



LIBRARY BOARD OF TRUSTEES
MINUTES
MARCH 17, 2026

Roll call and introduction of attendees

Michael Hustedde called to order the monthly meeting of the Davenport Public Library Board of Trustees at 12:05 p.m. on Tuesday, March 17, 2026. The meeting was held in the Brooke Room at the Fairmount Library. Roll call was taken with Honey Bedell, Joanna Drake, Joe Heinrichs, Michael Hustedde, Amanda Motto, and Malavika Shrikhande present. Tom Engelmann arrived at 12:08 and took over chairing the meeting. Absent: Shelley Klaas and Jerry Skalak. Others present: Jeff Collins, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, HR Operations Manager; Tracy Moore, Development Officer; Bana Holderith, Youth Services Library Assistant; Hilary Tanner, Davenport Public Library Foundation President.

Consent Agenda

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

Public with Comment

None.

Reports and Communications

Foundation Report

Tanner shared the Foundation is working on the Fatal Fiction fundraising event which will be held Saturday, September 26. They are looking for sponsors and working on a new performance. It is nearing the end of their fiscal year and their treasurer will be working to have the financials audited for the first time in many years, and is currently reviewing proposals for that work. Members of the Foundation board have been reaching out to their networks regarding bills in the Iowa Legislature that they are watching closely.

Finance Committee

Heinrichs reported that expenses noted in the Budget Recap look to be in line for the fiscal year spending.

Personnel Committee

Nothing to report, per Motto.

Advocacy Committee

Shrikhande shared information on a PBS program that recently aired and is now available to view any time. "Reading Road Trip American Stories: Iowa" included a segment on Ames Public Library that she



recommended viewing if trustees are able. A recent podcast topic on Iowa Public Radio, Talk of Iowa, was on the importance of third spaces and how libraries fill that need. Lastly, she thanked Tanner and the Foundation for sending out the letter explaining the name change.

Director's Report

Collins shared that the RiverShare consortium will approve a contract renewal with Polaris for the integrated library system (ILS). The Main Library staff restrooms are now gender-neutral, which matches how staff restrooms are at Fairmount and Eastern. There is a small exhibition in Special Collections at Main from Iowa PBS on Revolutionary Iowans as the country celebrates 250 years. The Seed Library is up and running for the season and had a good turnout for the opening.

Collins' report contained many positive comments received from Library Lovers' Month. It was just a small sampling of the feedback given by patrons on how they feel about The Library. He thanked the Customer Services Department for putting together much of this program. Shrikhande stated she and her family enjoy the newer layout at Eastern for the Library of Things, new books, and displays.

Old Business

The only item of old business was to approve the Discrimination and Harassment Policy. Hustedde motioned to approve with a second by Shrikhande. Motto, Drake, Bedell, Heinrichs, Shrikhande, Hustedde, and Engelmann approved.

New Business

The only item of new business was to discuss the Gift Acceptance Policy. Collins shared some information from the memorandum included with the draft and current policy. This is a newer library policy, first created in 2016. It has been updated to the current policy format, content was checked and updated to reflect current laws and consistency with current practices. The policy defines the approach to accepting gifts, outlines procedures, and clarifies roles and responsibilities. Most gifts go through the Foundation as a 501 (c)(3) nonprofit where donors are appropriately acknowledged, their intent is honored and private contributions are separated from public funds. Engelmann shared his thoughts on the importance of consistency, especially with naming rights. Shrikhande asked about the financial encumbrances The Library may take on for a donation of artwork such as transport and preservation, and if it should be mentioned in the policy. Collins believes the policy is not the place for that, but to be part of a procedural document. Bedell appreciates the document being in place and asked about a naming policy and if that exists. Collins answered that there is a sponsorship naming guidelines document. It is used with the Foundation as it notes criteria for naming opportunities. Anything proposed to be named would come to the Trustees for approval. Hustedde shared his concerns on vetting gifts, citing a recent discussion on a morning show about educational institutions removing names due to reputation concerns coming to light. He is also against naming things for people for this reason. Bedell noted the policy allows any gift to be refused.



President's Comments

Engelmann apologized for his tardiness. His other note was to say the Library Board is now using the same portal as the City for uploading meeting documents and he wanted to make sure it is working okay for everyone. Bedell messaged she likes it and no other Trustee shared any issues with it.

Board Training – Collection Development with Lexie Reiling

Reiling shared a 30-minute training with Trustees on the topic of Collection Development. The Collection Development Policy overview was shared, noting important pieces of that document. Selection criteria, mentioned in the policy, was explained more in-depth. Relevancy, cost, demand, and space are just a few things to look at when selecting. The breakout of collections was shared. Books, audiovisual, periodicals, Library of Things, databases, and digital content are all formats carried. Data helps guide what is bought, where we put it and how long we keep it. CollectionHQ provides automated reports that may flag items in poor condition, those that have not circulated recently, or the information may be outdated. It assists but the selector will decide if something is pulled or moved in the collection. The annual budget for materials is around \$500,000 each year. The bulk is from the City's Capital Improvement Plan (CIP) program and also funded by gifts, memorials or payments from lost books. CollectionHQ also helps with a spending plan. Circulation trends and speaking with each selector also helps decide the next year's budget. The e-book budget is around \$100,000. Reiling shared how responsibility is determined for selection. Anyone who is a librarian is a selector. Interest and experience are factors to determine who selects what, as well as the department they work in. Once items are acquired, each is cataloged and processed. She went through the task list of how the selector checks their funds, creates a cart, makes sure we don't already own it, and adds notes on where to catalog and house it. Last year 22,624 physical items were added to the collection. Promoting new items was the next information shared. New books are kept on those shelves for 6 months. Other ways to promote items include displays, website, reviews, Libguides blogs, and social media. Deselection, or weeding, was then discussed. Some, like the example she shared of the dog training book that a dog tore up, are obviously heading to recycling after removal from the catalog. Other criteria include space, relevancy, accuracy, and popularity. Staff can mend an item if in poor condition. Withdrawn items can't be given away and are sold to the Foundation's bookstores or Better World Books. CollectionHQ has been used for nearly ten years and has helped lower the percentage of items that don't circulate in a set amount of time, and are considered "dead". Reiling gave the example of children's nonfiction was 52% "dead" when it was first weeded using the tool, and is now at about 16%. The Request for Reconsideration process was the next item from the policy presented. Reiling went through the steps a Davenport resident needs to follow if they are concerned about an item in the collection and would like the inclusion of it to be reconsidered. After it is submitted, the form goes to a library team to determine if it follows the Collection Development Policy, the Director replies, and the resident can appeal to the Board if their request is denied. Reiling shared statistics on the diversity analysis tool from CollectionHQ, and how purchasing and displays are influenced by the goal to be sure the collection is diverse, equitable and inclusive to reflect the community served. To conclude the training, a graph of circulation comparing July-January in the past three years was shared. Fiscal Year



2025 had an increase of circulation of 2% over the previous year. Shrikhande has heard many good comments from patrons on what they've found on displays. Engelmann likes staff utilizing the tool but having the person use their judgement in conjunction with it to determine the outcome. Hustedde inquired about formats and when to decide they are no longer able to be part of the collection. Reiling shared that this was a recent issue with physical audiobooks on CD. Circulation trended down for many years as availability became scarce or costs to acquire outweighed the patron use. The decision to remove a format is not made lightly. Collins added that libraries make up about 1% of purchasing power in the United States of media so swaying a manufacturer to keep producing is difficult; we are dependent on the market.

Adjourn

With no further business, Heinrichs motioned to adjourn at 1:02 p.m. with a second by Hustedde. All approved.