administrative Policies approved by the Board and the Emergency Manual procedures used by staff are two that she has a hand in maintaining and updating. The Emergency Manual is currently undergoing a major revision to be more user-friendly. All staff get a 6-month probationary evaluation and then an annual evaluation through an electronic platform. She is the first to review those evaluations before approving to go to the next level of approval. She completes payroll which is on a bi-weekly schedule. For any time-off staff takes, the time must be entered manually to code it as sick, vacation, or whichever it is. She also works with volunteers that apply through the website by performing a background check and gauging their interest and skills and connecting them with the supervisor of which department they would work. She also does the general orientation for new volunteers. Coaching and providing guidance to those on the Leadership team with their direct reports and overseeing the disciplinary action process is another of her responsibilities. She is also the point of contact for management for the AFSCME union stewards and coordinates the bi-monthly meetings of Labor and Management. Engelmann had a question on the timing of annual evaluations; if they took place at one year's employment or all at the same time. Williams said the probationary evaluation is held at six months and all annual evaluations are on the same cycle with all employees getting them at the same time of the year. Shrikhande asked about Library Pages. Williams said that hiring of student workers for those positions was no longer getting the response we needed as there were four for each branch, four for the Main Library, plus another two for Special Collections so that position was eliminated. Imming thanked Williams for all she does. Collins added that this report can't convey all she does as a key member of Administration and Leadership Teams. She has raised the level of professionalism within the organization through a number of different initiatives, assuring consistency of policies and procedures, and by managing our most important asset which is staff. He is happy she is here and she is an asset to the Library.

With no further business, Engelmann motioned to adjourn at 12:52. Shrikhande seconded and all present approved.

Respectfully submitted,
Kasey Shipley, recorder