

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

Board	Ray Seidelman <i>President</i>	Craig Long <i>Vice President</i>	Jean Fajen <i>Secretary</i>	Mary Brooks	Andrew Clausen	Melissa L. Gillespie	Bryan F. Myers
Present	X		X	X	X	X	X

Staff	Darryl Eschete <i>Library Director</i>	Susan Greenwood <i>Executive Assistant to Director</i>	Ann Renken <i>Head of Collection Services</i>
Present	X	X	X

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

OTHERS IN ATTENDANCE: Ann Renken, Head of Collection Services.

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: A West Des Moines resident in attendance to observe as an IMLS student through University of Iowa.

APPROVAL OF MINUTES:

It was moved by Brooks, seconded by Clausen, to approve the August 15, 2023 minutes as presented. Minutes were approved unanimously by voice vote.

DIRECTOR’S REPORT:

A. FY25 Budget Planning

Director Eschete shared that planning meetings are being scheduled for upcoming budget year preparations. The City is asking departments to look for efficiencies. City Manager Tom Hadden will attend the October meeting to discuss implications of HF 718.

B. Outreach Vehicle Update

Director Eschete informed the Board that the wrap “City Map” was chosen and the progress continues with arrival expected late this fall.

C. Holiday and Closure Schedule 2024 Funding – Action

Director Eschete gave an overview of the proposed calendar year 2024 holiday and closure schedule which includes adding a second annual training day per year. The group discussed the pros and cons of scheduling the second annual training day on a federal holiday when schools are closed but other City offices are typically open, as well as possible alternative dates.

It was moved by Fajen, seconded by Brooks, to approve the 2024 Holiday and Closure Schedule. Motion approved unanimously by voice vote.

D. Gun Lock Partnership

Director Eschete shared that the library is partnering with Polk County Public Health to provide gun locks in accordance with their public awareness campaign. Several patrons have already inquired about the program and have been provided locks.

E. Community Partner Meeting, Pre-School Year

Director Eschete noted that the community partners met the afternoon of August 30 to discuss the upcoming school year and to keep the lines of communication open. This school year has been off to a good start.

F. Library Rain Garden Update

Director Eschete shared that the City continues to work on the rain garden and a potential planting near the staff entrance where a tree was previously removed.

G. Division Report – Head of Collection Services

Ann Renken was in attendance to discuss her report. Renken shared that she was pleased with the vendor who did the record cleanup. Renken is working with other division heads to oversee and improve budgeting and analytics. The library will add a few Blu-Ray titles to the collection to meet patron demand. The Board shared that that always enjoy her list of highly requested titles.

H. Public Elevator Update

Director Eschete informed that Board that the City approved a RFP with a vendor for the mechanical refurbishment of the 2 Library elevators.

I. DART Read and Ride

Director Eschete noted that Betsy Richter spent much of the day today promoting the Library at the DART hub.

J. New Eldercare Facility Added

Director Eschete shared that Betsy Richter has established the 19th deposit collection which is located at Glen Meadows.

K. Iowa Library Association Conference

Director Eschete informed that Board that seven employees will be attending the conference in Dubuque in October and five of them will be making presentations. The Board asked to see a copy of the conference schedule at the October meeting.

L. Gift Trust Update

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

APPROVAL OF BILLS - Action:

It was moved by Fajen, seconded by Myers and approved unanimously by voice vote to approve the September 19, 2023 bill list as presented.

BUDGET REVIEW:

Director Eschete noted we're roughly 20% through FY24.

ASSIGNMENT REPORTS:

Friends:

Myers noted Scott Griese is rolling off as Treasurer this year so they have elected a backup Treasurer to shadow ahead of his departure. He shared that the annual membership campaign begins this month. Myers added that Kevin Nabity, who is on the Tech Committee, is moving out of West Des Moines, the Friends will be looking for a replacement. Myers shared that the Friends approved giving the library more than requested for staff appreciation. Myers noted that the Friends expressed concern about approving a programming budget a year in advance which represents a different leadership committee.

Personnel/Nominating:

No items.

Operations:

No items.

City Council Liaison:

Hudson commented that he continues to be overwhelmed by the community and Friends support of the library. Hudson asked about role that volunteers play at the library. Director Eschete responded that aside from the Board and Friends roles there are a variety of volunteer tasks including pulling hold list materials and re-shelving returned materials, making deliveries to homebound patrons, cleaning, and serving through things like the Teen Advisory Board. Hudson inquired about Teen Center happenings since school started a month ago. Director Eschete responded that things have been going well and that no students are allowed off campus during the day, which will also means no introductory field trips to the Library. Hudson shared thoughts and concerns related to HF 718 and the budget implications to cities, including West Des Moines.

OTHER BUSINESS:

No items.

It was moved by Myers, seconded by Fajen and approved unanimously by voice vote to adjourn the meeting at 5:51 p.m.

Respectfully submitted,

Attest,

Jean Fajen, Secretary

Susan Greenwood, Executive Assistant to Director