



LIBRARY BOARD OF TRUSTEES  
MINUTES  
JANUARY 20, 2026

**Roll call and introduction of attendees**

Amanda Motto called to order the monthly meeting of the Davenport Public Library Board of Trustees at 12:03 p.m. on Tuesday, January 20, 2026. The meeting was held in Meeting Room C at the Main Library. Board members present: Joanna Drake, Michael Hustedde, Malavika Shrikhande, Shelley Klaas, and Amanda Motto. Tom Engelmann arrived at 12:11. Absent: Honey Bedell, Joe Heinrichs, and Jerry Skalak. Others present: Jeff Collins, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, HR Operations Manager; Kasey Shipley, Library Office & Facilities Manager & Recorder; Hilary Tanner, President of the Davenport Public Library Foundation (12:10).

**Consent Agenda**

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

**Public with Comment**

No one was present.

**Reports and Communications**

Foundation Report

Collins reported that the Davenport Public Library Foundation discussed advocacy and how things were going in the name transition.

Finance Committee

No report.

Personnel Committee

Motto reported that Collins updated the committee on his goal progress and everything is on track.

Advocacy Committee

Shrikhande encouraged Trustees to return the ALA Board Member Surveys to Shipley and thanked them for filling out the form.

Director's Report

Collins shared the stat of the month, highlighting the 38.8% increase in circulation of board games and puzzles as compared to the same quarter in 2024 due to incorporating the items in the Library of Things collection. He congratulated staff members Michelle Frieden and Joseph Holcomb for completing Davenport Strengths Institute, a year-long leadership program through the City of



Davenport that helps employees develop their talents and build strong cross-departmental connections. The Library Social Worker position is posted. Once City Council approves the FY2027 budget, funding will be made up with ARPA funds for part of the year and the rest of the year by the General Fund and Trust & Agency. He thanked the Interim City Administrator, City CFO, and City HR Director in their support of the position, as well as Williams for her persistence in filling the position. Concerns were brought by Trustees relating to the permanence of the position and if anyone would be willing to take it if unsure of the length of the job. Collins stated the City has said it is intended to be permanent and funded by the General Fund beyond FY2027 but he understands there are concerns from City Administration on property tax relief that may become law which would impact municipalities. Drake asked about finding other funding and Collins shared there have been partnerships proposed. She also asked about internships with Collins noting that it has been explored before and we don't have a social worker to provide the direct supervision needed to do that. He shared that hiring someone new to the field would not provide a good support system for that person; some experience is required to set them up for success in the role.

A Fairmount sidewalk, damaged by roofing trucks, has been replaced. Drake noted she is on a community advisory council that may be able to get assistance with planting along the new sidewalk with it geared towards pollinator-friendly plants and landscaping. She will contact Collins about it outside of the meeting. Shrikhande shared that the City has a program that may be able to assist as well and will send details. The student food pantry, funded by the Foundation, is expanding to Main. Iowa Library Association's Capitol Day is Tuesday, February 3 in Des Moines. Collins is unable to attend due to City budget meetings, but encouraged any Trustees available to attend if they can. Zines are now being added to the local author collection. Formal wear giveaway program will be held on January 30 and 31. The libraries have been inundated with donations from the public which is very appreciated. Winter Reading Challenge runs through January. The Library podcasters are collaborating with the Putnam for recordings on archives and artifacts in celebration of 250 years of the United States. They were also invited to cover the ALA Youth Media Awards being held in Chicago on January 26. The Library's marketing coordinator was on the KWQC morning news several times on January 5 to talk about the Library of Things. There has also been a lot of media coverage on the Formal Wear event. Many thanks to Tessa Wallace on both of these great media exposures for The Library. Engelmann wanted to thank the staff working at the Fairmount 20<sup>th</sup> anniversary party for the presentations. He felt they were very well done and informative for the public attending.

### **Old Business**

The first item of old business was to amend the Library Director's December 16, 2025 annual merit salary increase from 3.25% to 2.50% effective January 1, 2026, to align with other City department heads. Motto motioned to approve with a second by Hustedde. With no further discussion, Shrikhande, Klaas, Hustedde, Motto, Drake, and Engelmann approved.



The second item of old business was to review the Notary Service Policy draft. The staff guidelines and procedures document also was shared with the Trustees. From a question Drake asked about staff concerns, Collins shared that all notary staff had a chance to review and offer input, as well as the IDEA team. He acknowledged that not all staff have the same feeling about notary duty; some are fine with it and others dread it. A change was made around 2017 which added more staff to be notaries so it could be offered on a more consistent basis and outside of “banking hours” in the evening and on weekends. Reiling added that feedback from that staff felt the information from City Legal at the December Board meeting was helpful. There was constructive feedback from the notary staff on clarifying the procedures, per Reiling.

