



LIBRARY BOARD OF TRUSTEES  
MINUTES  
APRIL 21, 2026

**Roll call and introduction of attendees**

Tom Engelmann called to order the monthly meeting of the Davenport Public Library Board of Trustees at 12:01 p.m. on Tuesday, April 21, 2026. The meeting was held in Meeting Room C at the Main Library. Roll call was taken with Honey Bedell, Tom Engelmann, Joe Heinrichs, Michael Hustedde, Shelley Klaas, Amanda Motto, Malavika Shrikhande, and Jerry Skalak present. Joanna Drake arrived at 12:05. Others present: Jeff Collins, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, HR Operations Manager; and Kasey Shipley, Office & Facilities Manager and Recorder.

**Consent Agenda**

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

**Public with Comment**

None.

**Reports and Communications**

Foundation Report

Collins had nothing to pass along from Foundation President Hilary Tanner.

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 thanked Bedell, Klaas and Collins for the National Library Week proclamation at City Hall. It was great to have so many Trustees attend. She wished everyone a Happy National Library Week and Library Workers' Day. Shrikhande has reached out to the American Library Association about the Nominate a Star program they once had on the National Library Workers' Day site as it was a nice way to recognize staff or even an entire library. Thanks to Klaas, Bedell, and Shipley for assistance with donut delivery to Library staff. Skalak inquired about the photo taken at the City Council chambers and Shrikhande will see about acquiring a copy to send to Trustees.



## Director's Report

Collins thanked Trustees for their participation in the proclamation at City Hall, previously mentioned in the Advocacy report. He mentioned that it will be a fun, exciting, and joyful week for all. Collins indicated this is Reiling's last day and that The Library is sad to see her go, but thrilled for the opportunities she has ahead of her. She has done so much for this organization over the last 16 years and will be greatly missed. Reiling thanked the Trustees for their support and encouragement through the years.

The Public Library Association conference was held recently and it was well received by the employees who attended. A new library blog will be launching soon. It combines the few blogs maintained by The Library into one. The primary reason is to meet accessibility requirements that had a deadline of this month and has now been moved out to April 2027. Having a unified blog will be better for the organization and users as they may be exposed to information they would not have seen on another blog they followed. Related to accessibility, a staff member had recommended a lower table at Main for the print release computer to accommodate patrons in wheelchairs. A new table was ordered to replace the taller table and is now in place. The plaque noting the Main Library's part of the historic district in downtown Davenport has been placed outside front doors.

Grade Level Outreach Experience (GLOE) visits are now taking place at Davenport Community Schools for first-graders and go through May 5. Story times, a craft, information on the Summer Reading Challenge are just a few things they do at each school stop. The Civil Rights Movement exhibit from the Putnam is now at Main for April, after visiting Fairmount and Eastern for a month each. Bedell recommends taking a look; she found it impressive. Collins noted that librarian Stephanie Spraggon coordinated this with the Putnam and did a great job in getting it into all three buildings for display. A Library Stories campaign, as part of advocacy in the Strategic Plan, is nearly ready to roll out. The goal is to collect stories from patrons on how The Library has impacted their lives. The Davenport Public Library Foundation has larger bookstores at Fairmount and Eastern, and there is a shelf at Main with a small selection of donated items. That shelf will transition to a type of Little Free Library where users can take something if it interests them or leave an item behind for others to read. The amount of sales was minimal and should serve patrons at Main better than a sale area. This space is located to the left of the entrance as you come in, on the other side of the designated eating area. The Library will host DavenportU Citizens Academy in May for an orientation and tour. There is a joint meeting of the Board and City Council on Tuesday, June 30 at 3:45. Location may be at Eastern, or the Davenport Police Department Community Room, since City Hall council chambers don't work for that setting. Engelmann was happy to see so many Trustees at the proclamation at Council on April 15. He asked for input on what the Trustees would like the joint meeting with City Council to look like and encouraged Trustees to share any ideas with him and Collins. After some discussion, ideas include having an informative but brief overview of what Trustees do, prepare a handout with more in-depth information and statistics, make Council aware of The Library's Strategic Plan, share Library Stories, let



them know of needs for funding and the interest in continuation of the Council Liaison. The meeting time would be limited to a maximum of 1.25 hours.

### **Old Business**

The only item of old business was to approve the Gift Acceptance Policy. Heinrichs motioned to approve the policy with a second by Bedell. Motto, Drake, Bedell, Skalak, Heinrichs, Klaas, Shrikhande, Hustedde, and Engelmann voted to approve.

