



LIBRARY BOARD OF TRUSTEES
MINUTES
October 17, 2023

Roll call and introduction of attendees

The Davenport Public Library Board of Trustees meeting was called to order by Tom Engelmann on Tuesday, October 17, 2023 at 12:09 p.m. at the Main Library in Meeting Room C. Board members present: Joe Heinrichs, Craig Cooper, Laura Genis, Amanda Motto and Laura Genis. Steve Imming, Judie Lance, Malavika Shrikhande and Sylvia Roba were absent, all excused with notice given ahead of the meeting. Staff present: Jeff Collins, Lexie Reiling, Jennifer Williams, Tracy Moore, and Kasey Shipley. Guests: Marion Meginnis, City Council Liaison.

Consent Agenda

Heinrichs motioned to approve the consent agenda. Genis seconded the motion. Cooper, Genis, Motto, Heinrichs and Engelmann all approved.

Public with Comment

Seeing no one, Engelmann moved to the next item.

Reports and Communications

FRIENDS Report

Collins reported that the FRIENDS agreed to fund a proposal for 15-second spots, three times per week for 13 weeks, on the local PBS station to promote 1000 Books Before Kindergarten. The cost will be around \$1,300 and WQPT will match to double the number of spots to air per week to six. Data will be analyzed before they begin and after they run to compare sign-up and participation activity. The committee working on the financial services RFP will meet later this week with candidates.

Finance

Engelmann noted there were two budget recaps in the packet. One was the final for FY2023 which has complete information after City accounting adjustments. The other is the report showing 25% of FY2024 expenses which is running right about where it should be. Engelmann shared information gained when Collins, Imming, Genis and himself met with the City Administrator and City CFO on effects of the property tax reduction that rolled the Library Levy into one of many levies. The City does not see a huge impact on the City's budget in the next few years unless there would be a big change in assessments. They did say that what was in the Library Levy fund at the end of the fiscal year could be used for capital projects as a special revenue fund. Genis added that the City said the ARPA-funded positions would be extended for another year, so that was good news. Meginnis added that one thing the City can do is encourage development to bring a larger tax base and shared information on the new business park creation in West Davenport.



Personnel

Motto reminded the Trustees that Collins' annual evaluation will be held at the November meeting. The staff survey is out and the Trustees will get a survey later this month.

Advocacy

Shrikhande was absent. Genis noted one thing said at the meeting by the City Administrator was that, outside of the normal budget process, the Trustees could continue community partnerships, enhance awareness of Library services and the budgeting process, and build alliances.

Director's Report

Collins shared updates on FY2025 budget planning, the children's area installations by Burgeon Group set for November and that two people from the Davenport Public Library presented programs at the Iowa Library Association conference in Dubuque last week, including Steve Imming. Next month is Dinovember and he heard the dinos may be helping out with the installation work. He pointed out the two sheets in the packet that share information on the two ARPA-funded positions and their impact on services the last two years. He is hopeful the City's ARPA funding could last two years more than originally expected. Heinrichs had a question about the Fredlo music collection. Collins shared more on the grant received and that the digitized collection will be available in-library only due to copyright.

Council Liaison

Meginnis noted that you may see lighting for the Third and Fourth St conversions soon on Council agendas. Work won't begin on Third until next year, then Fourth the year after, but they need to order the equipment now to procure it in time. Iowa American Water is replacing lead pipes prior to work and is the reason there have been so many lane closures west of downtown the last few months. There will be at least two new aldermen with City elections. She encouraged reaching out to those elected to introduce them to the Library before they take office since they are very busy getting up to speed after the new year.

New Business

The first item of new business was to discuss the café space at Eastern. Genis visited the Coralville Public Library recently and they have a mini food pantry. With the issues the Library has had in retaining a café vendor, she wondered if that may be a good use of the space. Collins noted that the church across from Main provides food and Fairmount has the student pantry with a general pantry at the community college next door to it. Eastern's neighborhood demographics may not have the need, Engelmann stated, but they may be able to donate. Further discussion led to the demand for commercial kitchens and maybe it could serve that need. There is no hood vent at Eastern, Collins



shared. Meginnis had just spoken to a person that said a commercial kitchen cost is around \$60,000. Engelmann thanked Genis for the good idea and bringing to the Board's attention.

The second item of new business was to discuss the Volunteer Policy which is up for review under the regular rotation. Language was added to share that criminal background checks are performed on volunteers and that there are not assignments available for court-ordered service. Both are long-standing procedures just being added to the policy for clarification. A question was asked about the cost of background checks. Those are performed by the Davenport Police Department at no charge, per Williams.

The third item of new business was to discuss the Library's Mission and Vision. This was a goal of the Library's Leadership Team to simplify and have them easy to remember and be inspirational. There are slight changes to the language. Genis was sad to see "inform" removed but likes the alliteration with the "e's". This will go to the November meeting as an approval item.

President's Comments

Engelmann had nothing to add.

Board Training

Collins compiled the results he received from Trustees for the Board Profile Worksheet and entered exactly as he received them. This enables the group to see where the strengths and weaknesses are in skills. The Trustees left off on the Board Development Basics at "type of Boards". Heinrichs motioned to table until the next meeting with a second by Motto. Genis, Motto, Heinrichs, Cooper and Engelmann all approved.

Adjourn

With no further business, Motto motioned to adjourn at 12:56 p.m. with a second by Heinrichs. Engelmann, Cooper, Genis, Heinrichs and Motto all approved.