

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

Staff	Darryl Eschete <i>Library Director</i>	Susan Greenwood <i>Administrative Secretary</i>
Present	X	X

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

APPROVAL OF AGENDA:

It was moved by Myers, seconded by Gillespie, 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 Gillespie, seconded by Warren, to approve the July 20, 2021 minutes as presented. Minutes were approved unanimously by voice vote.

DIRECTOR’S REPORT:

A. Building Renovations – Progress Report

Director Eschete informed that minor outstanding issues are taken care of as they come up.

B. ARPA Grant

Director Eschete reported the camera and OWL purchased through the grant are already in use.

C. New Head of Adult Services

Director Eschete shared Jen Ohzourk started on July 26. He added that she has gained rapid regard with staff and is working on division updates.

D. Request for Approval of Grant and Funding Application for Friends Foundation – Action

Director Eschete reported that the Friends Foundation would like to institute the use of an application for funding requests. The Board discussed in what situations the use of the form would be necessary and what, if any, organizations other than the Library could request funding of the Foundation. Councilwoman Hardman spoke about her experience with Foundations rules and funding. The Board expressed interest in tabling the approval until more information could be gathered by talking to the Foundation.

It was moved by Myers, seconded by Olson, to table the approval of the use of the Grant and Funding Application by the Friends Foundation. Motion approved unanimously by voice vote.

Request for Friends Program Support: Local History Program - Action

Director Eschete shared that at their next Friends meeting he would like the Friends to consider funding the cost of having a photographer/videographer provide online access to the Iowa Files History program which is jointly hosted by the Library and the WDM Historical Society.

It was moved by Gillespie, seconded by Myers, to approve the relay of request for \$1,500 of support to the Friends on behalf of the West Des Moines Historical Society. Motion approved unanimously by voice vote.

E. Request for Friends Annual Funding Support: Programs and Homebound/Outreach - Action
Director Eschete noted that the budget request is split into separate budget codes to decentralize spending. This will allow more spending and reporting control by the staff in charge of those areas including the addition of full-time staff members who now oversee the homebound/outreach and the marketing duties. Previously, the requests were made after the City budget cycle had already concluded. Going forward we want to ensure the Friends have approved their support before the FY budget planning begins. Therefore, we are requesting for both FY22 and FY23.

It was moved by Warren, seconded by Myers, to approve the relay of request for current FY funding (July 2021-June 2022) of \$18,000 and next FY funding (July 2022-June 2023) of \$23,000. Motion approved unanimously by voice vote.

F. Request for Gift Trust Usage: Staff Shirts - Action
Director Eschete informed the Board that staff haven't placed an order for logo apparel since 2019, when the old logo was still in use. The request would allow all staff a t-shirt plus a choice of another item.

It was moved by Gillespie, seconded by Olson, to approve the use of \$4,500 of Gift Trust funds for the ordering of logoed business attire for Library employees. Motion approved unanimously by voice vote.

G. Request for Gift Trust Usage: Library Outreach Vehicle – Action
Director Eschete shared that Finance noted that the City Council will approve the request before ordering. Rian Rasmussen, City of WDM Fleet Manager, will review the maintenance costs and assist with presenting the information to the City Council. The Board discussed the motion wording which would allow staff to start the order process as soon as the Friends vote of support is complete.

It was moved by Myers, seconded by Gillespie, to approve the use of up to \$120,000 of Gift Trust funds for an outreach and programming vehicle. Motion approved unanimously by voice vote.

H. Approval of 2022 Holiday and Closure Schedule – Action
Director Eschete noted that there are no major changes to the schedule this year.

It was moved by Olson, seconded by Warren, to approve the 2022 Holiday and Closure Schedule. Motion approved unanimously by voice vote.

I. Library Social Work Intern – Update
Director Eschete noted that the intern will start at the end of August and he has met with the University of Iowa practicum staff and West Des Moines Human Services staff. The intern will play an advisory role following a 6 to 10-week planning period. Director Eschete shared she will be here about 20 hours per week for two back-to-back semesters. He added that the Library Information Coordinator will help with publicity.

J. Strategic Planning

Director Eschete shared that the working draft of the RFP is included in the packet which represents discussions with Library Administration. The Board suggested having the Operations Subcommittee schedule a meeting to discuss further.

K. Illumifest 2021

Director Eschete informed the Board that the City's annual Illumifest celebration will take place on September 25. The Library building will remain open regular hours that Saturday from 9am-5pm. The library building itself will not be open for the event, but the Library will host an outreach booth that will be setup in front of City Hall. The Friends of the Library program funding will be used to sponsor the kiddie train that will run in the traffic circle in front of City Hall.

L. Division Report

No report this month.

M. Valley Junction Kiosk Usage Report

Director Eschete shared that kiosk use is trending up.

N. Gift Trust Report

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

APPROVAL OF BILLS - *Action:*

The Board inquired about the expenses to InfoUSA and Gale/Cengage. Staff responded that the majority of both are once yearly subscription costs. InfoUSA are online databases and that Gale/Cengage are online databases and some print books.

It was moved by Myers, seconded by Gillespie, to approve the August 17, 2021 bill list as presented. Bills approved unanimously by voice vote.

BUDGET REVIEW:

Director Eschete shared the budget reports.

ASSIGNMENT REPORTS:

Friends:

Warren shared that she would attend planning meeting and Olson would attend the monthly meeting.

Personnel/Nominating:

No items.

Operations:

A meeting will be scheduled soon to discuss the strategic planning RFP.

City Council Liaison:

Hardman shared that the Mayor read a proclamation recognizing the Friends for their support. Hardman also sat in on a full day of interviews for the City's DEI Coordinator where the pool was narrowed to one primary candidate for further vetting.

OTHER BUSINESS:

No items.

It was moved by Warren, seconded by Olson and approved unanimously by voice vote to adjourn the meeting at 6:04 p.m.

Respectfully submitted,

Attest,

Ray Seidelman, Secretary

Susan Greenwood, Library Administrative Secretary