

Mary Brooks called the regularly scheduled meeting of the West Des Moines Library Board of Trustees to order at 5:02 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 February 5, 2021.

Board	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
Present	electronically	electronically	electronically	electronically	electronically	electronically	electronically

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

Council	Renee Hardman <i>Council Liaison</i>
Present	electronically

Other Library staff attendees electronically via Zoom: Louise Alcorn

PUBLIC FORUM: One public attendee present via Zoom. No items discussed.

APPROVAL OF MINUTES:

It was moved by Pollpeter, seconded by Grant, to approve the January 19, 2021 minutes as presented. Minutes were approved unanimously by individual voice votes.

DIRECTOR'S REPORT:

COVID-Related Issues

Director Eschete informed the Board that one patron has had ongoing communication with the Mayor, City Manager, City Attorney, Library Director and Board President regarding the requirement of masks in the building for patrons over 2 years of age in accordance with the CDC's recommendations for public health. The Library allows for exemptions from the mask requirement if the patron maintains 6 feet of social distance from staff. The City Attorney reaffirmed that the policy is within the Library's scope of authority and suggested that the Board discuss if clarification could be added to messaging. The group expressed collective intention in following the City Attorney's recommendation while also making staff safety a priority. It was suggested that adding the governor's language "...unless it is unsafe to do so" could help clarify. Hardman asked how enforcement would be handled. Director Eschete responded that Library staff are not required to question patrons. However, if an unmasked patron approaches staff or a service desk, staff do have the right to ensure their own safety by asking the patron if they're able to wear a mask, and if not, ask them to please maintain their distance. The signage and online messaging will be updated accordingly.

Building Renovations – Progress Report

Director Eschete shared that discussions with contractors at the last construction meeting suggest that the bulk of work will be done by the end of February. The closure to reset the building and bring materials and furniture back from storage can start on March 1 with the building closure to last 6-8 weeks. Staff have prepared public communication which will start going out tomorrow.

Exterior Building Lighting

Director Eschete shared that lighting upgrades are still in progress.

Training Day Report

Director Eschete reported that the 2021 all-staff training day was a great success. The training was held via Zoom and featured 2 external presenters and several internal presentations.

Recruitment

Director Eschete shared that following Ellen Smith's retirement the hiring process is underway with a great pool of qualified candidates.

DOT Kiosk Update

Director Eschete reported that the DOT will remove the kiosk on March 1. Staff will ensure online listings are updated and that a list of alternative locations is available for patrons upon reopening.

Division Report – Library Technology

Library Technology Coordinator, Louise Alcorn, provided a written summary as a part of the Director's report. Seidelman expressed agreement with the decision to postpone the roll-out of the new app in accordance with the post-renovation reopening. Seidelman asked about the role that City IT plays in Library Technology. Alcorn responded that the relationship has evolved over the years. The City affords the Library some autonomy, but large purchases and software needs are coordinated through them to ensure best pricing and ongoing support.

Valley Junction Kiosk Usage Report

Director Eschete reported on usage of the kiosk remaining steady with anticipated increase in usage during the closure and as weather warms up.

Story Room Mural

Director Eschete shared that with the help of Parks and Recreation and the WDM Public Arts Advisory Commission a Call for Artists has been prepared and with a \$30/sq ft anticipated expense the board can anticipate a gift trust request around \$6,000 coming in the future.

STEM Kit Borrowing Policy – Action

Director Eschete stated that with the addition of less expensive STEM kits to the circulation collection, the fine structure needs adjusted. In the event a kit is never returned, lost or damaged the full cost would still be charged for replacement.

It was moved by Grant, seconded by Myers, to approve the lowering of the maximum fine for late STEM kits from \$100 to \$5. The motion was approved unanimously by individual voice votes.

Gift Trust Report

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

APPROVAL OF BILLS - Action:

It was moved by Pollpeter, seconded by Seidelman, to approve the February 16, 2021 bill list as presented. Bills approved unanimously by individual voice votes.

BUDGET REVIEW:

Director Eschete noted that the budget workshop with City Council was held on February 6 and went well. He shared that the Library's efforts were praised by Councilwoman Hardman as well as Councilmen Trimble and McKinney.

ASSIGNMENT REPORTS:

Friends: Seidelman attended the January meeting and noted that the author event was very well attended. He added that there is a virtual author event related to grief and grieving to follow the February meeting and encouraged anyone interested to sign up. The Friends will be working with Darryl to coordinate a staff appreciation gift. Seidelman shared that the Friends received a very generous donation from a family trust. Warren will be attending a subcommittee meeting tomorrow and will attend the February meeting as well.

Personnel/Nominating: Brooks will be working with Missy Brush of HR in preparation for the Director's annual evaluation. Brooks also noted that there are 3 trustees with terms expiring this year, she asked those trustees to consider if they wish to be reappointed and let her know.

Operations: The committee members participated in the first grand reopening event planning meeting. Brooks shared that the committee discussed several potential event structures and that a variety of June weekend dates were being considered. The group will meet again in a couple of weeks.

City Council Liaison: Councilwoman Hardman shared that the budget workshop lasted nearly nine hours. She added that the Library is the community's number one asset and provides a place where people feel comfortable. She spoke about the important role that the Friends play in the Library's mission and serving homebound patrons.

OTHER BUSINESS:

Brooks reminded trustees that if they have not already submitted contributions for the Ellen Smith book plates to do so through Susan Greenwood.

Eschete shared that he is working with the City of Cumming to draft a 28E agreement to provide their library services. Cumming previously contracted with the City of Norwalk and the proposal will provide around \$17,000 in revenue.

Brooks also reminded Eschete to order Iowa Library Trustee Handbooks for the Trustees this spring.

It was moved by Seidelman, seconded by Grant, and approved unanimously by individual voice votes, to adjourn the meeting at 6:19 p.m.

Respectfully submitted,

Attest,

Carol Grant, Secretary

Susan Greenwood, Library Administrative Secretary