



LIBRARY BOARD OF TRUSTEES  
MINUTES  
NOVEMBER 19, 2024

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

The Davenport Public Library Board of Trustees monthly meeting was called to order at 12:00 p.m. by Tom Engelmann on Tuesday, November 19, 2024. The meeting was held in Meeting Room C of the Main Library. Board members present at roll call: Honey Bedell, Shelley Klaas, Michael Hustedde, Amanda Motto, Malavika Shrikhande, Jerry Skalak and Tom Engelmann. Absent: Bob Davis and Joe Heinrichs. Staff present: Jeff Collins, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, HR Operations Manager; Merideth Willett, Technical Services Supervisor; Tracy Moore, Development Officer; and Kasey Shipley, Office and Facilities Manager & Recorder. Guests: 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 Bedell. A roll call vote was held with Bedell, Klaas, Hustedde, Motto, Shrikhande, Skalak and Engelmann all approving the motion.

### **Public with Comment**

No one present.

### **Reports and Communications**

#### **FRIENDS Report**

Collins reported in the absence of the FRIENDS' Board President, Hilary Tanner. Their group is planning a fundraiser event on a Saturday evening in September 2025 at the Main Library. The year-end giving letter will be going out soon in support of The Library of Things and we hope to have the community's support in expanding that resource. Reiling explained this as the new title of non-traditional lending items that include board games, puzzles and the TechKnow collection. It will be rebranded and expanded to include items that patrons may be interested in trying before buying or items that may only be used once. A unique cake pan was used as an example.

#### **Finance**

No report.

#### **Personnel**

Motto reported the annual evaluation of the Library Director will take place later in the meeting in closed session.

#### **Advocacy**



Shrikhande welcomed Klaas to the Board and to the Advocacy committee. She thanked Collins for including the Trustees to share book recommendations. She also thanked staff working the temporary entrance at 4<sup>th</sup> Street for the patience shown to patrons. She witnessed it when using the Main Library in the past weeks. Bedell recommended “The Library Book” by Susan Orlean stating it should be required reading for Trustees.

#### Director’s Report

Collins noted that significant progress has been made in the Main Library Renovation Phase 2 project. Landscaping is done. Good progress has been made in the Special Collections workroom and loading ramp. The concrete work on the porch is completed and we will soon reopen front doors to patrons after temporary railings are installed with permanent railings on order. He apologized to patrons for the inconvenience of that space being closed, but thanked staff for the work done to get patrons in the side door. The Burgeon Group was in town to work on the Enhanced Children’s Spaces project the first week of November. The Library Information Technology Department has replaced all 8<sup>th</sup> generation computers after getting behind on those due to budget constraints. The extra funding this fiscal year for electronic equipment replacement has helped a great deal in getting back on track for a timely replacement of obsolete technology. Library staff met with City finance staff to review the FY2026 operating budget as part of the regular process. No significant changes to report. They anticipate property growth rate but there are variables at the state level with proposed legislation. The ARPA Social Worker position is funded through FY26 in the proposed budget. The City finance staff would like to postpone the meeting with Trustee’s Finance Committee until after a new Chief Financial Officer is hired. A new crosswalk sign has been put in at Fairmount and one added to Eastern to assist patrons cross traffic lanes safely from lot. Two dying trees were recently removed by City Forestry; one at Main and one at Fairmount. Study rooms at Main have been patched and painted due to some damage from chairs. Preventive maintenance has been done on the Automated Materials Handler (AMH) at each branch, also known as the sorters. All three locations served as voting sites during the elections this fall. The branches were very busy and had some issues, but we were happy to serve the community with this service. The OWL home visit prize, as part of the Summer Reading Challenge, was held on October 26. The second StoryWalk was installed at Van Buren Park. A small art exhibit is on the second floor at the Main Library through the end of the year showcasing 11 paintings by local artist T. F. Hempel. These were commissioned by the City of Davenport and are now held in the Special Collections Department. The Main Library is participating in Downtown Davenport Partnership (DDP) Deck the Downtown. The prize of a pickle ornament can be picked up at the Main Library or at the German American Heritage Center. Hustedde asked about the Cookie Run DDP has and Collins had not heard anything about it. Collins has reached out to the new City Administrator, Doug Maxeiner, about Library services. A Library staff member provided life-saving CPR on a patron at Eastern earlier this month. Meginnis shared the staff member could be recognized at a City Council meeting.

#### Council Liaison



Meginnis updated the Trustees on the status of the tenant rate abatement. Council meeting schedule will be interrupted for the holidays. The last cycle is December 4 & 11, then resumes January 8. She updated the Trustees on discussions of a long stay hotel, office space and events center proposed on the east end of downtown near Quad City Times. A question was asked about the green space across from the Main Library. She replied that the property is still owned by the building owner of 324 Main that collapsed and was demolished. DDP mows it and tries to keep it cleaned up and safe.

