

President Ray Seidelman called the regularly scheduled meeting of the West Des Moines Library Board of Trustees to order at 5:01 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	Jen Ohzourk <i>Library Interim Director</i>	Susan Greenwood <i>Executive Assistant to Director</i>	Louise Alcorn <i>Library Technology Coordinator</i>	Council	Greg Hudson <i>Council Liaison</i>
Present	X	X	X	Present	X

OTHERS IN ATTENDANCE: None.

APPROVAL OF AGENDA:

It was moved by Fajen, seconded by Gillespie, to approve the agenda as presented. Agenda was approved unanimously by voice vote.

PUBLIC FORUM: No public attendees.

APPROVAL OF MINUTES OF JANUARY 16, 2024 MEETING

It was moved by Long, seconded by Clausen, to approve the January 16, 2024 minutes as presented. Minutes were approved unanimously by voice vote.

DIRECTOR'S REPORT:

A. Library of Things and partnership with the American Heart Association

Interim Director Ohzourk shared that she and Alcorn met with a representative from the American Heart Association about providing blood pressure monitors for checkout. They were rolled out on Valentine's Day and Ohzourk attended the DSM Heart Ball as an ambassador for the effort.

B. Polk County Emergency Management Agency Annual Partnership Meeting

Interim Director Ohzourk shared that she attended the Polk County EMA Annual Partnership meeting which was a good opportunity to learn more about the EMA work and she was able to network with other local library representatives about the role of metro area libraries as cooling and warming centers.

C. Outreach Vehicle Update

Interim Director Ohzourk shared that Jenna Ehler and Maggie Martin were able to visit and sign off on the vehicle as well as attend LibLearnX to showcase the truck. The truck has arrived and is awaiting final technology installations, there are plans in motion for official unveiling events this spring.

D. Request for Gift Trust Usage: Outreach Vehicle Wrap - Action

Interim Director Ohzourk shared that the complexity of the wrap caused the final price of the truck to be over budget by \$3,410. She asked that the Board consider funding the overage from Gift Trust and/or ask the Friends Foundation to share in the overage expense.

It was moved by Gillespie, seconded by Fajen, and approved unanimously by voice vote to approve that the \$3,410 additional expense for the outreach truck wrap be funded from the Gift Trust.

E. City Sounds Proposal

Ohzourk shared that representatives of the City Sounds project had reached out to the library to follow up on conversations that began last year regarding having a City Sounds Piano placed at the Library. Last year the Board has concerns about the agreement and the procedures. Board members added that they would also want library programming to tie into a placement. The Board indicated that it is not a project they want to pursue this year.

F. Library Legislation

Ohzourk thanked the Board for reading the legislative update emails being forwarded by her. She noted that none of the proposed bills set to potentially negatively impact Iowa libraries made it through the funnel.

G. Request for Gift Trust Usage: Staff Shirts – Action

Interim Director Ohzourk provided information about the request to fund staff shirts.

It was moved by Fajen, seconded by Myers, and approved unanimously by voice vote to approve the use of \$4,000 of Gift Trust funds for logoed apparel for library employees.

H. Recent Outreach Opportunities

Interim Director Ohzourk shared information about recent outreach efforts. She has recently represented the library along with other metro library leaders at an event of the Des Moines Women's Club. She also met with Boy Scouts Troup 48. Maggie Martin attended a career fair at Iowa State as a representative of the library.

I. Budget Updates

Interim Director Ohzourk gave information about the approaching budget workshop, the City's budget team recommendations, and about upcoming decisions that will need to be made regarding funding of our supplemental request for new AMH/RFID equipment as well as additional line-item budget cuts.

J. Training Day Spring 2024

Interim Director Ohzourk shared that Training Day was great and the survey was sent to staff today, results to be provided at the March meeting.

K. Division Report – Library Technology Coordinator

Louise Alcorn provided a written report covering eContent Use, Grants – Emergency Connectivity Fund, Digital and Technology Stats, Library of Things, Hublets, and Tech Audit/Tech Map Update. She also provided a view of the technology map worked on with ReThinking Libraries.

L. Incident Reports

Interim Director Ohzourk gave an overview of incidents since last month's meeting.

M. Gift Trust Update

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

APPROVAL OF BILLS - *Action:*

Myers asked about the payment to Library Market. Alcorn responded that they are the vendor who maintains the library website. Myers asked about the payment to the Friends of the WDM Public Library, Greenwood responded that with the transition to Clover and through assessment with Finance it was decided to let the booksale revenue flow through the City and then remit the amount back to the Friends monthly for better money handling and transparency. Myers asked what services are provided by the New York Times in that expense. Alcorn responded that it represents the online access. The Board suggested this is an expense they might ask to discuss with staff further in the future.

It was moved by Myers, seconded by Gillespie and approved unanimously by voice vote to approve the February 20, 2024 bill list as presented.

BUDGET REVIEW:

Interim Director Ohzourk provided the updated budget report. Myers inquired about the newly added p-card report. Greenwood responded that through conversations with Finance it was decided that providing this report would give the Board a more transparent picture of the expenses paid by p-card, otherwise they lag and appear only without detail in the total year to date expenses.

ASSIGNMENT REPORTS:

Friends:

Clausen shared that the Friends Candlebar fundraiser was successful and that plans are in the works for the spring Wine, Beer and Cheese fundraiser. He noted that the membership committee is actively recruiting to fill six open spaces, especially looking for people with IT experience.

Personnel/Nominating:

1. Search Committee Update

Fajen, as head of the Search Committee, shared that of over 20 applications were received by City of WDM Human Resources. Applicants who met minimums were phone screened by the Library's Senior HR Business Partner, Tammy Gillund. Ten applicants meeting the statistical threshold were invited to respond a written questionnaire. Eight of the ten responded and were scored individually by the Search Committee. The top four top candidates, statistically, will be invited to a day-long schedule of in-person panel interviews and tours on March 7. Depending on the outcome of the interview day the Board will consider if additional recruitment steps are needed before hiring.

Operations:

Gillespie shared that Alcorn presented to the Operations Committee on the Technology Audit and that Alcorn is satisfied with the outcome and will continue to update the map to best serve library and IT staff.

City Council Liaison:

Hudson spoke about the budget workshop preparations as well as the legislative items related to libraries before leaving for a school concert at 5:30.

OTHER BUSINESS:

Fajen shared that she's accepting t-shirt order requests for the library's Bozz Print design.

It was moved by Fajen, seconded by Clausen and approved unanimously by voice vote to adjourn the meeting at 6:31 p.m.

Respectfully submitted,

Attest,

Jean Fajen, Secretary

Susan Greenwood, Executive Assistant to Director