

Secretary Jean Fajen called the special meeting of the West Des Moines Library Board of Trustees to order at 1:02 p.m.

<b>Board</b>	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
<b>Present</b>	electronically	electronically	electronically	electronically		electronically	electronically

<b>Staff</b>	Jen Ohzourk <i>Library Interim Director</i>	Susan Greenwood <i>Executive Assistant to Director</i>
<b>Present</b>		X

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

OTHERS IN ATTENDANCE: Tammy Gillund, Elizabeth Lovell, Andrea Solomon, Betsy Richter, Todd Sadler, Ryan Penning, Brandon Denner, Audrey Kennis, Hailey McKinney, Angie Arthur, Tim Stiles, Heather Hildreth, Maggie Martin, Jenna Ehler, Jamie Letzring, Heather Martin, Alana Hetland, Karen Steele

**APPROVAL OF AGENDA – ACTION:**

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

**PUBLIC FORUM:** No public attendees.

**PERSONNEL / NOMINATING - SEARCH COMMITTEE UPDATE:**

Fajen gave an overview of the coordination and analysis provided by City of West Des Moines Human Resources, sharing that the Director opening was posted in December and closed January 26. Twenty applications were received and through minimum requirements, an HR phone screening and a written questionnaire, the pool of applicants was narrowed to the top four candidates, statistically. Those candidates are invited to in-person interviews on Thursday, March 7. They will rotate through three interview groups, a library tour, a lunch panel and a city tour. Fajen noted that hiring the Library Director is an act of the Library Board of Trustees but they are looking for feedback from everyone involved in the interview day: Library staff, City leaders, Friends Foundation and WDM community members.

**OTHER BUSINESS:** No items.

**ADJOURNMENT – ACTION:**

It was moved by Long, seconded by Brooks and approved unanimously by voice vote to adjourn the meeting at 1:38 p.m.

Respectfully submitted,

Attest,

Jean Fajen, Secretary

Susan Greenwood, Executive Assistant to Director