

President Mary Brooks called the regularly scheduled meeting of the West Des Moines Library Board of Trustees to order at 5:00 p.m.

<b>Board</b>	Mary Brooks <i>President</i>	Carol Grant <i>Vice President</i>	Ray Seidelman <i>Secretary</i>	Melissa L. Gillespie	Bryan F. Myers	Matthew Olson	Ann Warren
<b>Present</b>	X	X	X	X	X	X	via zoom

<b>Staff</b>	Darryl Eschete <i>Library Director</i>	Susan Greenwood <i>Administrative Secretary</i>	Maggie Martin <i>Library Information Coordinator</i>
<b>Present</b>	X	X	X

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

Other Library staff attendees: Heather Hildreth  
 Outgoing Board member attendee: Joe Pollpeter

**APPROVAL OF AGENDA:**

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

**PUBLIC FORUM:** No public attendees.

**APPROVAL OF MINUTES:**

It was moved by Myers, seconded by Gillespie, to approve the June 15, 2021 minutes as presented. Minutes were approved unanimously by voice vote.

**DIRECTOR'S REPORT:**

Building Renovations – Progress Report

Director Eschete informed the Board that one issue with a breaker controlling PCs in the Children's area is still being investigated and during a recent power outage it was discovered that some updates to the emergency lighting are needed. Engineering and Public Services are working on solutions for both issues.

ARPA Grant

Director Eschete reported that the Library has been awarded \$5,000 thanks to the application submitted by Library Technology Coordinator, Louise Alcorn.

Friends-Branded Charging Stations

Director Eschete shared charging stations are delivered and in place.

OSHA Re-Certification

Director Eschete reported that he and other City staff including Head of Collection Services, Ann Renken, completed the 10-hour OSHA training.

IUPLA Meeting

Director Eschete shared the Library hosted the Iowa Urban Public Library Association meeting of Library Directors on June 25. He added that there was great discussion about issues facing local libraries and that they enjoyed a tour of the building while they were here.

Division Report – Head of Circulation

Director Eschete noted that Heather Hildreth's report is included in the packet.

Library Social Work Intern – Upcoming Meeting

Director Eschete informed the Board he met the Social Work intern, Julie Cook, in person today. He has an upcoming meeting scheduled with her to discuss the scope of her practicum here at the Library.

Valley Junction Kiosk Usage Report

Director Eschete shared kiosk usage is trending higher.

Gift Trust Request – Display Furnishings – Action

Director Eschete shared that with final fixtures in place we can now see where the space would benefit from some additional displays and asked the Board to consider funding their purchase with Gift Trust dollars.

It was moved by Grant, seconded by Myers, to approve use of gift trust funds \$18,189 for the purchase of additional display, kit and pamphlet/brochure distribution fixtures. Motion approved unanimously by voice vote.

Gift Trust Report

Director Eschete provided the updated report on funds available in the Gift Trust and gave a brief review of how the funds are banked and the rules for spending these funds.

**APPROVAL OF BILLS - Action:**

It was moved by Seidelman, seconded by Gillespie, to approve the July 20, 2021 bill list as presented. Bills approved unanimously by voice vote.

**BUDGET REVIEW:**

Director Eschete shared that a new FY began on July 1.

**ASSIGNMENT REPORTS:**

Friends:

Warren attended the last meeting and shared that the primary item related to the Board was their proposal of a funding request / grant application which will come to the Board for consideration next month.

**Approval of Recommendation of Two New Friends Board Nominees – Action**

Biographies provided by the nominees:

*Kathryn Greenfield*

Kathryn Greenfield grew up in Clive before attending the University of Notre Dame and the University of Iowa College of Law. She practices law at Kemin Industries where she has a focus on employment and data privacy law. She and her fiancé, Wade, are the proud parents of a goldendoodle named Bobby Kennedy. Kathryn was referred by Mary Kay Newton and will be on the PR committee. She is a strong supporter of the library and look forward to providing much support to the friends with her time and talents.

*Chinmay Bajikar*

My name is Chinmay Bajikar. My family and I moved to Des Moines in 2008. After living in West Des Moines for about 8 years, we recently moved to Waukee. Although we live in Waukee, the West Des Moines library is still our library of choice. I work as a software architect in downtown Des Moines for the Federal Home Loan bank of Des Moines. It would be a privilege and fun to be part of the WDM library Friends board. Jean Fajen has known Chinmay for about 7 years and feels he will be a wonderful addition to the Tech Committee.

It was moved by Gillespie, seconded by Seidelman, to approve Kathryn Greenfield and Chinmay Bajikar as the newest Friends Board Members. Nominations approved unanimously by a voice vote.

Personnel/Nominating: Brooks welcomed Matt Olson to his first Board meeting.

Operations: no items.

City Council Liaison: Hardman shared that the City's hiring process is moving forward for the new Diversity, Equity and Inclusion Director and that she and Councilman Hudson will participate in interviews.

OTHER BUSINESS:

Brooks thanked Pollpeter who submitted his blog post as he leaves the Board. She expressed her gratitude on behalf of the Board and Staff for his many years of service to the Library.

It was moved by Pollpeter, seconded by Grant and approved unanimously by voice vote to adjourn the meeting at 5:26 p.m.

Respectfully submitted,

Attest,

Ray Seidelman, Secretary

Susan Greenwood, Library Administrative Secretary