

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	X	X	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	

Others in attendance: Jen Ohzourk

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 Long, seconded by Seidelman, to approve the April 19, 2022 minutes as presented. Minutes were approved unanimously by voice vote.

DIRECTOR’S REPORT:

A. Library Patron Behavior Policy – Legal Department Review – Action

Director Eschete informed the Board that the City’s Legal team reviewed the Behavior Policy before taking it to City Council for approval and provided some feedback items for the Board to consider. The Board discussed the suggestions and provided the following changes to be made to the policy:

#14 – no change

#21 – no change

#24 – remove last sentence.

Minor Violations – change last bullet point to “Accumulation of violations will be measured on a 30-day rolling basis.”

Major Violations – change last bullet point to “Accumulation of violations will be measured on a 12-month rolling basis “

Appeals – no change

It was moved by Gillespie, seconded by Myers and approved unanimously by voice vote to make the noted changes to the Library Patron Behavior Policy and provide the amended version to the City for inclusion in the City Code. Motion approved unanimously by voice vote.

B. Kiosk Damage

Director Eschete reported that the kiosk is back in service as of yesterday. Special thanks to Betsy Richter for investigation and repair.

C. Teen Center Update

Director Eschete noted that the sign in desk has made a measurable difference.

D. Strategic Plan Update

Director Eschete provided the update from Bâton Global.

E. External Security Cameras

Director Eschete reported that the cameras will arrive earlier than expected and will be installed this summer.

F. Library Parking Lot Work & Tree Enhancement

Director Eschete shared that the repair work to the parking lot is moving along quickly. He also shared that he met with the City's Urban Forestry Supervisor who is formulating a plan to replace the trees in the parking lot islands with a heartier variety for that setting.

G. Division Report – Adult Services – Jen Ohzourk

Ohzourk shared that continuing and boosting programs has been a focus.

The Board thanked her and expressed their appreciation for the hard work of her and the Adult Services team.

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 Myers, seconded by Seidelman and approved unanimously by voice vote to approve the May 17, 2022 bill list as presented.

BUDGET REVIEW:

Director Eschete shared the monthly budget report. Staff are reviewing fiscal year end reports.

ASSIGNMENT REPORTS:

Friends:

Long attended the last meeting which was a wrap up from the Wine, Beer and Cheese event. There were a couple of concerns about money control procedures that will be addressed. There is an Author event following the Friends meeting next Tuesday.

Personnel/Nominating:

The Personnel/Nominating Committee presents the following potential slate of officers for the upcoming year, effective beginning with the July meeting:

1. Carol Grant, President
2. Ray Seidelman, Vice President
3. Craig Long, Secretary

It was moved by Myers, seconded by Gillespie and approved unanimously by voice vote to approve the slate of offices.

Operations:

The members participated in the Baton Global Focus Groups. There will be an upcoming meeting to review the strategic plan.

City Council Liaison:

No report, Councilwoman Hardman is on a City Council bus tour this evening. Warren's resignation from the Board was accepted by City Council at their last meeting. Warren's replacement has not yet been appointed.

OTHER BUSINESS:

The Board recognized and thanked Warren for her service to the Library Board of Trustees and the West Des Moines Community. Brooks provided information about an upcoming "Road to the Bee" documentary. Eschete shared he will be out of the office starting May 24 returning June 2.

CLOSED SESSION TO DISCUSS LIBRARY DIRECTOR'S PERFORMANCE APPRAISAL:

At 6:00 p.m. it was moved by Grant, seconded by Gillespie to enter into closed session under Iowa Code section 21.5 (1) (i), to evaluate the professional competency of an employee or potential employee". The motion was approved unanimously by a roll call vote.

It was moved by Gillespie, seconded by Seidelman and approved unanimously by a roll call vote, to return to open session and adjourn the meeting at 6:13 p.m.

Respectfully submitted,

Attest,

Ray Seidelman, Secretary

Susan Greenwood, Library Administrative Secretary