

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE SEPTEMBER 19, 2023 MEETING

President Steve Imming called the regular monthly meeting of the Davenport Public Library Board of Trustees to order at 12:04 p.m. on Tuesday, September 19, 2023. The meeting was held in Meeting Room A at the Eastern Library Branch.

A roll call of Trustees showed Malavika Shrikhande, Sylvia Roba, Amanda Motto, Laura Genis, Judie Lance, Joe Heinrichs and Steve Imming present. Tom Engelmann arrived at 12:19 p.m. Absent: Craig Cooper. Others present: Jeff Collins, Library Director; Lexie Reiling, Assistant Library Director; Jennifer Williams, HR Operations Manager; Tracy Moore, Development Officer; Kasey Shipley, recorder; Tessa Wallace, Marketing Coordinator; Heidi Lubben, FRIENDS President.

Collins introduced Wallace as the newly hired Marketing Coordinator. She is a graduate of Augustana with a major in Communications and a minor in Art, interned with ARC of the Quad Cities and Quad City Storm and most recently worked at the Figge Art Museum.

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

Public with Comment: None.

FRIENDS Report: Lubben reported the FRIENDS Board is working through the proposals they received from investment firms and have appointments set for next month. They will be changing the focus from Giving Tuesday to National Library Week since so many non-profits are soliciting funds at that time. There will also be a marketing push to encourage monthly, recurring donations rather than annual donations. Collins stated the FRIENDS are doing great work and Imming thanked them for all they do.

Personnel: Motto had nothing to report but wanted to give the Trustees a heads up that the Library Director's annual evaluation will be done at the November meeting. A survey will be sent to staff with help from Williams and Collins' progress report reviewed by the committee. A survey to Trustees will come in late October or early November.

Advocacy: Shrikhande first thanked Imming for giving the report at last month's meeting since she was not able to attend. She updated the Trustees on the outreach she has been doing on behalf of the Board by attending the monthly meetings of Trustees at other local libraries. The most recent meeting she attended was at Bettendorf Public Library. At their evening meeting she shared names of Davenport's Board, told them the purpose of her visit and invited them to attend a meeting. The next meeting she will attend will be in Eldridge at Scott County Library's headquarters on September 25 at noon. To arrange attending these, she reached out to the Library Director at each location by email to be sure it was okay if she came for their public comment segment. Other libraries she has gone to include LeClaire and Clinton. She recently attended the Group Violence Intervention training at the Davenport Police Department. People she spoke to at the workshop hold the Library in high regard. The Iowa Library Association was looking for volunteers to attend meetings via Zoom and she volunteered to do so. One of the meetings was to discuss the levy statement that ILA is drafting. Imming said he appreciates her outreach and advocacy work.

Finance: Held until Engelmann arrived; report made after Old Business.

Director's Report: Collins began with saying the Summer Reading Program was successful with around 2,000 participants. He and Imming attended the City Council meeting last week to present trophies to the winning schools. Trinity only had one student present but he proudly held up the large trophy on his own. It was a good opportunity to spotlight the great programs, activities and engagement of the community. A back-to-school event was held at Fairmount in mid-August with 172 participants where backpacks and shoes were given away to prepare kids for the fall. The arrangement with River Bend Food Bank continues this year to provide food for the children's snack pantry at Fairmount with the financial support of the FRIENDS. Collins thanked Branch Supervisor Bianca Sierra for her coordination of the initiative. QC Beats, the program that spotlights local musicians with a curated collection, is collecting submissions through October 31. September is library card sign-up month. A partnership with some local businesses was created to encourage community members to get a library card or replace their current card while getting a perk at the business. A punch card can be taken around to the businesses and returned to the library for a chance at prizes. The card doesn't need to be filled, even one punch gets them in for the drawing. Lopiez Pizza has a signature pizza, The Book Club, and 10% of sales this month go to the FRIENDS as they designated the Library as Artist of the Month for September. Collins was invited by Alderwoman Meginnis to attend a Third Ward meeting where he shared information on the Main Renovation Phase 2 project and Enhanced Children's Areas project. This past week, the Library Leadership Team met for the annual retreat held at the Putnam Museum this year. Organizational culture was discussed and Quad City Leadership Consulting provided a training session in the afternoon on leading teams. Programs this month include Hispanic Heritage Month which runs September 15-October 15 and includes a reading challenge with a number of displays. A reminder there is a Boardroom Series training this Thursday, 6-7 p.m., to be held virtually, and is the first of a three-part series. Study Room A at Eastern is reserved if Trustees would like to view there with fellow Trustees. Roba said she enjoys the library stories segment of Collins' report. It was nice to read about Collins and Brittany Peacock's experience at Emeis Park's Party in the Park. Genis inquired about the library card sign-up month prizes and Reiling shared that the prize for getting or replacing your card is a choice of a small prize like bookmarks, pencils and stickers. Returning the punch card makes you eligible for a grand prize.