### **Old Business**

The only item under old business was to approve the Administrative Policies. Engelmann noted that these have been presented over the past few months with suggestions for edits made along the way. Hustedde said there were some changes in red or strikethroughs that did not get changed. Collins will clean those up before publishing. Skalak inquired on how often they are reviewed and Collins replied they are reviewed at least every three years as are all policies to stay compliant with State accreditation. Hustedde motioned to approve with a second by Skalak. Motto, Bedell, Skalak, Klaas, Shrikhande, Hustedde and Engelmann all approved.

### **New Business**

The first item of new business was to discuss the Collection Development Policy and Special Collections Collection Development Policy. Reiling noted this policy is one of four required as part of the accreditation through the State Library. The draft policy merges the two policies and streamlines it by putting like policies together. There is some procedural information in the Special Collections Collection Policy that will be pulled. The layout has been adapted to the new template. Reorganized content is in green and eliminated content is in red. There are no major substantive changes to the policy. Imming noted that deaccessioned is a big word that patrons may not be familiar with. Collins noted that language is often used in archives rather than weeding or deselecting. We may need to add definitions or a glossary. Bedell asked if only Davenport residents can complete the Request for Reconsideration of Library materials. Collins replied that is accurate. He added there has typically been a request every couple of years that go through this process. The second item of new business was to discuss Board Enrichment. Collins said this is a proposed program to provide an opportunity to learn more about operations and is modeled after the Staff Enrichment program. If Trustees are interested in learning more about a specific department or service of the Library, an email or call to Reiling will begin the process. It may include a brief observation period or a ride along on an Outreach event where Trustees are given the chance to learn more and interact with staff. He doesn't anticipate it being a big imposition of Trustee time or interruption of staff duties. Engelmann suggested that City Council members be afforded the same opportunity. The last item of new business was to approve delaying the opening of the three libraries on Saturday, February 22, 2025 for staff involvement in strategic planning. Collins reviewed some of the information he'd sent previously on the timeline of the strategic planning meetings and the makeup of the team. The focus groups will be held in three sessions on February 22 with the first being for staff that are interested in attending. This delay will allow them to participate before we open to the public for the day. Shrikhande motioned to approve



with a second by Bedell. Shrikhande, Hustedde, Motto, Bedell, Klaas, Skalak and Engelmann all approved.

#### **President's Comments**

Engelmann reiterated that with the recent life-saving incident, if the staff member is okay with being acknowledged, it should go the Council for recognition. Meginnis stated she'd be happy to do whatever she can.

#### **Board Training – Technical Services with Merideth Willett, Technical Services Supervisor**

Willett began sharing information with the Trustees on the Technical Services Department at 12:38 for a 20-minute training on the department she oversees. She began by noting that the staff in Technical Services orders, catalogs and processes all materials purchased by, or donated to, the Library. They sort and check in the mail and answer the switchboard phone 9 a.m. to 5 p.m., Monday through Friday. They work on special projects related to any of their functions. Right now, they are recataloging graphic novels by characters or series, no longer by author. The clean-up of bibliographic information in the catalog is done by this department. They assist with covering Special Collections if short-staffed and at Outreach events as needed. They also laminate materials for other departments. She shared there are seven employees in the department including herself. She supervises those six, plus any volunteers that are assigned at Main. There are no volunteers at this time. She broke down a list of general duties of each job title. Willett shared that they changed the processing of library materials earlier this year to eliminate labels on the front of items. It was requested by patrons since barcodes and property labels covered up words and information on covers. The barcode is now inside the book. She also passed around some samples of materials so the differences could be seen. At the end of her report she shared statistics for last fiscal year and year-to-date totals for the current fiscal year. There were some questions by Trustees on acronyms, names and what they mean. Shrikhande thanked them for what they do. Collins noted Willett's expertise and leadership in the RiverShare Libraries consortium is vital and commends her department on the great work they do.

#### **Closed Session**

Klaas motioned to go into closed session pursuant to Iowa Code 21.5(1)(i) to evaluate the performance of the Library Director. Motto seconded the motion. Klaas, Motto, Hustedde, Skalak, Shrikhande, Bedell and Engelmann all approved at 1:02 p.m.

The Board returned to open session at 1:42 p.m. Motto motioned to approve the performance evaluation of the Library Director with a second by Hustedde. Hustedde, Skalak, Bedell, Klaas, Shrikhande, Motto and Engelmann all approved.

#### **Adjourn**

Shrikhande motioned to adjourn at 1:43 p.m. with a second by Skalak. All approved.