

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	Craig Long	Bryan F. Myers	Ann Warren
Present	X	X	X	X	<i>electronically</i>		X

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

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

APPROVAL OF AGENDA:

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

PUBLIC FORUM: No public attendees.

APPROVAL OF MINUTES:

Greenwood shared a correction to the date in the approval of minutes section. It was moved by Gillespie, seconded by Warren, to approve the December 21, 2021 minutes as previously amended. Minutes were approved unanimously by voice vote.

DIRECTOR'S REPORT:

A. Security Update – External Cameras

Director Eschete informed the Board that work will begin on installing the approved external cameras in February.

B. Operations - COVID

Director Eschete reported that in-person youth programming has been cancelled through January. Director Eschete shared a letter signed by seven employees expressing concerns about being open to the public in the current state of the pandemic. The Board discussed the employee concerns and expressed support for reducing programming as needed, especially with groups children who are still too young to be eligible for vaccination. The Board expressed the importance of continuing to provide service to the public.

C. Strategic Plan

Director Eschete shared that all the paperwork has been signed with Bâton Global and that they will be scheduling interviews with a small group of individual stakeholders to get started.

D. Patron Survey – Psychosocial Needs

Director Eschete reported Julie Cook, social work intern, has put together a patron survey to gauge the psychosocial needs of our users. Grant emphasized the library's core strengths and not straying too far beyond our core mission. The Board gave their support in conducting the survey and will be interested to see the results.

E. Trustee Training Opportunity – Iowa Libraries Online Conference

Director Eschete shared the Iowa Libraries Online Conference for which the link was forwarded in an email by Brooks. These types of trainings can be counted toward the Board's annual training requirement.

F. Staff Training Day

Director Eschete shared that training on Presidents Day will be held in a hybrid format with a Reader's Advisory session led by Jen Ohzork, a session on serving neuro-atypical patrons by Kate Thompson and Rachel Bussan, a safety module led by Director Eschete and an external presenter, Eileen Swoboda, will present on incorporating play into the workday.

G. Division Report – Head of Circulation – Heather Hildreth

Hildreth shared that most outreach facilities are still allowing deliveries and that Homebound and Outreach Assistant, Betsy Richter has even added some in-person programs at facilities. Hildreth shared that she expects to see new records in circulations this year. Hildreth shared ongoing work with interlibrary loan, database cleanup and kiosk maintenance. The Board thanked Hildreth for the work she and her team do.

H. Valley Junction Kiosk Usage Report

Director Eschete shared the monthly kiosk usage report.

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 Seidelman, seconded by Gillespie and approved unanimously by voice vote to approve the January 18, 2022 bill list as presented. Bills approved unanimously by voice vote.

BUDGET REVIEW:

Director Eschete shared the monthly budget report.

ASSIGNMENT REPORTS:

Friends:

Warren shared that next week's meeting is being held virtually. Brooks shared there will be six Friends positions open in July. Renee and Mary will meet with the Mayor next week to discuss Board related processes and procedures. Brooks also noted that the Friends Treasurer had to step down, so Scott Griese has reassumed the position until a replacement is named.

Personnel/Nominating:

No items.

Operations:

No items.

City Council Liaison:

Councilwoman Hardman is out at the City Council meeting this evening. Brooks spoke very highly of the 3rd Annual Martin Luther King Jr. event held at the RecPlex. Eschete reported that Library staff will be looking into ways to get involved for next year's event.

OTHER BUSINESS:

No items.

It was moved by Seidelman, seconded by Warren and approved unanimously by voice vote to adjourn the meeting at 5:59 p.m.

Respectfully submitted,

Attest,

Ray Seidelman, Secretary

Susan Greenwood, Library Administrative Secretary