Council Liaison: No report, Alderwoman Meginnis was unable to attend.

Old Business: A motion to approve the Use of Meeting Rooms Policy was brought to the floor by Heinrichs with a second by Motto. One error in language was found on number 11, third sentence, where the word "for" needs removed. Genis motioned to amend the policy by removing "for" with a second by Roba. Roba, Motto, Genis, Lance, Heinrichs, Engelmann, Shrikhande and Imming all voted yes to amend the policy on the floor. Going back to the original motion, now that change to wording was amended, Motto, Genis, Lance, Heinrichs, Engelmann, Shrikhande, Roba and Imming all voted to approve the revised Meeting Rooms Policy.

Finance: Engelmann pointed out in the budget recap that a couple of numbers were out of line as far as spending for the year. Timing of invoices and City Accounting moving of funds is the cause. Overall, it is where it should be, but some individual line items look odd.

New Business: The first item of new business was a motion to close library facilities to the public on Thursday, April 25, 2024 for annual employee development training. Roba motioned with a second by Engelmann. During discussion, Shrikhande asked if the Trustees could attend as she and Imming attended the last one and she learned a lot and met a lot of staff. Collins affirmed that Trustees are welcome and added that the Board approves the closing as it is a disruption to the public as all three

locations are closed. Engelmann inquired if Thursday is a slower day of the week compared to the rest of the week and Collins stated that it was not necessarily. On Monday, all three locations are open until 8 so only Tuesday, Wednesday and Thursday are considered. Friday and Saturday don't work due to days off. Genis, Lance, Heinrichs, Engelmann, Shrikhande, Roba, Motto and Imming all voted to approve the motion. The second item of new business was to discuss subpoenas for library records. Collins had shared with the Trustees in August that a subpoena was received and he told them what had been done to deal with it. The Board-approved Confidentiality and Privacy Policy states that the Library can only release registration or circulation records with a valid court order. Frontline staff would contact an administrator or supervisor if law enforcement brings the court order in. Administration reviews and brings in City Legal so they are aware, and then the information is provided to law enforcement. In the most recent case, the item had been removed from the collection so no patron information was attached to it. Collins said the Library maintains confidentiality as best we can, even in a subpoena. Coming into a Library one cannot presume privacy as it is a limited public forum, but what they use or check out in the library is not shared. Engelmann asked how long public computer session data is kept. Collins replied the software used tracks the time of a session only, not sites the user visits. The time data is kept for two weeks.

President's Comments: Imming has taken some photos he intends to share of the Fairmount Community Center sitework but only excavation and a dirt pile are visible so far. He did say that today he noticed they are putting in forms for the foundation. There is playground equipment now installed near the sidewalk going to the bike path that appears to be for smaller children. If interested in the upcoming training sessions Collins noted in his report, register with the State Library on your IA Learns account.

Board Training: Board Work session began at 12:45 and ended at 1:15 p.m. Imming felt that with three Trustees going off the Board next year it would be a good time to prepare for it by seeing what skills are needed in future applicants through a checklist worksheet. A document developed by Collins, entitled Board Development Basics was also passed out. The profile worksheet was amended to break out another age group. Rather than 50+, change from 50-64, then 65+. And, Genis requested that "working" and "retired" be broken out. Collins would like the sheets returned by October 10 so he can compile. Since Roba, Lance and Imming's terms are the ones ending, they do not need to return. The Trustees began going through the Board Development Basics outline and got through the Orientation and Meetings topics. They will pick up where they left off next month.

With no further business, Shrikhande motioned to adjourn at 1:17 p.m. with a second by Engelmann. All voted in favor and the meeting was adjourned.

Respectfully submitted,
Kasey Shipley, recorder