

Mary Brooks called the regularly scheduled meeting of the West Des Moines Library Board of Trustees to order at 5:01 p.m. THIS MEETING WAS HELD ELECTRONICALLY. PUBLIC INPUT WAS MADE POSSIBLE IF ATTENDEES JOINED THE PRE-PUBLICIZED ZOOM MEETING. The format of this meeting was due to the State Public Health Emergency Declaration regarding Covid-19 and was conducted pursuant to Iowa Code 21.8 and the Proclamation of Governor Kim Reynolds dated April 2, 2021.

Board	Mary Brooks <i>President</i>	Joe Pollpeter <i>Vice President</i>	Carol Grant <i>Secretary</i>	Melissa L. Gillespie	Bryan F. Myers	Ray Seidelman	Ann Warren
Present	electronically	electronically	electronically	electronically	electronically	electronically	electronically

Staff	Darryl Eschete <i>Library Director</i>	Susan Greenwood <i>Secretary</i>	Missy Brush <i>Senior HR Generalist</i>
Present	electronically	electronically	electronically

Council	Renee Hardman <i>Council Liaison</i>
Present	electronically

Other Library staff attendees electronically via Zoom: Jenna Ehler

APPROVAL OF AGENDA – ACTION:

It was moved by Pollpeter, seconded by Grant, to approve the agenda as presented. Agenda was approved unanimously by individual voice votes.

PUBLIC FORUM: No public attendees via Zoom.

APPROVAL OF MINUTES:

It was moved by Pollpeter, seconded by Seidelman, to approve the March 16, 2021 minutes as presented. Minutes were approved unanimously by individual voice votes.

DIRECTOR’S REPORT:

Building Renovations – Progress Report

Director Eschete informed the Board that the building is nearly ready for Thursday’s reopening. Myers asked about punch list items. Director Eschete responded that the items are minor and will not impact staff’s ability to provide public service.

Recruitments

Director Eschete reported that Maggie Martin will start as the new Library Information Coordinator on May 3. He added that the pool of applicants was exceptional. Head of Adult Services, Shirley Houghtaling, retires on April 30. Interviews for her replacement will take place the week of May 3. The Board expressed their appreciation for Ms. Houghtaling’s 20 years of service to the community.

Passing of Teresa Kordick

Director Eschete shared Mrs. Kordick was a valued employee since 2013 and continued to work throughout her battle with pancreatic cancer. She passed away on Monday, April 12.

Division Report – Youth Services – Action

Head of Youth Services, Jenna Ehler, provided a written summary as a part of the Director’s report. The group reviewed the Story Room mural finalists and gave opinions on the different styles.

It was moved by Myers, seconded by Gillespie, to approve the use of gift trust funds to exceed \$6,500 for the mural in the Story Room. The motion was approved unanimously by individual voice votes.

Ehler shared a plan for a new Summer Reading prize model which would eliminate the disposable plastic toy prizes and allow participants to earn donations for local non-profits. An example would be every completed reading log earning a pound of pet food for Furry Friends Refuge. She also shared that Youth Services staff are partnering with West Des Moines Community Schools. The staff will follow along with their summer meals program and provide library services and information to those families in an outreach fashion. Ehler shared information about the potential future purchase of a library outreach vehicle, like a library ice cream truck. She provided a quote and photos for the concept which could be considered by the Board and the Friends for funding. The Board expressed excitement and enthusiasm for the Youth Services vision for the Library.

Study Room Policy Update – Action

Director Eschete reported that the updates are needed to reflect the addition of the new Teen Study Rooms and the removal of the Pond View Room. The Board reviewed the mark up and final versions of the policy.

It was moved by Grant, seconded by Myers, to approve the updates to the Study Room Policy. The motion was approved unanimously by individual voice votes.

Envisionware Tablet Stations – Action

Director Eschete shared that the new Envisionware tablet stations are being partially funded by the Enrich Iowa allocation but is requesting the use of \$13,593 in additional Gift Trust funding to complete the project.

It was moved by Seidelman, seconded by Gillespie, to approve the use of \$14,737 in Enrich Iowa funds and \$13,593 in other Gift Trust funds for a total of \$28,330 to fund the Envisionware Tablet Stations. The motion approved unanimously by individual voice votes.

Valley Junction Kiosk Usage Report

Director Eschete shared that primary duties related to the kiosk have been shifted to the Homebound and Outreach Coordinator. They identified some software issues with the touchscreen that have been communicated to Envisionware and they are working on the issue with the IT department.

Gift Trust Report

Director Eschete provided the updated report on funds available in the Gift Trust. Councilwoman Hardman inquired about rules associated with the use of Gift Trust funding. Director Eschete responded that the primary exclusion is that the funds cannot be used for personnel costs.

APPROVAL OF BILLS - Action:

It was moved by Warren, seconded by Pollpeter, to approve the April 20, 2021 bill list as presented. Bills approved unanimously by individual voice votes.

BUDGET REVIEW:

Director Eschete noted that the end of the Fiscal Year is approaching and that final purchases for the year are being coordinated.

ASSIGNMENT REPORTS:

Friends: Seidelman shared that the Fundraiser-to-go campaign will be launching soon and encouraged the Board members to consider purchasing a bag and promoting the fundraiser. He also shared the Renovation Celebration planning ongoing for the weekend of June 11-12.

Personnel/Nominating: Brooks shared that the closed session to complete Director Eschete's review will take place in May.

Operations: Gillespie shared that the Renovation Celebration Open House planning team is coordinating tours, giveaways and contests for Saturday, June 12. There will be a ribbon cutting at 11am.

City Council Liaison: Hardman shared her appreciation for the Board during volunteer month and all year long. She expressed condolences to Mary Brooks for the loss of her friend, Mary Kay Bruce. Hardman also shared her hopes for national healing following today's verdict in the George Floyd case in Minnesota. Hardman also expressed interest in seeing the WDM Library create something like the Des Moines Public Library's AVID Series. Director Eschete shared that these types of events will be under the direction of the new Head of Adult Services when that person is hired.

OTHER BUSINESS:

Brooks shared that she wrote the first Board spotlight blog post and that Grant wrote the second one. Pollpeter is working on the ongoing blog post. Brooks remains hopeful that the Board will be able to return to in person meetings soon. Brooks shared a story about how she met the late Mary Kay Bruce and how she provided ongoing support to the Library.

It was moved by Seidelman, seconded by Pollpeter, and approved unanimously by individual voice votes, to adjourn the meeting at 6:14 p.m.

Respectfully submitted,

Attest,

Carol Grant, Secretary

Susan Greenwood, Library Administrative Secretary