



LIBRARY BOARD OF TRUSTEES
MINUTES
FEBRUARY 18, 2025

Roll call and introduction of attendees

The Davenport Public Library Board of Trustees monthly meeting was called to order at 12:02 p.m. by Tom Engelmann on Tuesday, February 18, 2025. The meeting was held in Meeting Room C of the Main Library. Board members present: Honey Bedell, Michael Hustedde (exited at 1:18), Amanda Motto (exited at 1:24), Joe Heinrichs, Shelley Klaas, Malavika Shrikhande, and Tom Engelmann. Absent: Bob Davis and Jerry Skalak. Library staff present: Jeff Collins, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, HR Operations Manager; Tracy Moore, Development Officer; Jason Orr, Information Technology Supervisor; and Kasey Shipley, Office and Facilities Manager & Recorder. Guests: Marion Meginnis, City Council Liaison; Steve Imming, Ex-officio/Immediate Past President; and Hilary Tanner, President of the FRIENDS.

Consent Agenda

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

Public with Comment

No one present for comment.

Reports and Communications

FRIENDS Report

Tanner announced a date has been set for the FRIENDS' fundraiser: September 27, 2025. She will share more information on the event soon.

Finance

Heinrichs reported expenses are on track for the year.

Personnel

Nothing to report, per Motto.

Advocacy

Shrikhande reported she shadowed the Customer Services Department for the first time recently as part of the Board Enrichment program and will share a written report later with the Trustees. As a volunteer at the Figge, she thanked the Special Collections Department and supervisor, Kathryn Whalen, for sharing photos of the Davenport Art Museum as the 100th anniversary for it comes up along with the 20th anniversary of the Figge. She shared that she loves the program taking place right now with the Post-it notes readers can put on items they are returning to relay what they liked about



the book. National Library Week is April 6-12. She noted the Trustees have been pooling money to buy donuts for staff on National Library Workers Day on the Tuesday of that week for the past seven years or so. She works with Shipley on the number of staff scheduled at each building that day and then purchases and delivers donuts. Related to that week, in some past years the Trustees have asked the City for a proclamation to declare National Library Week so that may be something to do this year. Shrikhande mentioned that on the Info Café blog there is a post on a title that Trustees may want to look into. "That Librarian: The Fight Against Book Banning in America", written by Amanda Jones, is the topic of the post. Imming added that he had a Board Enrichment opportunity with Technical Services and enjoyed learning about acquisitions, cataloging and all the processing that goes on behind the scenes. He also attended the Iowa Library Association Capitol Day on February 4th in Des Moines. Due to the funeral of a representative, many legislators were unable to meet but he did email his representative, Dan Gosa, to share concerns on legislation related to libraries and spoke to his senator, Kerry Gruenhagen, at Capitol Day.

Director's Report

Collins noted that at the top of the report is a new feature, Stat of the Month, that he'll post when it makes sense to do so. Reiling and Collins used a financial calculator from ilovelibraries.org in conjunction with operating statistics to come up with a value on the latest fiscal year, FY2024. It does not capture all services offered by The Library, but shows a return on investment (ROI) of \$1.60 for each \$1 invested. Budget workshops for FY2026 were held earlier this month. The Library budget is status quo with a 1.9% increase overall. The budget will be approved by April 30 by City Council. There is good news to report on Capital Improvement Program projects that support materials and electronic equipment replacement. The amounts funded last year remained the same and those were increased for FY2025 from previous years. AV upgrades to meeting rooms at Fairmount were recently completed. Other projects for the current fiscal year include glycol solution and a heat pump replacement at Eastern, a conversion from water to glycol for cooling system at Main, and the design work for Fairmount's roof replacement. Fairmount turns 20 next year and it is scheduled to get a new roof, interior painting, and lighting upgrade in FY2026, and carpeting scheduled for FY2027. The City has hired a new Chief Financial Officer (CFO), Basia Gerlach. Collins has reached out to her to set up a meeting with the Finance Committee and a mid-March date is likely. Significant progress has been made in the Main Renovation Phase II project. Handrails are installed with paint to be done in warmer weather, the exterior book drop has been reinstalled, and the monument sign base is installed with letters to come. The Special Collections workroom is ready for staff to use. Much of the electrical work is done, carpets have been cleaned, and movers have brought up the heavy furniture items from the basement. The public service desk is installed and the day-use lockers were delivered this morning. The storefront walls will be installed in late March or early April. Davenport West welding students are building a bike rack. Downtown Davenport Partnership is including the Main Library in its existing public art program through Quad City Arts, so there will be no fee for sculptures to be displayed on the art pad on the porch. The annual Staff Development Day will be held on Thursday, April 10 at Bettendorf Public Library. Trustees are invited to attend all or part of the day. LaDrina Wilson from



Iman Consulting will be the keynote speaker and Dementia Friendly Iowa will present a training program in the morning. The afternoon will have breakout sessions and like-departments from Bettendorf and Davenport will have meetings. Trustees from both libraries can meet at this time. The strategic plan survey had a great response of nearly 2,000 people. Three focus group meetings will be held on Saturday, February 22. A disaster plan has been created and kits for each building will be built to address a situation such as a broken water pipe to something more significant like tornado damage. It is meant as a guide on how to respond. Thanks to Jason Orr for his work on the Fairmount AV upgrade. Collins noted some recent past programs, the fall fundraiser the FRIENDS are planning, the Seed Library reopening on March 1, and a Business Plan Writing program on March 6. Not in the written report sent last week, he mentioned the email sent regarding the HF 274 bill that would remove the exemption libraries have for obscenity protection. Hustedde had a question on the best way to contact a representative, whether by phone call or email. It was mentioned that the phone calls don't always go through. Imming had luck with an email reply from an elected official. Bedell noted she has been successful reaching Iowa officials and receiving a reply but not as successful with federally elected officials.

