

Mary Brooks called the regularly scheduled meeting of the West Des Moines Library Board of Trustees to order at 5:00 p.m. THIS MEETING WAS HELD ELECTRONICALLY. PUBLIC INPUT WAS MADE POSSIBLE IF ATTENDEES JOINED THE PRE-PUBLICIZED ZOOM MEETING. The format of this meeting was due to the State Public Health Emergency Declaration regarding Covid-19 and was conducted pursuant to Iowa Code 21.8 and the Proclamation of Governor Kim Reynolds dated November 10, 2020.

<b>Board</b>	Mary Brooks <i>President</i>	Joe Pollpeter <i>Vice President</i>	Carol Grant <i>Secretary</i>	Melissa L. Gillespie	Bryan F. Myers	Ray Seidelman	Ann Warren
<b>Present</b>	electronically	electronically	electronically	electronically	electronically	electronically	electronically

<b>Staff</b>	Darryl Eschete <i>Library Director</i>	Susan Greenwood <i>Secretary</i>	Missy Brush <i>Senior HR Generalist</i>
<b>Present</b>	electronically	electronically	electronically

<b>Council</b>	Renee Hardman <i>Council Liaison</i>
<b>Present</b>	Absent due to City Council meeting

Other Library staff attendees electronically via Zoom: Heather Hildreth

PUBLIC FORUM: No public attendees present via Zoom.

**APPROVAL OF MINUTES:**

Greenwood noted a mistake in the COVID Operations section of the December 15, 2020 Minutes. The last sentence should read "...curbside only through January 10..." not December 10. The error has been fixed in the official record.

It was moved by Grant, seconded by Seidelman, to approve the December 15, 2020 minutes as previously amended. Minutes were approved unanimously by individual voice votes.

It was moved by Pollpeter, seconded by Myers, to approve the January 5, 2021 minutes as presented. Minutes were approved unanimously by individual voice votes.

**DIRECTOR'S REPORT:**

Building Renovations – Progress Report

Director Eschete provided some photos of the renovation showing drywall installation is occurring and shared that construction continues to be on or ahead of schedule. Staff will meet with contractors at the February 3 construction meeting to firm up a timeline for the last closure where all the final moves will be made and all furniture will be put in place.

COVID Operations

Director Eschete informed the Board that traffic has been manageable in the building. The Board discussed the messaging in the building about policies related to masks and social distancing and expressed their support for the current system.

Exterior Building Lighting

Director Eschete continues to be in contact with Josh Clayworth about the exterior lighting upgrades although the delay has been caused by supply issues. The city's contractor will also carry out a change over of some fixtures in the children's area reading nook to a cool-touch LED thanks to a grant from MidAmerican Energy.

#### Training Day Planning

Director Eschete reported that the program for the 2021 all-staff training day has been finalized. The training will be held via Zoom and will feature 2 external presenters – Dr. Ferguson of WDMCS speaking about diversity and inclusion and Sara Zetterfall talking about the role of social work in public libraries. There will also be internal presentations on active shooter safety, a hands-on demonstration of yoga techniques beneficial in the workplace as well as an HR update and open forum.

#### Recruitment

Director Eschete shared that recruitment for the new Adult Programming and Library Information Coordinator is underway. He also noted that Betsy Richter has moved into the Homebound and Outreach Coordinator position leaving an open recruitment for a full-time Circulation Assistant. There is also a part-time Circulation Assistant position and a Collection Services Assistant position open.

#### DOT Kiosk Agreement Renewal

Director Eschete reported on the issues with the DOT kiosk recently. He shared that in the earlier years the maintenance and troubleshooting was handled more swiftly. Director Eschete added that while the kiosk doesn't belong to the Library it reflects poorly on the Library when it does not work. Board members who have worked the concierge desk shared their experience with patron frustrations due to kiosk issues. The Board suggested making written contact with the DOT giving notice of intent to not renew in the fall of 2021, in the event that issues persist.

#### Segregated Patron Network – Gift Trust – Action

Director Eschete reported that changes to the City's internet network filtering have created issues with patron open access to information. The Board was interested in learning more about the philosophical specifics of open access and how that's achieved safely in the library environment. Myers noted difficulty in knowing if the proposal is the best solution. Eschete expressed his confidence that the City's IT department had done their research and provided the best solution as well as a system they'd be willing and able to support. It was moved by Grant, seconded by Gillespie, to approve the use of Gift Trust funds for the creation of a segregated patron network. The motion was approved unanimously by individual voice votes.

#### "Moment with the Board" Blog Post Discussion

President Brooks shared the idea of a Board-led blog series where each member would take a turn writing content to be posted by the Library staff on the Library blog. She noted that she has seen this in other libraries, and it provides a personal connection between patrons and the Board. Hearing no objections, Brooks offered to write the initial post.

#### Division Report – Circulation

Head of Circulation, Heather Hildreth, provided a written summary as a part of the Director's report and shared that staff continue to serve 40-50 patrons per day via curbside. She also shared excitement in having Betsy Richter transition to the Homebound and Outreach Coordinator role and it's something she's passionate about and she has formed connections with those patrons. The Board expressed their appreciation for all the hard work continuing to provide services to the community throughout the challenges of the pandemic and the renovation.

Borrowing Policy Review and Update – Action

Director Eschete noted that these updates are housekeeping items to ensure that the formal policy reflects changes made to borrowing for magazines, hotspots and DVDs.

It was moved by Seidelman, seconded by Warren, to approve the change in borrowing policies on magazines, DVDs and hotspots. The motion was approved unanimously by individual voice votes.

Book Club Sets – Gift Trust – Action

Director Eschete reminded the Board of last month's discussion about the new vault shelving and storage system for book club sets. Staff have requested logoed vinyl bags to sort, store and lend the book club sets in. The total cost for the bags is \$1,600.

It was moved by Gillespie, seconded by Pollpeter, to approve the use of Gift Trust funds totaling \$1,600 for the purchase of vinyl bags in which to keep book club sets. The motion was approved unanimously by individual voice votes.

Valley Junction Kiosk Usage Report

Director Eschete reported on usage of the kiosk remaining steady.

Gift Trust Report

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

**APPROVAL OF BILLS - Action:**

It was moved by Myers, seconded by Pollpeter, to approve the January 19, 2021 bill list as presented. Bills approved unanimously by individual voice votes.

**BUDGET REVIEW:**

Director Eschete noted that the budget workshop with City Council is set for February 6.

**ASSIGNMENT REPORTS:**

Friends: Seidelman shared that there was no meeting in December but that he will attend the January meeting. He added that there is also a virtual author event to follow and encouraged anyone interested to sign up.

Personnel/Nominating: The committee has not met.

Operations: The committee has not met but the representatives will assist with the grand reopening event planning committee.

City Council Liaison: Councilwoman Hardman was unable to attend this evening due to City Council being scheduled simultaneously.

**OTHER BUSINESS:**

The Board recognized Ellen Smith for her many years of service and dedication to the West Des Moines Library and wished her the best in her retirement. The Board will be sponsoring a set of book plates in recognition of Smith.

It was moved by Pollpeter, seconded by Seidelman, and approved unanimously by individual voice votes, to adjourn the meeting at 6:12 p.m.

Respectfully submitted,

Attest,

Carol Grant, Secretary

Susan Greenwood, Library Administrative Secretary