



LIBRARY BOARD OF TRUSTEES  
MINUTES  
JUNE 18, 2024

### **Roll call and introduction of attendees**

The Davenport Public Library Board of Trustees monthly meeting was called to order at 12:01 p.m. by Steve Imming on Tuesday, June 18, 2024. The meeting was held in Meeting Room C of the Main Library. Board members present at roll call: Malavika Shrikhande, Amanda Motto, Judie Lance, Joe Heinrichs, Michael Hustedde, and Steve Imming. Tom Engelmann arrived at 12:04 and Laura Genis arrived at 12:09 p.m. Absent: Sylvia Roba. Staff present: Jeff Collins, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, HR Operations Manager; Tracy Moore, Development Officer; Emily Simpao, Youth Services Supervisor; Kasey Shipley, Office and Facilities Manager & Recorder.

### **Consent Agenda**

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

### **Public with Comment**

No one present.

### **Reports and Communications**

#### **FRIENDS Report**

In the absence of the FRIENDS Board President, Hilary Tanner, Collins shared information she wished to pass along. They have two prospective members for their board and continue recruitment efforts of more. They are reviewing the bylaws, focusing on required standing committees, as there are many for such a small board.

#### **Finance**

Engelmann noted there are two budget reports in the packet today. One shows expenses to-date for 92% of the year. Some expense lines are over, others under, but total City appropriation is just about where we are in the year percentage-wise. The other document shows starting account balances for FY25.

#### **Personnel**

Motto reported that Collins' mid-year evaluation will be held later in the meeting.

#### **Advocacy**

Shrikhande volunteered to join the Iowa Library Association Trustees' subdivision. She has not heard back from them but will share a link on volunteering with the Library Board members. A colleague of



hers uses the meeting rooms at Main and Eastern for their PEO group and told Shrikhande she enjoys meeting at both equally.

#### Director's Report

Before beginning his report, Collins extended his thanks to Imming, Lance and Roba for their years of service to The Library by serving on the Board of Trustees. On behalf of staff and the Trustees, he presented each with a gift. They each received a card signed by staff and an engraved paperweight in the shape of a book noting their name, years of service, and The Library logo. An update to last month's discussion on security was shared noting we have temporary coverage at Main while we await a long-term contract to be awarded that is now out for bid. Four summer staff hired with Community Development Block Grant (CDBG) funds have begun and will be working for a couple of months in the Community Outreach Department at sites such as Stepping Stones, Boys and Girls Club, and the City parks. The Main Renovation project using funds left from the 50<sup>th</sup> Anniversary should go out for bid soon and fall construction start is anticipated. Exterior and interior improvements will be made and the contract should come to the Board in July or August for their approval. Burgeon Group is in the final weeks of fabrication for Eastern's second phase for the Enhanced Youth Spaces project. There will also be a dragonfly design added to the soffit at Fairmount to more clearly identify the children's area as patrons walk in to the library. Main's installation will likely be broken into two phases. The first phase will be a vinyl wrap along the wall as you walk in. Design theme is river and riparian. Eastern furnishings CIP project was recently wrapped up. All three buildings have seen furniture refreshed over the past few years. The FRIENDS funded period product dispensers for all three buildings and there were positive comments shared on social media the first day they were installed. Over 600 people attended the Summer Reading Challenge kickoff at Eastern for Bubblepalooza on June 1. The Teen Advisory Board held a Kona Ice fundraiser and sold plants grown from the Seed Library. The American Library Association president was a guest on the most recent Checked In podcast. The first permanent StoryWalk at Lafayette Park had a ribbon cutting in May which is a partnership with Parks and the FRIENDS. Thanks to Imming and Shrikhande for attending. There will be two others installed at Green Acres and Van Buren in the future. The interlibrary loan service through MOBIUS is still inactive but Stephanie Marvin and Cyndi Roberts in Customer Service were instrumental in creating a system of borrowing from some other libraries outside of RiverShare. There is hope MOBIUS access for loans will resume in the coming weeks. Fairmount is a meal site for Davenport Schools from June 10-July 26. Simpao coordinates with them for this and she also oversees The Library's Snack Pantry at Fairmount. Special Collections was closed on Monday, June 10 for staff to visit Antiques Roadshow in Urbandale. Collins was recertified as a Certified Public Library Administrator (CPLA) and that is valid for five years. It is his second time being recertified. Williams worked with the FRIENDS to put on a fantastic volunteer appreciation event in May with more than 40 attending where they were recognized for their great work for The Library. Imming and Collins attended the State of the City event to represent The Library. Moore arranged for an ad in the QC Business Journal at no cost. Upcoming programs such as Heart of Downtown Walking Tour, Touch A Truck, bilingual story times at Main were highlighted. There is a survey out from the City regarding input on ARPA funds. Three new Trustees will do orientation in July.



Council Liaison

No report as Alderwoman Meginnis was not present.

### **New Business**

The only item of new business was to approve the general wage increase (GWI) of 2.0% for the Library Director in line with other library employees effective 7/1/2024. Engelmann motioned to approve with a second by Motto. Motto, Genis, Lance, Heinrichs, Engelmann, Hustedde, Shrikhande, and Imming all approved.

### **President's Comments**

Imming took this time to thank Collins, staff, Trustees past and present for all that has been done together making the libraries what they are. He has learned a lot and it's been a great ride.

### **Board Training**

Simpao presented training on the Summer Reading Challenge from 12:20-12:45. The program runs from June 1-August 31 which helps in getting to kids before they leave school for summer and when they come back to report back on their reading progress through paper logs or Beanstack App. She shared historical statistics, goals for the current program participation, prizes for each age level, and how to join the program and promote it.

### **Closed Session**

Engelmann motioned to go into closed session, citing Iowa Code chapter 21.5(1)(i) 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. Heinrichs seconded. Genis, Lance, Heinrichs, Engelmann, Hustedde, Shrikhande, Motto and Imming all approved at 12:44 p.m. A return to open session occurred at 1:08 p.m. Engelmann motioned to approve the Library Director's evaluation and set the salary at \$139,051.50 retroactive to January 7, 2024. Hustedde seconded. With no discussion, Lance, Heinrichs, Engelmann, Hustedde, Shrikhande, Motto, Genis. and Imming all approved.

### **Adjourn**

Heinrichs motioned to adjourn at 1:10 p.m with a second by Engelmann. All approved.