



LIBRARY BOARD OF TRUSTEES  
MINUTES  
OCTOBER 15, 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 Tom Engelmann on Tuesday, October 15, 2024. The meeting was held in Meeting Room C of the Main Library. Board members present at roll call: Joe Heinrichs, Michael Hustedde, Amanda Motto, Malavika Shrikhande, Jerry Skalak, and Tom Engelmann. Bob Davis arrived at 12:08 p.m. Staff present: Jeff Collins, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, HR Operations Manager; Valerie Farrar, Information Services Supervisor; Tracy Moore, Development Officer; and Kasey Shipley, Office and Facilities Manager & Recorder. Guests: Hilary Tanner, President of the FRIENDS of the Davenport Public Library; Marion Meginnis, City Council Liaison; and Steve Imming, Ex-officio/Immediate Past President.

**Consent Agenda**

Shrikhande motioned to approve the consent agenda with a second by Skalak. A roll call vote was held with Heinrichs, Hustedde, Motto, Shrikhande, Skalak, and Engelmann all voting yes.

**Public with Comment**

No one present.

**Reports and Communications**

**FRIENDS Report**

Tanner reported the FRIENDS are still working on some of the same projects she’s mentioned previously with updating donor materials and website changes to help in sharing the FRIENDS mission of supporting The Library to more people. They continue to plan a large fundraising event to be held next fall and hope to share more details very soon.

**Finance**

Heinrichs reported that the monthly financial reports seem to be in line with the fiscal year’s timeline. He also mentioned that the committee will be looking to sit down with the new City Administrator, who is starting later this month, and finance department representatives once the audit is complete to go over Library financials. Collins will facilitate scheduling the meeting.

**Personnel**

Motto will get a survey to the Trustees for the Library Director’s annual evaluation and work with Williams on sharing a link to the staff survey.



### Advocacy

Shrikhande recently attended Putnam Museum's strategic planning workshop where she shared Library program information on QC Made, reminding them that The Library has Putnam's community passes for checkout and what kind of outreach The Library performs. She suggested to the Center for Nonprofit Excellence to encourage nonprofits they serve to hold a meeting in one of the community rooms at The Library. Shrikhande read a recently published book by someone she follows on LinkedIn, Shamichael Hallman. His book is *Meet Me at the Library* and she passed around a flyer. He told her that he would be happy to speak with the Board so she passed that along. A recent webinar she attended through WebJunction was about libraries and nonprofits leveraging data. She is happy to share a link with more information if anyone is interested. The last item she shared was a yard sign she had seen online, noting "Libraries Transform".

### Director's Report

Collins reported progress is being made on the Main Renovation Phase II and Enhanced Children's Areas projects. There have been many changes with shelving and location of materials at Main as we prepare for the work to take place. The goal is to minimize disruption to patrons and services but the front door access will need to be closed for some time, possibly a few weeks, with access through the 4<sup>th</sup> Street door. The Kids' Advisory Board was begun in June and has 13 members in the 7-10 year-old range. They help plan activities and suggest program ideas. There is a new Senior Outreach stop at Meadowview Senior Living. Studio 321 Makerspace is expanding services. Rachel Rugg, Information Services Librarian, attended the Iowa Library Association conference and presented on the Library Business Assistance program. A letter of support was written for World Relief QC's grant submission to the Regional Development Authority for digital literacy initiatives. If funded, they will bring groups of immigrants and refugees to our libraries for tours, cards and an introduction to resources we offer. In February, Special Collections provided some historical film footage of Davenport to Italian filmmakers to include in their movie. The movie premiered at the Venice International Film Festival as the closing film and received a standing ovation. Collins highlighted some upcoming programs like the Pumpkin Party, QC Archives Fair, Coffee and Connections (formerly Warm Up Wednesday), and Tea-Rex Tea Time during Dinovember. The Summer Reading Challenge trophies may be presented at City Council on October 23; details are still being worked out and he will share when finalized. Any Trustees are welcome and encouraged to attend.

