

Vice President Ray Seidelman called the regularly scheduled meeting of the West Des Moines Library Board of Trustees to order at 5:01 p.m.

<b>Board</b>	Carol Grant <i>President</i>	Ray Seidelman <i>Vice President</i>	Craig Long <i>Secretary</i>	Mary Brooks	Jean Fajen	Melissa L. Gillespie	Bryan F. Myers
<b>Present</b>		X	X	X	X	X	X

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

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

**APPROVAL OF AGENDA:**

It was moved by Fajen, seconded by Brooks, 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 Gillespie, seconded by Brooks, to approve the August 16, 2022 minutes as presented. Minutes were approved unanimously by voice vote.

**DIRECTOR’S REPORT:**

A. School Year Update

Eschete informed the Board that the school year is off to a much better start this year. The collaboration with the school district has been helpful.

B. Pop-Up Library Vehicle – Progress Report

Eschete shared that the purchasing process is moving forward and that payment emails were being exchanged this week.

C. Strategic Plan: Final Approval – Action

Director Eschete reported that the final version of the strategic plan was attached to the packet with only a couple of typographical changes made since the presentation.

It was moved by Brooks, seconded by Fajen, to approve the 2022-2027 Strategic Plan. Motion approved unanimously by voice vote.

D. Annual Report

Director Eschete noted that the annual report will be complete by the deadline.

E. Library Safety and Security Specialist Position

Director Eschete shared that the City’s HR department has approved a job description that will fit mostly within the current amount budget for 3<sup>rd</sup> party vendor security.

F. Iowa Library Association Conference - Coralville

Director Eschete informed the Board that Jen Ohzourk, Jacilyn Valero and Amy Scherer will attend and represent the WDM Public Library at the conference.

G. Holiday Closure Schedule 2023 – Action

Director Eschete presented the proposed 2023 holiday closure schedule. Eschete asked the Board for their opinion on how to handle the Saturday of Christmas. Due to the timing, the City's policy gives staff Monday and Tuesday as paid holidays. The Library would be closed on Sunday unpaid due to it being Christmas Eve. If the Board were to decide to close on Saturday, it would not be a paid holiday but if a staff person came to empty the book drop, they'd be paid overtime. The Board discussed the matter and decided they would prefer to close the Library on Saturday, December 23.

It was moved by Fajen, seconded by Gillespie, to approve the Holiday Closure Schedule for 2023 with the addition of a non-paid closure day on December 23. Motion approved unanimously by voice vote.

H. Division Reports

a. Library Technology Coordinator

Eschete reported that Alcorn has put a lot of time and effort into working with grants and other technology projects over the last six months.

b. Head of Collection Services

Eschete reported that Renken has also endured a share of technology challenges with vendors the last two quarters.

I. Valley Junction Kiosk Report

Director Eschete shared the monthly kiosk usage report.

J. Gift Trust Report

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

K. Des Moines Register Op-Ed

Director Eschete reported that response to his writing has been very positive and supportive.

L. Illumifest

Director Eschete informed the Board that on September 24 the library will host an Illumifest booth as well as assist with train rides sponsored by the Friends.

APPROVAL OF BILLS - *Action*:

It was moved by Brooks, seconded by Long and approved unanimously by voice vote to approve the September 20, 2022 bill list as presented.

BUDGET REVIEW:

Director Eschete shared the monthly budget report. He added that work has begun on the budget request for FY24.

ASSIGNMENT REPORTS:

Friends:

Fajen reported on items from the August meeting including the membership committee's work on their fall campaign. She added that Wine and Cheese will be in April 2023. The Friends Bylaws updates will be finished in the coming months. Fajen noted that the new slate of author events have been released and that Monday's podcast featured details from the Friends. She added that the Iowa Files funding was approved and that program funding for FY24 will be considered at the September meeting.

Personnel/Nominating:

No items.

Operations:

No items.

City Council Liaison:

Hardman not present.

OTHER BUSINESS:

Eschete shared he will be out of town October 8-16.

It was moved by Fajen, seconded by Long and approved unanimously by voice vote to adjourn the meeting at 5:49 p.m.

Respectfully submitted,

Attest,

Craig Long, Secretary

Susan Greenwood, Library Administrative Secretary