

Mary Brooks called the regularly scheduled meeting of the West Des Moines Library Board of Trustees to order at 5:02 p.m.

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	X	X	X		X	X	X

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

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

APPROVAL OF AGENDA – ACTION:

Greenwood stated that item *5f. Envisionware Tablet Stations – Action* was inadvertently carried over from last month’s agenda – it should be removed from the agenda. It was moved by Pollpeter, seconded by Warren, to approve the agenda as amended. Agenda was approved unanimously by voice vote.

PUBLIC FORUM: No public attendees.

APPROVAL OF MINUTES:

It was moved by Pollpeter, seconded by Grant, to approve the April 20, 2021 minutes as presented. Minutes were approved unanimously by voice vote.

DIRECTOR’S REPORT:

Building Renovations – Progress Report

Director Eschete informed the Board that minor punch list items are all that remain. He invited the Board to walk through the building after the meeting.

Recruitments & Retirements

Director Eschete reported that Maggie Martin started on May 3 as the Library Information Coordinator. He shared that the hiring for the new Head of Adult Services is underway.

Library Services Contract – City of Cumming – Action

Eschete shared that the City of Cumming wishes to contract with West Des Moines to be their primary Library. Pollpeter asked about how funding will be used. Eschete responded that the funds would go into the City’s general fund but that in future budget cycles an ask for additional funding needed for outreach and programming to those patrons could be made based on the anticipated revenue.

It was moved by Seidelman, seconded by Myers, to approve and accept a library services contract between West Des Moines Public Library and City of Cumming, Iowa to run from July 1, 2021 to June 30, 2025. The motion was approved unanimously by voice vote.

Renovation Celebration – Action

Director Eschete reported on the Renovation Celebration events. The planning team would like to order Library logo ink pens to give out at the event.

It was moved by Grant, seconded by Pollpeter, to approve use of Gift Trust funds in the amount of \$503.54 to order library logo ink pens. The motion was approved unanimously by voice vote.

Friends-Branded Charging Stations – Action

Director Eschete shared that the Friends toured the new spaces and suggested some additional charging stations. Staff have identified locations in the Library Living Room and the Teen Center that would benefit from the additional of charging stations.

It was moved by Myers, seconded by Seidelman, to allow a request proposal for \$1,700 from the Friends for additional charging stations. The motion was approved unanimously by voice vote.

Valley Junction Kiosk Usage Report

Director Eschete shared that among the efforts to increase awareness about the kiosk, Homebound and Outreach Coordinator, Betsy Richter, will be hosting a booth at the Valley Junction Farmer's Market a couple of times over the summer.

ALA OIF Blog

Director Eschete shared that he has been asked to write some blog posts for the American Library Association Office of Intellectual Freedom.

Gift Trust Report

Director Eschete provided the updated report on funds available in the Gift Trust.

APPROVAL OF BILLS - Action:

It was moved by Pollpeter, seconded by Seidelman, to approve the May 18, 2021 bill list as presented. Bills approved unanimously by voice vote.

BUDGET REVIEW:

Director Eschete shared that we are coming to the of the FY and are on track with spending.

ASSIGNMENT REPORTS:

Friends: Warren shared that the Friends are planning for the Renovation Celebration. The Friends were provided with information on the mobile library vehicle and will consider their interest in funding prior to an actual proposal. Brooks shared that she is meeting with Jean Fajen soon to plan for the joint meeting on July 20. She added that they will be seeking up to six new Friends Board members this year.

Personnel/Nominating:

Approval of Slate of Officers – Action

The Personnel/Nominating Committee presents the following potential slate of officers for the upcoming year, effective beginning with the July meeting:

1. Mary Brooks, President
2. Carol Grant, Vice President
3. Ray Seidelman, Secretary

It was moved by Myers, seconded by Warren to approve the slate of officers as presented. Motion approved unanimously by voice vote.

Brooks shared that at an upcoming City Council meeting the mayor will appoint a replacement for Pollpeter and reappoint Myers.

Operations: Myers shared that the Renovation Celebration event planning was all but complete. Hardman suggested having some of the photos of the ribbon cutting at the Open House include the youth in attendance.

City Council Liaison: Hardman shared that an item related to the renovation was pulled from the Council agenda. Director Eschete is working to follow up with the Council on that agenda item.

OTHER BUSINESS: The next Board member blog post will be written by Pollpeter. Pollpeter thanked the Board for the experience and expressed appreciation for the great ongoing leadership on the Board.

CLOSED SESSION TO DISCUSS LIBRARY DIRECTOR'S PERFORMANCE APPRAISAL

At 6:00 p.m. it was moved by Grant, seconded by Pollpeter to enter into closed session under Iowa Code section 21.5 (1) (i), to evaluate the professional competency of an employee or potential employee". The motion was approved unanimously by a roll call vote.

It was moved by Brooks, seconded by Seidelman and approved unanimously by a roll call vote, to return to open session and adjourn the meeting at 6:20 p.m.

Respectfully submitted,

Attest,

Carol Grant, Secretary

Susan Greenwood, Library Administrative Secretary