



LIBRARY BOARD OF TRUSTEES
MINUTES
DECEMBER 16, 2025

Roll call and introduction of attendees

Tom Engelmann called to order the monthly meeting of the Davenport Public Library Board of Trustees at 12:02 p.m. on Tuesday, December 16, 2025. The meeting was held in Meeting Room C at the Main Library. Board members present: Honey Bedell, Joanna Drake, Michael Hustedde, Shelley Klaas, Malavika Shrikhande, Tom Engelmann, and Jerry Skalak (12:03 arrival). Absent: Joe Heinrichs and Amanda Motto. Others present: Jeff Collins, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, Library HR Operations Manager; Tracy Moore, Development Officer; Kasey Shipley, Library Office & Facilities Manager & Recorder; Sam Huff, City of Davenport's Corporation Counsel; Hilary Tanner, President of Davenport Public Library Foundation (fka FRIENDS of DPL); and Marion Meginnis, City Council Liaison.

Consent Agenda

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

Public with Comment

No one was present.

Reports and Communications

FRIENDS Report

Tanner reported the FRIENDS are now doing business as Davenport Public Library Foundation and have a committee meeting soon to plan on how to communicate the change to the public. Engelmann thanked Tanner for all their group does for The Library.

Finance Committee

Engelmann noted that the budget report reflects 42% of the fiscal year, and most line items are tracking close to that percentage of spending.

Personnel Committee

Drake shared there is nothing to report.

Advocacy Committee

Shrikhande noted that there is a survey in the Trustees folders and asked them to fill out and return at the January meeting.



Director's Report

Collins began by noting the Stat of the Month at the top of his report shows the number of library programs increased 5.5% in the past three years with attendance up 8.7%. The charts shown compare Davenport Public Library to peer libraries for number of programs and to staff numbers, showing our library is doing more with less. It is a testament to the phenomenal staff, he stated. Security presence at Main has increased to over 47 hours per week and those hours cover nearly 90% of operational hours at that location. As Tanner noted, the FRIENDS are now doing business as Davenport Public Library Foundation. They hope this leads to more funding opportunities as well as elevating their public profile. The grand reopening of Special Collections was held on Friday, December 12. There was a lot of positive feedback. Collins thanked many staff by name for the work that went into getting to that point. The Enhanced Youth Spaces project is complete with Burgeon Group finalizing the work at Main earlier in the month. Dinovember was a hit again this year. Main is participating in the annual pickle hunt with other downtown businesses. The Winter Reading Challenge takes place in January and plans for Summer Reading have begun and sponsorships are being sought. Collins has sent welcome letters to newly elected and re-elected City Council members. He participated in the City's onboarding of elected officials last week at the invitation of Interim City Administrator, Tim Gleason. Gleason also toured the Main Library with Collins. An article written by Collins on strategic planning was published in Public Libraries magazine for November/December 2025 issue. He attended a meeting with Coordinates QC which hopes to develop a shared campus to support nonprofits. The Library may be able to collaborate through the Library Business Assistance program with the nonprofits. Once it is up and running, The Library may have deposit collections at the hub, offer a story time, or find other ways to promote synergy in the project. The location preference is east Davenport or west Bettendorf to be on the I-74 corridor with easy access to Illinois, but no location has been selected. He encouraged Trustees to read the Library Stories; many positive comments on new book displays and other items. Upcoming programs he noted included Martin Luther King Jr and the Fight for Fair Housing on January 6th at Fairmount, and, Formal Wear Dropoff takes place January 9 & 10 and January 16 & 17 for a giveaway program later in January. Collins noted that Fairmount will be 20 years old and invited Trustees to attend the celebration on January 14, 2026 at 6 p.m. Kathryn Whalen, Special Collections Supervisor, will be giving tours of the new space on second floor today immediately following this meeting as the Board's monthly training.

Council Liaison

Meginnis thanked staff and Trustees for the greeting cards they sent to her since she couldn't be at the meeting in person today. She complimented the Board as being the "poster children for Trustees" thanking them for their service through the good and rough times, noting the elimination of the Library Levy. City Council is done for 2025 and will pickup in the first week of January. Meginnis encouraged the Trustees to attend the joint meeting with Council, when it is scheduled, as it is a great time to meet the Council members and let them know what is going on in this department of the City. Engelmann thanked her, on behalf of the entire Board, for her advocacy and being a great library champion over the years. Shrikhande also relayed her appreciation to Meginnis for her service to the City and Library.



Hustedde inquired on how a new Council Liaison is appointed to The Library. Meginnis stated it is an unofficial role, not an appointment, and is a volunteer role. It may be a challenge to find someone able to attend the meetings as they are scheduled mid-day. Engelmann stated that he and Collins will look into finding a new liaison from Council.

