

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

Board	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
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	

Others in attendance: Julie Cook

APPROVAL OF AGENDA:

It was moved by Long, 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 Myers, seconded by Grant, to approve the February 15, 2022 minutes as presented. Minutes were approved unanimously by voice vote.

DIRECTOR'S REPORT:

A. January 26 Teen Center Incident

Director Eschete informed the Board that the repairs have been completed at a cost much less than originally expected.

B. Training Day

Director Eschete reported that the February 21st Training Day was well-received.

C. Patron and Staff Surveys – Social Work Intern

Director Eschete shared that at the April Board meeting Julie Cook will present the results of her 3 surveys. The Board should plan on a 90-minute meeting due to the addition of the presentation next month.

D. Strategic Plan Update

Director Eschete provided the update from Bâton Global. The survey and focus groups will be next steps.

E. Hy-Vee Materials Returns

Director Eschete noted that the work on this project is ongoing. The two locations are leased so some information will have to be submitted by the Library for the landlords and associations for their final consideration.

F. Library Advocacy Day

Director Eschete reported that he attended the Iowa Library Association Library Advocacy Day at the Capitol on March 8 and spoke with several legislators about library issues.

G. Division Report – Collection Services – Ann Renken

Director Eschete gave an overview of the Collection Services report.

H. Valley Junction Kiosk Usage Report

Director Eschete shared the monthly kiosk usage report.

I. Gift Trust Report

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

APPROVAL OF BILLS - *Action*:

It was moved by Long, seconded by Myers and approved unanimously by voice vote to approve the March 15, 2022 bill list as presented. Bills approved unanimously by voice vote.

BUDGET REVIEW:

Director Eschete shared the monthly budget report. Staff have decided to add the Friends digital sign onto the Arreya management software. Long inquired about the exterior cameras and their installation. Director Eschete reported that due to supply chain issues the specific model and definition of camera won't be available until fall but that cabling has been run in preparation.

ASSIGNMENT REPORTS:

Friends:

Long was unable to attend the Friends meeting so Warren attended in his place.

Brooks shared that the Board members should provide the name of a favorite author and share their availability to volunteer at the Wine, Beer and Cheese event on April 7.

Brooks shared that Mayor Trimble followed up with the applications from the last three years for residents interested in serving on the Board of Trustees and those applications were forwarded to the Friends to consider contacting them to serve on the Friends Board.

Personnel/Nominating:

The committee has had their first meeting in preparation for the Director's review. The process will be the same as last year, with a closed session taking place following the regular Board meeting on May 17.

Operations:

No items. A meeting to discuss expense of Gift Trust funds and updates to the policy manual will be scheduled prior to the April Board meeting.

City Council Liaison:

No items.

OTHER BUSINESS:

Myers has turned in his blog which will be posted soon. Warren will be the next feature. Long shared that a constituent gave positive feedback about the Valley Junction kiosk. Grant shared that Director Eschete spoke to her book club about the Library and the various resources available.

It was moved by Seidelman, seconded by Long and approved unanimously by voice vote to adjourn the meeting at 5:40 p.m.

Respectfully submitted,

Attest,

Ray Seidelman, Secretary

Susan Greenwood, Library Administrative Secretary