



LIBRARY BOARD OF TRUSTEES
MINUTES
JULY 16, 2024

Roll call and introduction of attendees

The Davenport Public Library Board of Trustees monthly meeting was called to order at 12:08 p.m. by Tom Engelmann on Tuesday, July 16, 2024. The meeting was held in Meeting Room C of the Main Library. Board members present at roll call: Malavika Shrikhande, Bob Davis, Joe Heinrichs, Laura Genis, Tom Engelmann, Jerry Skalak, Honey Bedell, Michael Hustedde and Amanda Motto. Staff present: Jeff Collins, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, HR Operations Manager; Tracy Moore, Development Officer; Kasey Shipley, Office and Facilities Manager & Recorder. Guests: Hilary Tanner, President of the FRIENDS of the Davenport Public Library.

Consent Agenda

Heinrichs motioned to approve the consent agenda with a second by Shrikhande. Shrikhande, Davis, Heinrichs, Genis, Hustedde, Bedell, Skalak, Engelmann and Motto all approved.

Public with Comment

No one present.

Reports and Communications

FRIENDS Report

Tanner reported they appointed two new members to their board and have another prospective member they hope to vote in next month. The executive committee meets next week and they are excited for a second quarter of 2024.

Finance

Engelmann noted this is the final budget recap of the fiscal year but with some expenses outstanding. Total City appropriation spent to date is 92%.

Personnel

Motto had nothing to report.

Advocacy

Shrikhande noted that she had shared a post from The Library's social media about the installation of the Aunt Flow dispensers. There are some libraries and schools in Wyoming that plan to install them after reading of the success and popularity of these dispensers funded by the FRIENDS. She also complimented the posts with the children's books on different emotions that tied it to a recent movie release and it was mentioned on a think tank library group's page.



Director's Report

Collins pointed out the new Board packet folders. He encouraged Trustees to take home what they'd like and leave the folder behind for next month's packet contents. One item from his report that he wanted to share at the meeting was the accomplishment of the Library Social Worker, Quinn O'Brian, in gaining her Licensed Independent Social Worker status in Iowa and Licensed Clinical Social Worker status in Illinois. She previously held Licensed Master Social Worker status. Touch A Truck at Fairmount last month had nearly 1,000 attendees. The American Red Cross held a blood drive last week at Eastern, part of their Pints and Paws blood drives. It was the largest drive they'd had in the Quad Cities! Twenty people registered for the one at Eastern and nearly forty showed up to donate. Genis shared that her family attended the Touch A Truck with another family from Bettendorf and their friends were impressed with the program, the Fairmount location's children's area and staff. Heinrichs likes the Library Stories and asked Reiling about "true chads" which she said is complimentary and she had to look into it to be sure. Davis noted he has worked with O'Brian and it is nice to hear of all the good she is doing at the Library; she is phenomenal, he stated.

Council Liaison

No report as Alderwoman Meginnis was not present.

New Business

The first item of new business was to elect the officers for the next two-year term. Collins gave an overview of the positions as stated in the bylaws. For the position of President, Heinrichs nominated Engelmann which Shrikhande seconded. Motto nominated Shrikhande and Genis seconded, but Shrikhande stated she does not have the time to give for the President role at this time and declined the nomination. When asked by Bedell, Engelmann stated he was willing to serve. With the nomination from Heinrichs and second from Shrikhande a roll call was held. Davis, Heinrichs, Genis, Hustedde, Bedell, Skalak, Motto, Shrikhande and Engelmann all approved the appointment. For Vice President, an inquiry was made of Genis but she declined due to other board and family commitments she has at this time. Shrikhande nominated Heinrichs and Bedell seconded. Roll call of Heinrichs, Genis, Hustedde, Bedell, Skalak, Motto, Shrikhande, Engelmann and Davis appointed Heinrichs Vice President. Genis nominated Shrikhande for Secretary with a second by Bedell. Heinrichs, Genis, Hustedde, Bedell, Skalak, Motto, Shrikhande, Davis and Engelmann all approved to appoint Shrikhande as Secretary. The second item of new business was to assign Trustees to committees. Engelmann asked Trustees to share with him which committee each is interested in serving and those assignments will be made in August. The third item was to award the security services contract. Collins referred to the memo in the packet for some history on the process. Six bids were received and staff recommends Citadel Security USA with the funding in place as part of the professional services line of the annual budget. Genis motioned to approve awarding the contract to Citadel Security USA in an amount to not exceed \$60,000. Shrikhande seconded. Skalak asked about the length of the contract. It is one year with up to two 2-year extensions. Davis inquired why the previous contractor left and Collins replied that it was due to a miscommunication from when they were first awarded the bid. The first year the four officers they



provided were never armed with guns but it was never spelled out that they would be unarmed. When the most recent guard they provided began carrying once his license was approved is when it became an issue that led to the change in the Library Administrative Policy approved by Trustees in May to include contractors not carrying guns. There was not any specific incident at the Library that led to the security officer wanting to carry a firearm to Collins' knowledge. Genis, Hustedde, Bedell, Skalak, Motto, Heinrichs, Davis, Shrikhande and Engelmann all approved. The last item of new business was to review Library Administrative Policy Section 1 and Section 3. Collins reviewed the memo in the packet to clarify what these policies are and how they differ from public-facing policies. The plan is to review about the same number of policies for the next four months, then approve all in November. From Policy 1.1, a question was asked about the substitute employee pay banding to be sure that language was correct and Williams replied it is accurate. Pronouns are changing from he/she to they for inclusivity. Hustedde plans to share some suggestions on grammatical inconsistencies. "They" can be used as singular but it varies in the documents. He was unable to do it on the document the evening before due to the power outage. Collins offered to share the Word versions if that would help. Shrikhande likes the reformatting and language change to The Library for branding. Bedell inquired on Policy 3.3 under provisions, second paragraph about the route staff would take if the complaint is regarding their immediate supervisor. Williams will look into adding the information needed. In Policy 3.1 Davis asked about the removal of cell phones, changed to devices. Collins noted that it widens to cover devices such a smart watches or tablets.

President's Comments

Engelmann, newly elected to the office, only wanted to let new Trustees know that the meetings are held at the Fairmount and Eastern branches as well. Those are usually at Eastern in September and Fairmount in March.

Board Training

Collins began Board Work training at 12:57 and ended at 1:04. He noted the scorecards sent in the emailed packet and printed packets are something that can be done independently by Trustees to see where their strengths or weaknesses may lie. Results may help administration know what topics would be helpful to most for training purposes so feel free to share any ideas. Related to future trainings, he shared a list of topics for monthly trainings through 2025. Engelmann noted that the trainings being a part of the meeting is beneficial to all, new and old Trustees alike, and it is always good to hear what is new.

Adjourn

With no further business, Heinrichs motioned to adjourn at 1:04 p.m. with a second by Genis. All approved.