Old Business

The only item of old business was to approve the Programming Policy. Engelmann stated it was presented for review at the November meeting and discussions were held. Bedell motioned to approve the policy with a second by Klaas. Drake, Bedell, Skalak, Klaas, Shrikhande, Hustedde, and Engelmann all approved.

New Business

The first item of new business was to discuss notary services and the recent Iowa Supreme Court decisions affecting municipal qualified immunity. Sam Huff, the City's Corporation Counsel, provided a legal opinion and came to the meeting to explain it and take any questions from Trustees. Qualified immunity is not a case that can be made for a negligence claim. Relating to notary services, that could be something like failing to check an ID. If a lawsuit was filed, there is no longer that easy out of qualified immunity. The City would back the employee if they are doing it as part of their job and an error is made as part of vicarious liability as the City is responsible for regular negligence of their employees. If an employee willfully breaks rules, policies, or laws through wanton conduct, it could be considered their personal liability. Examples of both situations were shared. He suggested changes to the current procedures that may include noting what documents may not be eligible for notarization, spelling out that this covers notarizations made on work time only; giving staff those good guardrails of the procedure. He encouraged the Trustees to not take away this needed service. It is an essential service and it is great for the community that it is provided for free at The Library as many places charge. Klaas inquired if we have a policy currently and Collins replied that there is a procedure, but not a Board-approved policy. Huff noted he uses policy and procedure interchangeably and added that if there is a structure that clearly outlines the rules or guidelines, that works for him; it does not need to be a Board policy. Skalak asked how many employees are notaries and how many are performed per month. There are approximately 22 employees that do around 150-200 notarizations per month. Skalak inquired the cost of becoming a notary and if it comes with any liability insurance as part of it. Huff noted that employees could get professional liability insurance if they wanted to be covered outside of the City as a workplace. The City's Risk department has coverage for employees in this instance. Shipley shared that an employee that lives in Iowa gets a three-year commission for \$30 and an Illinois-resident gets one-year for \$30. Bedell asked if employees have the ability to opt out of being a notary. Collins replied they do not. Becoming a notary is not required of all employees, but limited to certain positions. Klaas inquired about staff's concerns and what those may be with Collins saying the largest concern seems to be that of liability. Huff offered to provide time to meet with notaries in-person to discuss their concerns. Huff noted that he has nothing in his files to show that anyone with the City has been sued for notary negligence. Klaas relayed the anxiety she felt as she read the



document from Huff, but now feels better after hearing his presentation and believes that may help with any anxiety staff may feel in the role of notary. Engelmann seconded the thoughts of Klaas. Shrikhande mentioned that Musser Public Library has a notary policy on their website. Drake inquired if opting out could be looked at, or if it is not possible due to the number of patrons that use the service. Collins stated it would be up to the Board to eliminate the service as we wouldn't know how many would opt out. Currently, the service is offered during all open hours up to 30 minutes before close. If many opted out, the service would degrade.

The second item of new business was a motion to name Meeting Room C at the Main Library in honor of Davenport Public Library Foundation. Collins shared language from the memo included in the packet on the reasoning behind the request to name the room for the Foundation and how it follows the Gift Acceptance Policy. Skalak approved and Klaas seconded. Hustedde inquired if the name change from FRIENDS to Davenport Public Library Foundation has been made. Collins stated they are "doing business as" the Foundation and they are in the process of changing it in their bylaws with that approval happening in January. After discussion, Skalak amended his motion to include language, pending the official name change, and Klaas seconded that change. Shrikhande, Hustedde, Drake, Bedell, Klaas, Skalak, and Engelmann approved.

The final item of new business was a motion to approve a 3.25% General Wage Increase (GWI) for the Library Director effective the first pay period of January 2026. Engelmann noted he placed a call to the City's Personnel Manager but had not heard back on the rate of other City department heads wage increase, as the intent is to keep the wage in sync with others at that level. This is not the same as the wage increase in July which matches with the Union-negotiated percentage of raise that Trustees must approve for the Director, he shared. Hustedde moved to approve with a second by Klaas. There were some questions regarding the rate and discussion that followed. Klaas, Drake, Hustedde, Skalak, Shrikhande, Bedell, and Engelmann all approved.

President's Comments

Engelmann used the time to say how wonderful the ribbon-cutting event for Special Collections was on Friday and that there was a great turnout. He thanked staff that put it together as it was educational to those who attended on what is available in that department for the community.

Board Training – Tour of Special Collections by Kathryn Whalen will be held after meeting

Adjourn

With no further business, Bedell motioned to adjourn at 1:01 p.m. with a second by Skalak. All approved.