### Council Liaison

Meginnis shared they are working through fire and inspection code changes. There were many questions from Trustees on the proposed rent rebate to residents with serious issues not addressed by landlords. The goal of the ordinance is to encourage compliance by property owner. The new City Administrator begins October 28. Heinrichs passed along his gratitude to the City for the recent restriping of streets on Central Park and Third Street.



### **Old Business**

Collins noted the review of the Library Administrative Policy concludes at this meeting with all to be approved with changes in November. Section 5, which is Hiring, and Section 6, Miscellaneous, were discussed at today's meeting.

### **New Business**

The first item of new business was to approve the Unattended Children Policy. Collins noted it is in the new format and now includes a statement of purpose and policy provisions. He suggested changing one phrase from the presented copy and Davis suggested adding "use" before services. Skalak requested including responsible caregiver to number 6 after parent/guardian. Most of the changes are cleaning up language or redundancies. Collins noted that due to the accreditation deadline approaching in February 2025 and about five policies to approve before then, he would like the Trustees to review and approve at the same meeting when substantive changes are few, such as this one. Engelmann would like a clean copy of approved policy at the next meeting. Collins noted the updated policies are placed on the website so the policies can always be found there. Heinrichs motioned to approve as amended with a second by Shrikhande. Motto, Davis, Skalak, Heinrichs, Shrikhande, Hustedde and Engelmann all approved. The second item of new business was an update on the next iteration of the Strategic Plan. Collins noted information is found in the memo included in the meeting packet. Trustees previously extended the current plan to align with the fiscal year moving forward and to give newly appointed Trustees a bit of time to settle into their roles before participating in the process. Staff sought three proposals to follow City purchasing rules and the FRIENDS agreed in August to support funding up to \$15,000 for a consultant. Baton Global's proposal was accepted and the process will kick off in December with conclusion in April or May 2025. There will be a Strategic Planning Team formed with the Trustees making up 3 or 4 of the positions. Shrikhande, Skalak, and Davis all expressed interest. Collins will ask Bedell if she is interested.

### **President's Comments**

Engelmann had no comments.

### **Board Training – Information Services with Valerie Farrar, Information Services Supervisor**

Collins introduced Valerie Farrar and she presented for approximately 20 minutes. She has been with The Library for a number of years and in her current role for the past year. The department is currently fully staffed. There are two part-time positions in the department and those tend to turnover frequently. The five-hour per week position is currently held by a retired librarian. Farrar went through the two major daily functions of the department. They staff the reference desk most hours The Library is open answering patron questions and assisting with computer, printer, copier, and scanner needs. They place holds for patrons and initiate interlibrary loans. They also schedule half hour sessions via the Book-A-Librarian service. Collection management is another function that is a big part of the librarian's job. Librarians select materials for the collection in various formats and they weed older or worn out items to keep the collection current and fresh. They also create displays to



help items circulate. The Information Services staff oversee the makerspace at the Main Library and keep up with training on the equipment housed there. A Cricut machine, button-maker, 3-D printer and large format printer are a few pieces of equipment kept in that space. The Library's social worker is in this department. Patrons can schedule a one-hour appointment to meet with her. She works with community organizations and spearheaded the back-to-school program in August. She is on pace for 3,000 contacts with patrons this calendar year. Farrar passed around a brochure for the Library Business Assistance program. She passed out a package of leftover dill seeds to each Trustee from the Seed Library which is now closed for the season. It will reopen in spring. Coffee and Connections program resumes for the winter. It was formerly known as Warm Up Wednesday. There are six book clubs run by the department, including Read with Pride. National Voter Registration Day was a recent program where The Library partnered with St. Ambrose University students. QC Made and Formal Wear Giveaway programs are popular. Collins thanked Farrar for her decades of service to The Library where she has held many roles, noting she is a great supervisor, and that her staff is dedicated and passionate in their work.

**Adjourn**

Skalak motioned to adjourn at 1:16 with a second by Shrikhande and all approved.