

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

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| Board | 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 |
| Present | X | X | X | X | X | X | X |

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

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| Council | Greg Hudson <i>Council Liaison</i> |
| Present | X |

OTHERS IN ATTENDANCE: Todd Sadler, Tammy Gillund

APPROVAL OF AGENDA:

It was moved by Gillespie, seconded by Brooks, 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 Seidelman, seconded by Fajen, to approve the May 16, 2023 minutes as presented. Minutes were approved unanimously by voice vote.

DIRECTOR'S REPORT:

A. Outreach Vehicle Update

Director Eschete informed the Board that the chassis is in production this week.

B. End of FY 22-23

Director Eschete reported that the library is in a good position as the fiscal year end approaches.

C. CollectionHQ

Director Eschete shared that the service will provide metrics related to the collection.

D. Division Report – Library Information Coordinator

Maggie Martin shared information about the events and projects she has focused on over the last 6 months. The Board expressed their excitement about the library buzz and the upcoming promotional items.

E. WDM101

Director Eschete reported that he presented recently to the internal City staff group.

F. ILA – 2024 Conference Venue Committee

Director Eschete noted that the 2024 conference will be held in the Des Moines area.

G. Policy Change – Loan Periods – Magazine Circulation – Action

Director Eschete requested the Board consider reverting to the pre-pandemic procedure of not circulating the current issue of periodicals.

It was moved by Fajen, seconded by Brooks and approved unanimously by voice vote to approve the updated wording to Loan Periods section of the policy manual to include that current issues of magazines do not circulate.

H. Library Technology Audit

Director Eschete informed the Board that the final report has arrived from ReThinking Libraries and that the Operations Committee will meet to discuss prior to the next meeting.

I. Request for Friends Funding: July 4 Celebration Parade – Action

Director Eschete requested the Board consider an ask of the Friends to assist with funding for the library's presence in the West Des Moines Independence Day parade.

It was moved by Long, seconded by Fajen and approved unanimously by voice vote to approve the Request for Friends Funding: July 4 Celebration Parade.

J. Gift Trust Update

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

APPROVAL OF BILLS - *Action*:

It was moved by Seidelman, seconded by Brooks and approved unanimously by voice vote to approve the June 20, 2023 bill list as presented.

BUDGET REVIEW:

Director Eschete shared the monthly budget report.

ASSIGNMENT REPORTS:

Friends:

Approval of Recommendation of six (6) New Friends Board Nominees – *Action*

Grant shared the names of the nominees for Friends Foundation Board Membership starting July 2023: Deb Guntly, Laura Hassebrock, Bridget Johnson, Roxanne Nikkel, Laura McCall, and Dan Wakefield.

It was moved by Brooks, seconded by Long and approved unanimously by voice vote to approve all six Friends Board Nominees.

Brooks and Fajen shared that the Friends are working on their next Author events series and that they are considering paying for an appearance by an author yet to be revealed. There were also 30 unique donors at the Wine and Cheese event this year.

Personnel/Nominating:

Grant presented the following slate of officers to take effect at the July meeting: Seidelman – President, Long – Vice President, Fajen – Secretary.

Grant shared the proposed slate of assignments to be considered at the July meeting.

1. Friends: Clausen, Myers
2. Personnel/Nominating: Long, Fajen
3. Operations: Brooks, Gillespie

Operations:

Gillespie and Myers shared that the Operations Committee met briefly about the future marketing of the kiosk. Library Information Coordinator, Maggie Martin, has laid out a plan of initial strategies and additional ideas. The majority of efforts will be set in motion once the Valley Junction Activity Center parking lot renovations are complete.

City Council Liaison:

Hudson expressed appreciation for Grant's deliberate and thoughtful service to the Board.

OTHER BUSINESS: No items.

CLOSED SESSION TO DISCUSS LIBRARY DIRECTOR'S PERFORMANCE APPRAISAL:

At 5:42 p.m. it was moved by Seidleman, seconded by Long to enter into closed session under Iowa Code section 21.5 (1) (i), to evaluate the professional competency of an employee or potential employee". The motion was approved unanimously by a roll call vote.

It was moved by Long, seconded by Seidelman and approved unanimously by a roll call vote, to return to open session at 6:05 p.m.

APPROVAL OF DIRECTOR'S PERFORMANCE APPRAISAL – *Action:*

It was moved by Brooks, seconded by Myers, and approved unanimously by voice vote to approve the recommendation of the personnel committee to approve the Director's Performance Appraisal.

It was moved by Seidelman, seconded by Fajen and approved unanimously by voice vote to adjourn the meeting at 6:07 p.m.

Respectfully submitted,

Attest,

Craig Long, Secretary

Susan Greenwood, Library Administrative Secretary