

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	Craig Long	Bryan F. Myers	Ann Warren
<b>Present</b>	X	X	X	<i>electronically</i>	X	X	X

<b>Staff</b>	Darryl Eschete <i>Library Director</i>	Susan Greenwood <i>Administrative Secretary</i>	Louise Alcorn <i>Library Technology Coordinator</i>
<b>Present</b>	X		X

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

**APPROVAL OF AGENDA:**

It was moved by Grant, seconded by Seidelman, 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 Long, seconded by Warren, to approve the January 18, 2022 minutes as presented. Minutes were approved unanimously by voice vote.

**DIRECTOR'S REPORT:**

**A. Security Update – External Cameras**

Director Eschete informed the Board that the planned, additional external cameras won't be available until the fall, due to supply chain issues. Any available earlier would be of a lesser quality, so Eschete has decided to wait for the better-quality cameras to come in the fall.

**B. Teen Center Incident**

Director Eschete reported that there was an incident where two teens destroyed one of the glass doors of a Teen Study Room. No serious injuries. City is working with the families to recover damages. The teens involved are allowed in the building, but only with a caregiver for the moment. Some door hardware got thrown away by accident while cleaning up the glass, so that needs to be re-ordered. Josh Clayworth, City engineer, says we should be able to replace the hardware as well as the glass. Early estimates of replacement cost are around \$6000.

**C. Strategic Plan**

Director Eschete shared that he is meeting with Baton Global representatives on Friday, February 18 to review stakeholder interview data.

**D. Public Library Association Conference – Portland, OR**

Director Eschete reported that employees Louise Alcorn, Maggie Martin and Kate Thompson will be attending. Kate Thompson applied for and received a scholarship to the conference, so costs to the City/Library will be reduced accordingly.

E. Patron Survey – Psychosocial Needs

Director Eschete shared that Julie Cook, our social work intern, reports that 170 surveys have been received so far. She hopes to share results at the March board meeting.

F. Hy-Vee Materials Returns

Director Eschete stated that we have clearance from WDM Public Services and Hy-Vee to order the book drops and when the weather is warmer, to get them installed. They will use expansion anchors to be installed outside – outside of the parking lots' traffic pattern, so we're not in the way. Grand Avenue and Jordan Creek Parkway are the two stores.

Brooks asked who will have the task to retrieve items from these drops. Eschete reported that the task will likely be shared, but will primarily be Outreach Coordinator Betsy Richter at first. He noted that we need additional Outreach staff with the expansion of these services – this will be requested in future budgets.

G. Budget Workshop

Director Eschete reported that the February 5<sup>th</sup> budget workshop went smoothly. No pushback and City leadership appreciated the Library's work overall and the budget narrative we provided. Some supplementals (staff-related) were not approved. Since Thanksgiving, there was a pay equity re-adjustment of several library positions, which increased personnel costs by just over 10% – this was done by the City and the budget was adjusted.

The database cleanup supplemental request will probably be approved, as it is a one-time, non-staff request.

H. Division Report – Library Technology Coordinator – Louise Alcorn

Alcorn expanded on her printed report and shared clarifying details on the "thin client" concept offered by ITS as a solution for public PC replacement.

Warren asked who pays for these replacements. Alcorn answered that, if we are replacing existing equipment (staff or patron-facing), ITS now pays for these out of their budget. However, if we are adding a service or a position, we pay for equipment one-time, then replacement is rolled into the City ITS responsibility.

Grant asked about the February 7<sup>th</sup> podcast mentioned and how to get to this recording. Seidelman asked whether the podcast included information on how patrons can access these resources. Alcorn answered that the podcast link on our website had both the recording and also provided links to resources covered in the interview.

I. Valley Junction Kiosk Usage Report

Director Eschete shared the monthly kiosk usage report. Betsy Richter is breaking these statistics down more granularly now – they show good usage, with a dip that was the result of technical problems since dealt with by the vendor, Envisionware.

J. Gift Trust Report

Director Eschete provided the updated report on funds available in the Gift Trust. He noted that he may have requests for the Operations Committee in the future for things like active noise reduction options, different furniture and other ideas for the Teen Center.

Warren asked if we had insurance for the teen study room door. The City does, but as the damage seemed to be the result of reckless behavior, the City is looking at recompense from the families of the teens, before going to insurance.

Seidelman asked about the Circulation report, specifically why it seemed to have ticked up. Auto-renewals have been instituted, so that is one factor in the increase. However, Eschete and Alcorn noted that Heather Hildreth reported to staff recently that actual circulation is also up noticeably, even discounting the auto-renewals. Alcorn noted some of it might also be digital increases due to the addition of AtoZ Databases, which has been well-used.

**APPROVAL OF BILLS - *Action*:**

Myers asked about listed honorarium for training presenter for All Staff Training Day. Eschete noted this sort of expense comes from our Staff Development annual budget.

It was moved by Seidelman, seconded by Grant and approved unanimously by voice vote to approve the February 15, 2022 bill list as presented. Bills approved unanimously by voice vote.

**BUDGET REVIEW:**

Director Eschete shared the monthly budget report.

**ASSIGNMENT REPORTS:**

Friends:

Long did not make the meeting due to a conflict.

Brooks noted that the book sale area seemed bare at the moment. She suggested asking the Friends to promote material donations to library to fill the book sale area. Eschete will check with Ann Renken, Head of Collection Services, about the process for book sale collection. Brooks will talk to Jean Fajen of the Friends about possible extra promotion to bring in donations.

Personnel/Nominating:

Library Director annual review will be coming up in the spring.

Operations:

No items.

City Council Liaison:

Brooks reported that Hardman and Brooks met with the new Mayor recently. Discussed the Mayor's and City's commitment to Library and Friends' work as well as Board positions.

**OTHER BUSINESS:**

Brooks reminded Board members that IA Learns, State Library of Iowa's continuing education module, has good training webinars for library board members. She forwarded a link via email.

Next meeting is March 15, 2022. Discussion of possible absences due to spring break. Should have quorum.

It was moved by Seidelman, seconded by Long and approved unanimously by voice vote to adjourn the meeting at 5:55 p.m.

Respectfully submitted,

Attest,

Ray Seidelman, Secretary

Louise Alcorn, Library Technology Coordinator