

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

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

Others in Attendance: Jen Ohzourk.

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: Benjamin Hart, 4568 Meadow Valley Drive, West Des Moines

Hart stated that he is a 5th generation Iowan and a business owner who has traveled the world and moved nearby the library 20 years ago. His wife and two daughters (current ages 14 and 9) have come to the library since 2008. Hart shared that recently they're scared to come to the library due to the presence of a person who appears to be using the library as a shelter. Hart has spoken with Jody Hayes of the WDM Police Department who has given additional information about the individual and the persons living situation. Hart is aware that the individual's family have been contacted but that their presence at the library is ongoing. Hart has reviewed the WDM Library conduct policies and feels the individual is breaking up to four policies. The policies include: #16 bodily odor, #1 maintain a clean and safe facility, #14 sleeping in the library, #15 using the bathroom facilities for bathing or laundering. Hart recommends solutions including using the police department to help ask the person to leave. Hart also suggested the library switch to a system where library cards are required to enter. Grant asked if there was any interaction between the individual and the Hart family. Hart responded there has not been any interaction, but that the person's appearance is intimidating. Grant informed Hart that the Board's Executive Committee would consider the matter and that she would follow up afterwards.

APPROVAL OF MINUTES:

Greenwood noted that the date of the bill list has been updated to October 18, 2022 in the minutes. It was moved by Seidelman, seconded by Gillespie, to approve the October 18, 2022 minutes as previously amended. Minutes were approved unanimously by voice vote.

DIRECTOR'S REPORT:

A. Satellite Voting

Eschete informed the Board that Polk County hosted a satellite voting site in the Community Room November 3-5 and turnout appeared to be high.

B. Budget Preparation

Eschete shared that the November 2 meeting with staff from the Finance and City Manager's offices went well. Great questions were asked, primarily about technology expenses, and ideas for savings were discussed. There will be an upcoming meeting of the Position Review Team to discuss proposed staffing changes and the overall budget will be discussed in early 2023. Eschete also meets with the new Head of Human Resources, Todd Sadler, this week. Myers expressed concerns with the City's review team inquiries into library spending. Eschete responded that it seemed to be an effort to dive deeper into technological expenses across the City and that the Library wasn't being singled out at this time.

C. Partner Meetings

Director Eschete reported that he met with YJI and the community partner group on October 25.

D. Elevator Issues

Director Eschete noted that on October 24 the public elevator experienced a mechanical issue rendering it out of service and with the staff elevator already out of service awaiting a part the decision was made to close two hours early due to lack of ADA compliance. The elevator was repaired by the end of the evening, and the library reopened as usual on October 25. The staff elevator was subsequently repaired on November 8. Administrative staff reviewed the incident and process after the fact in hopes of avoiding any similar issues in the future.

E. Strategic Plan Report

Eschete provided an update on the Collections and Programming sections of the strategic plan.

Key Metric—In the first quarter of FY 22-23, per-capita circulation was at 3.4 items per resident or roughly 7 items per active cardholder.

Key Metric—In the first quarter of FY 22-23, 5669 people attended or took part in 196 programs. These figures represent a 33% increase in participation and a 45% increase in the number of programs over the same period in FY 21-22.

F. Division Report – Head of Adult Services

Ohzourk spoke about the upcoming programs being planned by the Adult Services department as well as ongoing collection development and reference desk procedure updates. Ohzourk shared that three Adult Services staff attended the fall ILA conference in Coralville. Fajen shared how much fun she had at the Great Book Showcase. The Board thanked Jen and her team for their ongoing dedication.

G. Outreach Vehicle Project

Director Eschete reported that the ordering and planning process is ongoing.

H. Valley Junction Kiosk 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 Brooks, seconded by Seidelman and approved unanimously by voice vote to approve the November 15, 2022 bill list as presented.

BUDGET REVIEW:

Director Eschete shared the monthly budget report.

ASSIGNMENT REPORTS:

Friends:

Fajen said book donations ahead of the Friends book sale will be accepted through 11/18, she also encouraged Board members to sign up to volunteer before or during the sale. The Human Services book drive books can be dropped off to Maggie's office. The Friends have written the check for their half of the pop-up library vehicle to the City. The fundraising committee is in the middle of their business support drive and the household drive for funding support and planned giving is coming soon. Holiday ornaments are being sold at the book sale. Fajen shared that everyone should save the date for the Wine and Cheese Event at Raccoon River Park Nature Lodge on April 13, 2023. There will be an author event Tuesday night – John Mahoney of Notre Dame. Fajen also noted that Planning and Nominating has two openings this year and six coming in July.

Personnel/Nominating:

No items.

Operations:

No items.

City Council Liaison:

Hardman not present due to a conflicting Board meeting at Broadlawns. Greg Hudson attended in Hardman's place.

OTHER BUSINESS:

Board members expressed how successful the Live Clue program was.

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

Respectfully submitted,

Attest,

Craig Long, Secretary

Susan Greenwood, Library Administrative Secretary