

Mary Brooks called the regularly scheduled meeting of the West Des Moines Library Board of Trustees to order at 5:01 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	

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	

PUBLIC FORUM: No public attendees via Zoom.

APPROVAL OF MINUTES:

It was moved by Gillespie, seconded by Pollpeter, to approve the February 16, 2021 minutes as presented. Minutes were approved unanimously by individual voice votes.

DIRECTOR’S REPORT:

Building Renovations – Progress Report

Director Eschete informed the Board that 2nd floor shelving is being relocated and the Teen Center is taking shape. Movers began brining books back from storage this week and staff are steadily unboxing. Seidelman asked about curbside service and plans for reopening. Director Eschete responded that staff will offer curbside 4-7pm to start and will expand once the collections are in place. Contractors expect to need the entire closure to complete electrical updates, furniture installations and punch list completion.

Recruitment

Director Eschete shared that the hiring process for the Library Information Coordinator position is ongoing with interviews set. He noted that Shirley Houghtaling, Head of Adult Services, will be retiring at the end of April. Director Eschete added that she pushed back her retirement date to help during the closure, which is indicative of the type of great service she has provided over the last 20+ years.

DOT Kiosk Update

Director Eschete reported that the DOT was removed on March 1, online listings have been updated and a list of alternative locations is available for patrons.

Division Report – Collection Services

Head of Collection Services, Ann Renken, provided a written summary as a part of the Director’s report. The Board expressed their appreciation for the hard work of the Collection Services Department.

Valley Junction Kiosk Usage Report

Director Eschete reported that Betsy Richter, as the Homebound and Outreach Coordinator, will be transitioning into the role of servicing the kiosk and has some ideas about increasing awareness and reducing the barriers to obtaining a Library card, which is required prior to using the kiosk.

Story Room Mural Call for Artists

Director Eschete shared that only one submission has been received so far but there is still plenty of time before the deadline.

Dr. Seuss Issue

Director Eschete provided the wording used to respond to a media inquiry about the emerging Dr. Seuss issue. He shared that he was among the staff coordinating a response on behalf of the Iowa Library Association which encourages no censorship while remaining sensitive to representation and social justice.

2021 Library Trustee Handbook

Director Eschete stated that copies of the handbook have been printed for Board members to pickup at their convenience. Brooks shared that she reviewed the document and asked that official approval of the agenda be added to the action items going forward.

Enrich Iowa

Director Eschete noted that he signed and returned the paperwork for Direct State Aid, Open Access Reimbursement and Interlibrary Loan reimbursement.

Cumming Library Service Agreement

Director Eschete shared that the WDM Library has been approached by the City of Cumming about providing their residents with Library service. Director Eschete shared a copy of the draft service agreement.

Gift Trust Report

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

APPROVAL OF BILLS - *Action*:

It was moved by Gillespie, seconded by Myers, to approve the March 16, 2021 bill list as presented. Bills approved unanimously by individual voice votes.

BUDGET REVIEW:

Director Eschete noted that staff are working with City Finance on outstanding renovation related items like new lamps, updated signage and additional furniture. It is anticipated that most major items will be addressed this fiscal year. Director Eschete informed the Board that Youth Services will soon provide a concept for funding an outreach vehicle.

ASSIGNMENT REPORTS:

Friends: Seidelman shared that the Friends will host a grand reopening celebration on the evening of Friday, June 11. The Board and Library staff will work together to host an Open House on Saturday, June 12. The wine and cheese event will be hosted as a fundraiser-to-go this year. Gillespie noted that the Friends will be looking for 4-5 replacements this year.

Personnel/Nominating: Brooks reminded the Board that expiring terms are coming up. She shared that Pollpeter will not be seeking reappointment. Pollpeter shared that he will use the spare time to spend with family. Brooks noted that the Director appraisal process is underway.

Operations: Myers shared that the next grand reopening meeting is upcoming.

City Council Liaison: No report.

OTHER BUSINESS:

Brooks remains hopeful that the Board will be able to return to in person meetings soon.

It was moved by Seidelman, seconded by Pollpeter, and approved unanimously by individual voice votes, to adjourn the meeting at 6:01 p.m.

Respectfully submitted,

Attest,

Carol Grant, Secretary

Susan Greenwood, Library Administrative Secretary