Council Liaison

Meginnis shared that City Council has been addressing routine items. She noted the promotion of Gerlach to CFO who has been in Finance Department for a few years, and Fire Chief Carlsten is retiring later this year.

Old Business

The one item of old business was to approve a general wage increase (GWI) of 2.0% for the Library Director, effective retroactively to the first pay period in January 2025, in alignment with adjustments made for other City department heads. Heinrichs motioned to approve with a second by Hustedde. Engelman apologized for the delay as he was having cell phone issues and missed communication from City HR Director. With no further discussion, Motto, Bedell, Heinrichs, Klaas, Shrikhande, Hustedde, and Engelman all approved.

New Business

The first item of new business was a motion to approve a three-year bargaining agreement between the City of Davenport and the American Federation of State, County, and Municipal Employees (AFSCME), Local 887, for the term July 1, 2025 through June 30, 2028. Heinrichs motioned to approve with a second by Hustedde. Collins noted the memo in the packet for background information. The City and AFSCME met on December 18 & 19 and a tentative agreement was reached on January 27 with mediation. Many of the changes reflect the recent library Administrative Policy language updates. Some changes to the new contract include meal period selection will now be possible twice per year, a change in Compensatory Time accrual maximum to be in line with other City departments, updating language for maternity and paternity leave to reflect federal law, allowing bereavement leave to be non-consecutive days, and an increase to the Retirement Health Savings Plan from 1% to 2.25%.



Negotiated wage increases are 3% on July 1, 2025 and 2.75% on July 1, 2026 and July 1, 2027. It has been ratified by AFSCME membership and the City Council will approve at the February 26 meeting. Hustedde inquired about the increase of 1.9% to the FY2026 budget from FY2025 but the wage increase is higher at 3%. The 3% is on the salary side and the 1.9% is the overall \$6 million budget, per Collins. Meginnis noted that the City budget for salaries and benefits is based on 100% filled positions so there are savings when there are openings or new staff is hired at a lower step. Collins noted that some of the Administrative Policies recently approved by the Trustees will need revisions based on the contract that goes into effect in July. Shrikhande, Hustedde, Motto, Bedell, Heinrichs, Klaas, and Engelmann all approved. The second item of new business was to review the Confidentiality & Privacy Policy. Collins noted this part of the regular cycle of reviewing and updating policies. The revised policy is in compliance with Iowa Code and includes general principles of librarianship. The changes include cleaning up some redundant language. A big change is stating that transaction records can be shared with parents or guardians if requested, not only when overdue. That would be up to the Trustees to make that decision or have it remain as is. Bedell pointed out a contradiction in #4; it will be corrected with that sentence removed, Collins stated. There was some discussion on the pros and cons of allowing parents or guardians that access. The next item on the agenda was discussion of the Davenport Community Survey. Collins noted this is done biennially to measure the community's satisfaction of services provided by the City and the quality of life in Davenport. It aids the City Council to identify priorities for budgeting. The Library historically ranks towards the top and does so again in the current survey results with 93% of those surveyed satisfied with Library services overall. Only Fire and Paramedic Services was higher at 95%. Priorities identified by respondents for the next two years include availability and quality of materials at libraries and quality of children and youth programs. The results indicate The Library is providing the services the residents expect. 58% of respondents have also used The Library in the past year, which is a high percentage. Most respondents say they feel safe in their neighborhood but only 47% feel safe downtown, which was a decrease from the previous surveys. Residents are 93% satisfied compared to the 64% average of US libraries. Engelmann gave kudos to staff for the great rating and Collins added the consultant for the strategic plan was impressed by the satisfaction rating.

President's Comments

Engelmann noted that Trustee Davis has missed a number of consecutive meetings and has not replied to attempts to reach out to him. It was mentioned so the Trustees have on their radar that a replacement may be needed.

Board Training – IT Department with Jason Orr, IT Supervisor

Orr began training at 1:05 p.m. for a 30-minute overview of the IT Department. He began with an introduction of his IT experience which he began in 1999. He had a stint as a banking analyst before beginning at The Library about 10 years ago. His education is in math and astronomy. Nearly every function at The Library involves IT. The department of two employees, the IT supervisor and IT



Technician, keep personal computers, servers, mobile devices, and other equipment up-to-date and functioning correctly and securely. Security is a large part of keeping The Library's network safe and they rely on a few different products and services to perform that function. The meeting rooms at Fairmount were recently upgraded and provide teleconferencing in the Story Room, Brooke, and SCRA rooms. It was a \$60,000 CIP project done by CTI. Since it is both IT and audiovisual components, having a contractor do it makes better sense than the small IT department. He shared some information on other changes accomplished over the past couple of years, like going from Skype for Business to Teams for staff and the plan to go to Windows 11 this year. He shared that thanks to Microsoft, The Library gets their products for free or at a very low cost compared to the private sector. In 2024, there were 152,000 public wi-fi sessions and 42,000 public computer sessions. He thanked the Board for their support to get a funding increase for this year and for the CIP projects that allow the larger projects, like upgrading the meeting rooms, to happen. Collins commended Orr on the work he and the other employee in the department do for The Library and City.

Adjourn

Bedell motioned to adjourn at 1:36 with second by Shrikhande. All present approved.