



LIBRARY BOARD OF TRUSTEES
MINUTES
DECEMBER 17, 2024

Roll call and introduction of attendees

The Davenport Public Library Board of Trustees monthly meeting was called to order at 12:07 p.m. by Tom Engelmann on Tuesday, December 17, 2024. The meeting was held in Meeting Room C of the Main Library. Board members present at roll call: Honey Bedell, Joe Heinrichs, Michael Hustedde, Shelley Klaas, Amanda Motto, Malavika Shrikhande, Jerry Skalak, and Tom Engelmann. Absent: Bob Davis. Staff present: Jeff Collins, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, HR Operations Manager; Emily Simpao, Youth Services Supervisor; Tracy Moore, Development Officer; and Kasey Shipley, Office and Facilities Manager & Recorder. Guests: Marion Meginnis, City Council Liaison; Hilary Tanner, FRIENDS President; and Steve Imming, Ex-officio/Immediate Past President.

Consent Agenda

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

Public with Comment

No one present.

Reports and Communications

FRIENDS Report

Tanner reported the website and brochure edits are being finalized by staff. Work continues on planning next year's fundraising event. The year-end donation letter has gone out in the mail. Those funds will go towards the Library of Things.

Finance

Heinrichs reported the financials look in-line for where we are in the year.

Personnel

Motto noted the Director's evaluation was completed last month and Williams has sent what is needed to the City. Engelmann noted he will be reaching out to City Human Resources to find out the raise percentage for other department heads so it is mirrored for Collins.

Advocacy

Shrikhande encouraged anyone cleaning out their books to donate to the FRIENDS or place in a Little Free Library. She will be participating in the Board Enrichment Program and has contacted Reiling about it.



Director's Report

Collins updated the Trustees on the Main Renovation construction project. The handicap ramp is done with a temporary railing in place while the permanent railing is ordered. Most of the work on the Special Collections workroom is complete and storefront walls should go up in early February. Patience from the public and staff is appreciated as there has been some noise. In a couple of other facilities items, Special Collections displays were moved and new exterior light bollards were installed at Fairmount. Eastern had a window added to an emergency door at the suggestion of Youth Services. It allows the story circle to be viewed more easily from inside the building. Williams did a great job on revising job descriptions and working with staff to put into a new format. The third, and final, Story Walk was installed at Green Acres park. Thanks to Brittany Peacock, Joseph Holcomb, Tessa Wallace, and others that helped those come to be. A huge kudos to Quinn O'Brian, Library Social Worker, for her appointment to the Iowa Access to Justice Commission. Staff were able to assist City Council on a short turnaround to provide information on a proposed building project, and there were other nice comments from the public regarding services last month. Some programs Collins called out included Frog & Toad Storytime that will be performed by Teen Advisory Board, Formal Wear Drop-off and Makerspace Open Hours. Skalak asked about cigarette butts outside of Main and what can be done to encourage patrons to use an ashtray. Collins noted the Iowa Smoke Free Air Act notes a receptacle has to be so far from the door so nothing can be on the porch. It makes it hard to place receptacles where needed. Shrikhande mentioned she had a couple neighbors interested in Bingo event, but it is at a time when they cannot attend, suggesting an evening may allow more patrons to attend.

Council Liaison

Meginnis noted the last cycle for 2024 is completed. The next one begins on January 8 due to the January 1 holiday. She will be traveling for some of the holiday but available by phone and email. Council has the hotel development proposal for downtown to look at in coming cycles and continue to work on clarifying and cleaning up their rules of order. Budget meetings this year will be in February rather than January. Davenport U Citizens Academy begins in March and she encouraged anyone interested to apply. Shrikhande said she attended Davenport U and enjoyed it while learning a lot. She recommends it. Imming seconded her recommendation and was surprised by all he learned and got to experience in the course. Collins noted The Library coordinates the icebreaker at the first session and will host at the Main Library on May 12. Heinrichs asked about a City survey he recently received. After some thought, Meginnis believes it is the satisfaction survey that is done every two years asking residents their thoughts on services.

Old Business

The only item for old business was to approve the Collection Development Policy. Hustedde motioned to approve with a second by Shrikhande. Motto, Bedell, Skalak, Heinrichs, Klaas, Shrikhande, Hustedde and Engelmann all approved.



New Business

The one item of new business was to review the Community Postings and Exhibits Policy. Collins reviewed the contents of the memo included in the packet including the background of the two policies and a summary of why the Exhibits Policy should be eliminated. The Library could collaborate with external organizations for library-sponsored exhibits through an established memorandum of understanding procedure. Shrikhande, Hustedde, and Skalak had some questions related to changes made in, or wording of, provisions which Collins answered.

President's Comments

Engelmann apologized for missing a meeting with Collins last week while he was ill.

Board Training – Youth Services with Emily Simpao, Youth Services Supervisor

Emily Simpao presented a 30-minute overview of the Youth Services Department beginning at 12:36 p.m. Empower Exploration is the department's mission. They strive to promote literacy and learning and engage the community. The department is made up of two librarians, two library assistants and one supervisor. Duties include collection development for children and young adult materials, programming for ages 0-19, creation of displays and performing school outreach. Photos of programs were shared from all age groups with descriptions of many of the programs. Simpao shared a description of each story time program they present for varied ages. Information on regularly scheduled programs and one-off parties or programs was shared, along with photos. The Kids' Advisory Board is a newer group that was formed and they've come up with great ideas for new programs. Pokémon Club is run by a Bettendorf teacher and his son since library staff didn't have an expert on the subject. Community Outreach and Youth Services Departments collaborate on Grade Level Outreach Experience (GLOE) trips to Davenport Community School locations. Simpao shared information on what Teen Advisory Board does at The Library with photos of past programs. Statistics were shared for 1000 Books Before Kindergarten, School Outreach, in-house programs and Summer Reading Challenge (SRC). There may be some changes in SRC to encourage more participation. A preview of some new programs for 2025 was shared which include a Preschool Fair, Adopt a Reading Pet, and Toddler Prom. Heinrichs inquired about collaboration with Parks & Rec. Simpao said they have done some in the past, but it has been Community Outreach more often than Youth Services. With the Fairmount Community Center open, she hopes to do more. Shrikhande thanked Simpao for all they do. She recalled volunteering for Battle of the Books, one of the programs in Simpao's presentation. Skalak asked about public and parochial schools served by programs. Simpao noted they work with private schools such as Assumption and St. Paul's for book clubs. Skalak inquired if staff need to have two people present at programs for child protection laws. They do not, Simpao stated. Collins replied that volunteers undergo background checks and the programs are held in open spaces of meeting rooms. Parents are expected to stay in the building, if not the room, for younger kids, Simpao said. Engelmann thanked Simpao for the informative session.



Adjourn

With no further business, Skalak motioned to adjourn at 1:08 p.m. with a second by Klaas. All approved.