

President Carol Grant called the regularly scheduled meeting of the West Des Moines Library Board of Trustees to order at 5:04 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	X	X	X

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

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

**APPROVAL OF AGENDA:**

It was moved by Brooks, 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 Fajen, seconded by Long, to approve the March 21, 2023 minutes as presented. Minutes were approved unanimously by voice vote.

**DIRECTOR’S REPORT:**

A. Outreach Vehicle Update

Director Eschete informed the Board he is now the primary contact with TechOps.

B. Division Report – Head of Youth Services

Ehler provided information about programming, collections, Teen Center and behavior. She also gave a preview of Summer 2023 theme and plans. The Board expressed their excitement for upcoming events and thanked Ehler and her team.

C. Request for Friends Funding: CitySounds Piano – Action

Director Eschete reported the CitySounds expressed interest in placing a piano at the library this season. The Board discussed that this would be a fun, interactive offering but that it would depend on staff to care for the equipment. The possibility of damage and necessary adjustments to the contract were also discussed. The Board would like Director Eschete to inform CitySounds that the proposal would be considered earlier next year.

It was moved by Long, seconded by Fajen and approved unanimously by voice vote to deny the request for funding this year due to the quick turn-around and the Board’s requested contract changes.

D. Request for Gift Trust Usage: CitySounds Piano – Action

It was moved by Gillespie, seconded by Brooks and approved unanimously by voice vote to deny the request for funding this year due to the quick turn-around and the Board’s requested contract changes.

E. Accessibility Workgroup – Library Quality Team

Director Eschete informed the Board that a workgroup created by the Quality Team is investigating Accessibility at the Library in all forms. At the April Quality Team meeting the Accessibility Workgroup provided an initial report. The group would like to resolve the “being investigated” column, create a secret-shopper-style request for community organizations in each focus area to provide feedback, and create an accessibility webpage. Any future recommendations will be in accordance with strategic plan values and focused on reducing unnecessary barriers.

F. Valley High School Hall of Honor Inductions

Director Eschete shared that on Friday, March 31, Library Information Coordinator, Maggie Martin (class of 2012) was inducted with an Alumni Award into the Valley High School Hall of Honor. Additionally, Dr. Robert Brooks, late husband of Trustee Mary Brooks, was posthumously inducted with a Staff Award into the Valley High School Hall of Honor.

G. Gift Trust Update

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

APPROVAL OF BILLS - *Action*:

It was moved by Brooks, seconded by Seidelman and approved unanimously by voice vote to approve the April 18, 2023 bill list as presented.

BUDGET REVIEW:

Director Eschete shared the monthly budget report.

ASSIGNMENT REPORTS:

Friends:

Brooks attended the last meeting and informed them that the liaisons from the Board would be named in May. The Wine, Cheese and Beer fundraiser made over \$5,000. The Friends discussed their strong feelings about trying to increase kiosk use in the current location. There are six applicants the Friends are currently interviewing for upcoming openings.

Personnel/Nominating:

Grant shared that Director Eschete’s performance feedback request has been sent to staff with a May 1 deadline and there will be a longer meeting in June with a closed session. Grant shared that there is a Board training on the State Library website on open meetings that Board members should watch prior to the June meeting.

Operations:

The Operations Committee met Friday, March 24 and Tuesday, April 18. Andrea Solomon of the Friends has also been attending. Martin will start by creating a communication plan to attempt to increase kiosk usage in the current location but some additional data about the costs of installation in the current location will still be gathered.

City Council Liaison:

Hudson was not in attendance, but it was noted that the National Library Week proclamation was read at the April 17 City Council meeting.

OTHER BUSINESS:

Director Eschete shared that on May 3 he will be presenting about the Library to the members of the DEI Community Engagement Series.

It was moved by Seidelman, seconded by Long and approved unanimously by voice vote to adjourn the meeting at 6:22 p.m.

Respectfully submitted,

Attest,

Craig Long, Secretary

Susan Greenwood, Library Administrative Secretary