### **New Business**

The first item of new business was to discuss the Circulation Policy. Collins stated there is a memo, the revised draft, and the current policy in the packet. The policy has been applied to the updated template and checked against current law and practices. This policy is one of the four core policies required for accreditation. The policy states the eligibility requirements and responsibilities of borrowers. There is a corresponding procedure for staff that provides more detailed guidance on each card type. There are no substantive changes. Shrikhande and Hustedde both had questions related to Nonresident cards which Collins answered. Items can be returned to any of the book drops or mailed back. Nonresident cards do not have full access to resources. The procedure document, mentioned earlier, covers what type of card is set up with which benefits. We must comply with database license agreements and serve the citizens of Davenport before others. This policy will move to the May meeting for approval.

The second item of new business was to approve the temporary closure of Fairmount for approximately three weeks beginning in mid-August to accommodate carpet installation and painting. Collins shared that these are both Capital Improvement Program projects; one for this fiscal year and one for next, that will be done at the same time to minimize disruption to patrons. Staff will strive to provide some limited services as safety allows. Some hours for drive-up window, book drops open, and some services at the OWL in the parking lot are planned. Sharing resources, story time in the garden are other possibilities for services. Summer Reading Challenge will be over by this time. Hustedde inquired if the Community Center would be available if the weather is not cooperative. Collins said it is possible to reach out and see, partnering with Parks as it permits. Klaas asked if it is a slow time for The Library with children going back to school. Collins stated that no time is ideal to close, but back-to-school does tend to be a bit slower. It may be possible to have work in meeting rooms done first and be able to open to the public. Drake inquired if the building should be shut down completely, to staff and patrons, with fumes from paint or carpet installation that may be harmful. The benefits of having some services is nice for patrons, but she'd be okay having it closed completely for three weeks. Collins doesn't believe there is a concern with paint and carpet adhesive, but if that would come up, the building would be closed to staff. Klaas would like more information from the contractor on any hazards or mitigation of hazards. Bids will go out in May, and bookings need to be turned off for patrons in the software, so a vote to close is needed this month, per Collins. Skalak noted it is great that the Fairmount Branch is getting a makeover, but said the road it is on is an



embarrassment. He said he learned it is not on any repair schedule for the next five years. Hustedde stated the motion is to close the building for the work to be done, not to micromanage staff on how it will look. Klaas motioned to approve the temporary closure with a second by Bedell. Some more discussion was held on the motion. It may need amended at a later meeting but can be vague at this time. Shrikhande, Hustedde, Drake, Motto, Bedell, Heinrichs, Klaas, Skalak, and Engelmann all approved.

### **President's Comments**

Engelmann extended his appreciation to the Board members that came to the National Library Week Proclamation. He reminded everyone to reimburse Shrikhande for donuts and the going away gift for Reiling.

### **Board Training – Accreditation and Designations with Jeff Collins**

Collins presented a training session of 30-minutes and a two-page handout included in the packet. He shared information on the Federal Depository Library Program, a selection of government documents stored in closed stacks in the basement of the Main Library. Not all government documents are available at every location, of which The Library is one of 12 in Iowa. The Library is accredited with the State Library of Iowa and has been since 1986. It is renewed every three years and is mandatory to receive Direct State Aid funding. Staff time to perform the review is the only expense. Davenport Public Library was named a Patent and Trademark Resource Center (PTRC) in 2011. It is one of two PTRCs in Iowa and staff assists patrons in researching patent and trademark information. The Eastern Branch is Certified Silver LEED which stands for Leadership in Energy & Environmental Design. There was a one-time fee to register but there is no ongoing expense or a requirement to maintain the standing. The Main Library is a historic local landmark and has been since 2019. It is also a contributing partner to the Davenport Downtown Commercial Historic District. Any permanent exterior changes are approved by the Historic Preservation Commission. The Library is a FamilySearch Affiliate Library and has been since 2022. Through this partnership, two billion digitized genealogy records are available. There is no cost, an agreement must be signed, and a designated computer provided. The Burgeon Group creates early learning spaces exclusively for public libraries. There was a cost to create the children's spaces in each library that totaled about \$1 million in private donations. There are no ongoing costs, but a fund remains for any issues where a piece may need replaced. Since 2024, The Library has been a QCAD Safe Connect location and was the first library in the Quad Cities to be named an LBBTQIA+ Friendly Business. This designation is for all three locations. The Library was designated a Sensory Inclusive Space by KultureCity in 2025. There is an annual cost and the requirement that half the staff have undergone training to help those use the tools provided by KultureCity. Examples of aids received through the designation include noise-canceling headphones, lap pads, and fidget toys to use while in The Library. As of April 2025, The Library is Dementia Friendly. There is no cost, but half of the staff must have completed the training. Bettendorf Public Library is also certified. Collins reviewed some various State Endorsements and professional certifications. There are future initiatives being considered such as Sustainable Libraries Initiative and Family Place



Libraries. The Trustees were impressed by how many designations and certifications held and that so many were firsts for the area or the only location.

**Adjourn**

With no further business, Bedell motioned to adjourn at 1:24 p.m. with a second by Shrikhande. All approved.