### **New Business**

The first item of new business was to review the ADA checklists for facilities as part of the accreditation process. Collins shared The Library has been continuously accredited since 1986 and it is a process performed every three years. There are three levels of accreditation and Davenport strives for Tier 3, the highest, by meeting all required standards, along with many of the optional standards. As part of the process an ADA checklist is completed to see where there may be deficiencies. Collins shared the checklist for “additional access” that includes water fountains, telephones, and fire alarm systems which was performed in this rotation for reaccreditation. The Main Library’s results were shared in the packet, and he will send along Fairmount and Eastern’s, which were very similar. There is no penalty to having items with deficiencies, but may be something the Trustees want to direct funds to fix as they review the results. Hustedde inquired if the Fairmount and Eastern branches were better in compliance, being newer. Collins replied that in most cases, yes, but the latest revision was done in 2010, after Eastern was built, so some things may not be in current compliance. For items on the checklist that are not up to current ADA code may be things to address in the future. One that may be a struggle to incorporate is regarding TTY devices. It is antiquated technology which cell phones have largely replaced. Motto inquired if compliance is mandatory; Collins stated that the checklist only has to be reviewed by the Board. Shrikhande looked into TTY and access and noted that Android and iPhones have that capability. Collins added, as long as a person has a smart phone, they have TTY available, and that covers 90-95% of the population. The courtesy phones at the libraries cover the gap for people that don’t have a cell phone. Klaas suggested using a Library-owned device like an iPad. She feels the form may need updating to change this particular point. With no further discussion, Hustedde motioned to approve and Motto seconded. Klaas, Hustedde, Motto, Drake, Shrikhande, and Engelmann all voted to approve.

The second item of new business was to review the first two quarters of goals and objectives for the FY2026-FY2028 Strategic Plan. Collins went through all initiatives covered in the period, noting they were all completed as planned and how it was accomplished, sharing the staff is doing great work. He inquired if this format worked for the Trustees and the frequency of covering every six months. Motto, Engelmann, and Shrikhande all agreed it works for them.



The third item of new business was to approve allocating the remaining \$106,629 from the Special Library Levy to fund enhancements to staff breakrooms and other staff-centered initiatives. Collins shared some background from his memo on how that total came to be. The purpose of allocating the remaining funds is to enhance spaces used by staff. Not only at this library, but others he has worked at, the staff breakrooms are usually outfitted with leftover furniture from the public side or upcycled from other City departments. He envisions this being new paint, lighting adjustments, and new furniture, either selected by a team or with information garnered from a survey of staff. Shrikhande was happy to hear of the plan. Hustedde asked if it would be equally spread through all three locations. Collins shared that each staff room is different in size and needs. Main's serves the most staff and is the largest in size so would probably have more used there. Fairmount's break room is very small, with Eastern's having a larger footprint. Drake agrees some of that fund should go towards upgrading staff spaces, but voiced concerns that some in the community may believe the funds should be spent on the public side. If the Trustees vote on the allocation, is it something they are willing to back up if there are negative comments regarding the use. Engelmann noted the fund is the tail-end of the Library Levy funding. All previous funding was used to fund Library services. Motto noted it may not be a direct benefit to the community, but helps create a good workplace where library professionals want to stay if they feel they are appreciated through this investment. Hustedde motioned to approve with a second by Klaas. Hustedde, Motto, Drake, Shrikhande, Klaas, and Engelmann all approved.

The last item of new business was to motion to approve reallocating \$100,211 to the patron-use printer revenue account, \$15,912 to the MidAmerican Rebate Account, and \$97,548 (Lyrasis & PrairieCat funds) to the General Gift Account. Collins shared that in 2020 the Board voted to spend up to \$150,000 from the Library Gift account to cover what CIP and fundraising may not in the Main Renovation project. It was not needed for phase one and not much was used for phase 2. Now that all funds have been encumbered in Main Renovation Phase 2 and the Trustees can now vote to revert the funds back to their intended purpose in the case of patron-use printer revenue and MidAmerican rebates. Lyrasis and PrairieCat were from prepaid accounts. Since those will not be needed to fund either OCLC cataloging which is where the Lyrasis refund came, or for consortium costs which was from PrairieCat, Collins recommends those go to the general gift account. Motto motioned to approve and Hustedde seconded. Motto, Drake, Shrikhande, Klaas, Hustedde, and Engelmann all approved.

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

Engelmann restated that the Fairmount 20<sup>th</sup> Anniversary was very well done and there was a nice crowd to hear the presentation.

#### **Board Training –Advocacy with Kasey Shipley (Office & Facilities Manager)**

Shipley provided a 15-minute presentation on Library Advocacy. A one-minute video was shared defining advocacy and a 3.5-minute video was shared showing a congressional representative in Virginia touring a library in her state. Other resource links were shared in the handout, some



borrowed from information provided by Tanner and Collins. Trustee Shrikhande's list of the many ways to perform advocacy on behalf of The Library was condensed in the handout. Collins replied to a follow-up question noting property tax reform will likely be an issue that is addressed by State representatives. Defunding ILA and ALA, and the obscenity exemption for libraries may come back up. Being a member of ILA, Trustees should be alerted to advocacy issues. Collins also pointed out that the Advocacy Toolkit lists representatives and their contact information. Developing relationships ahead of need is always a plus. Shrikhande has information to share on elevator pitches of 30-60 seconds from ALA.

### **Adjourn**

With no further business, Drake motioned to adjourn at 1:20 p.m. with a second by Hustedde. All approved.