

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

<b>Board</b>	Carol Grant <i>President</i>	Ray Seidelman <i>Vice President</i>	Craig Long <i>Secretary</i>	Mary Brooks	Jean Fajen	Melissa L. Gillespie	Bryan F. Myers
<b>Present</b>	X	X		X	X	<i>By phone</i>	X

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

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

Others in attendance: Heather Hildreth

**APPROVAL OF AGENDA:**

It was moved by Brooks, 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 Fajen, seconded by Brooks, to approve the December 20, 2022 minutes as presented. Minutes were approved unanimously by voice vote.

**DIRECTOR'S REPORT:**

A. Weather Closure

Director Eschete informed the Board of the December 21 weather closure.

B. Volunteer / Fellow – American Red Cross

Director Eschete shared that has been accepted as a Board fellow on the Board Development Committee of Red Cross of Central Iowa.

C. Budget Workshop

Director Eschete reported that the City Budget Workshop will be February 4.

D. Proposed Policy Updates – Objections to Selected Materials – Action

Director Eschete noted that City Legal reviewed the changes and did not have any concerns or changes.

It was moved by Seidelman, seconded by Fajen to approve changes to the OBJECTIONS TO SELECTED MATERIALS policy. The motion was approved unanimously by voice vote.

E. Proposed Policy Updates – Programming and Outreach – Action

Director Eschete informed the Board that the intent is to clarify language related to library-sponsored programs.

It was moved by Brooks, seconded by Seidelman to approve changes to the PROGRAMS, PROGRAMMING AND OUTREACH policy. The motion was approved unanimously by voice vote.

F. Training Day 2023

Director Eschete shared that Training Day will take place on February 20. The Board asked Eschete to forward the audio files for the City's 2023 Big Read book.

G. Strategic Plan Report

Director Eschete shared his report on library programming as it relates to the Strategic Plan.

H. Division Report – Head of Circulation

Hildreth spoke about changes in circulation stats resulting from updated reporting requirements from the State Library of Iowa and her ongoing projects. Hildreth shared that Betsy Richter continues to build the homebound and outreach program and now has five facilities with specialized memory care kits. The Board thanked Hildreth and her team for their ongoing great work.

I. Outreach Vehicle Project

Director Eschete reported that the chassis is in production.

J. Valley Junction Kiosk Report

Director Eschete shared the monthly kiosk usage report. The Board requested the graph be converted to a comparative format similar to gate count and circulation.

K. Gift Trust Report

Director Eschete provided the updated report on funds available in the Gift Trust. The Board discussed the changes in state funding.

APPROVAL OF BILLS - *Action*:

It was moved by Myers, seconded by Brooks and approved unanimously by voice vote to approve the January 17, 2023 bill list as presented.

BUDGET REVIEW:

Director Eschete shared the monthly budget report.

ASSIGNMENT REPORTS:

Friends:

Brooks shared there was no meeting in December. Brooks will attend next week.

Personnel/Nominating:

No items.

Operations:

No items.

City Council Liaison:

Hardman not present.

OTHER BUSINESS:

No items.

It was moved by Fajen, seconded by Seidelman and approved unanimously by voice vote to adjourn the meeting at 5:47 p.m.

Respectfully submitted,

Attest,

Craig Long, Secretary

Susan Greenwood, Library Administrative Secretary