

President Mary Brooks called the regularly scheduled meeting of the West Des Moines Library Board of Trustees to order at 5:00 p.m.

Board	Mary Brooks <i>President</i>	Carol Grant <i>Vice President</i>	Ray Seidelman <i>Secretary</i>	Melissa L. Gillespie	Bryan F. Myers	Matthew Olson	Ann Warren
Present	X	X	X	X	X	X	

Staff	Darryl Eschete <i>Library Director</i>	Susan Greenwood <i>Administrative Secretary</i>
Present	X	X

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

APPROVAL OF AGENDA:

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

PUBLIC FORUM: No public attendees.

APPROVAL OF MINUTES:

It was moved by Myers, seconded by Olson, to approve the August 17, 2021 minutes as presented. Minutes were approved unanimously by voice vote.

DIRECTOR’S REPORT:

A. Iowa Library Association Conference

Director Eschete informed the Board that he is chair of the local arrangements committee working on the upcoming conference to be held in Des Moines.

B. City Strategy Session

Director Eschete reported that a multiday strategy session is coming soon, and that senior staff have prepared SWOT analyses of their departments that have been given to the City Manager’s Office in preparation. The new DEI Coordinator started yesterday, and she will be involved with the session as well.

C. The Iowa Files: A History Series

Director Eschete shared that last Sunday’s program had 21 attendees in person and 7 online.

D. Pedestrian Activated Signal

Director Eschete reported that the HAWK beacon will be installed this fall and will be such a safety asset for residents walking or biking over from the other side of Mills Civic Parkway.

E. Request for Gift Trust Usage – Display Furnishings (additional funding) – Action

Director Eschete shared that a misunderstanding in the original quote was discovered in that the shipping/handling wasn’t included and after final measurements and finishes were chosen there was an outstanding balance due.

It was moved by Gillespie, seconded by Grant, to approve the request for use of \$5,175 of gift trust money to complete the purchase of display furnishings. Motion approved by voice vote.
 Aye: Brooks, Grant, Seidelman, Gillespie, Olson; Nay: Myers

F. Request for Gift Trust Usage – Digital Signage Setup Fee – Action

Director Eschete noted that current Digital Signage software is freeware that was provided with the monitors. Going to a management system will allow for easier and more efficient updating of digital signs by the Library Information Coordinator.

It was moved by Myers, seconded by Seidelman, to approve the request for use of \$650 of gift trust money for digital signage setup. Motion approved unanimously by voice vote.

G. Division Reports – Action

a. Library Technology Coordinator

Director Eschete informed the Board that Louise Alcorn's report is included in the packet. He shared that one action item is included to update the Hotspot borrowing policy.

It was moved by Seidelman, seconded by Gillespie, to approve the updated Hotspot borrowing policy. Motion approved unanimously by voice vote.

b. Head of Collection Services

Director Eschete shared that Ann Renken's report is included in the packet. He made note that switching jobbers is a large ongoing task for Collection Services.

H. Valley Junction Kiosk Usage Report

Director Eschete shared that kiosk use continues to look good.

I. 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 Seidelman, to approve the September 21, 2021 bill list as presented. Bills approved unanimously by voice vote.

BUDGET REVIEW:

Director Eschete shared the budget reports.

ASSIGNMENT REPORTS:

Friends:

The Board discussed representation at this month's Friends meetings due to Olson's departing from the Board and moving to Arizona due to this wife's job change.

a. Request for Approval of Grant and Funding Application for Friends Foundation – Action

No update was available at the time of the meeting regarding discussion of the application at last month's Friends meetings.

It was moved by Grant, seconded by Olson, to table the approval of the use of the Grant and Funding Application by the Friends Foundation. Motion approved unanimously by voice vote

Personnel/Nominating:

No items.

Operations:

Myers shared the Operations representatives met virtually on September 16 to discuss the Strategic Planning RFP. During the meeting, Myers and Gillespie helped add details and clarify wording in the RFP cover letter drafted by Director Eschete and Library Administration. Eschete shared that the updated document has been forwarded to City Legal for review. Myers went over the timeline that should result in the plan being approved at the June 2022 meeting.

City Council Liaison:

Councilwoman Hardman had a conflict this evening, thanks to Councilman Greg Hudson for filling in. Councilman Hudson shared his appreciation for the Board and staff and expressed vested interest in ensuring the Teen Center has sufficient staffing to be successful. Councilman Hudson will check on the Mayor's nominating process regarding Olson's replacement.

OTHER BUSINESS:

No items.

It was moved by Olson, seconded by Seidelman and approved unanimously by voice vote to adjourn the meeting at 6:00 p.m.

Respectfully submitted,

Attest,

Ray Seidelman, Secretary

Susan Greenwood, Library Administrative Secretary