

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

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

<b>Staff</b>	Darryl Eschete <i>Library Director</i>	Susan Greenwood <i>Executive Assistant to Director</i>
<b>Present</b>	X	X

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

OTHERS IN ATTENDANCE: Maggie Martin, Heather Hildreth

**APPROVAL OF AGENDA:**

It was moved by Gillespie, seconded by Fajen, 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 Brooks, seconded by Long, to approve the June 20, 2023 minutes as presented. Minutes were approved unanimously by voice vote.

**DIRECTOR'S REPORT:**

A. Outreach Vehicle Update

Director Eschete informed the Board that the chassis is produced and has moved to the body manufacturer. Eschete asked TechOps to have a trailer hitch mount added to allow potential to pull a trailer in the Independence Day Parade in the future. Previews of the wrap designs for public input were provided and it was discussed that it would be referred to as The WDM Library Words on Wheels (WOW). The Board suggested staff ensure there are no trademarks associated with the name.

B. Cumming Library Service Agreement

Director Eschete reported that the FY24 payment has been received from the City of Cumming.

C. Fiscal Close

Director Eschete shared that any remaining FY23 bills will be paid in August.

D. Independence Day Parade

Director Eschete reported that the parade went well and the library's frisbees and candy provided by the Friends were highly sought after.

E. Division Report – Head of Circulation

Heather Hildreth provided her biannual report to the Board. The Board thanked Hildreth and the Circulation staff for their ongoing work.

F. Reports to State Library

Director Eschete noted that several FY23 reports have already been submitted to the State Library with only the general survey remaining to be completed this fall.

G. Public Elevator

Director Eschete informed the Board the interruption will continue a bit longer and that the City is working on the upgrades. Staff have temporary measures in place to get patrons to the staff side elevator.

H. Gift Trust Update

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

APPROVAL OF BILLS - *Action*:

It was moved by Myers, seconded by Brooks and approved unanimously by voice vote to approve the July 18, 2023 bill list as presented.

BUDGET REVIEW:

Director Eschete noted that both FY23 and FY24 budget reports were included in the packet. Greenwood will include both budgets again in August.

ASSIGNMENT REPORTS:

Friends:

Fajen shared they had 375 unique donors in FY23, up 100 donors. The Friends are working on their next author events series and that they are considering paying for an appearance by an author yet to be revealed. The Friends will continually review their bylaws going forward. Fajen also noted they are seeking a member to shadow as treasurer this year with the intent of taking that role next year.

Personnel/Nominating:

Seidelman noted that the Director Review process went smoothly.

1. Approval of new Assignments – Action

The following slate of assignments was presented:

1. Friends: Clausen, Myers
2. Personnel/Nominating: Long, Fajen
3. Operations: Brooks, Gillespie

It was moved by Fajen, seconded by Brooks, to approve the Assignments of FY23. Motion approved unanimously by voice vote.

Operations:

Gillespie shared that the Operations Committee met this evening to discuss the Library Technology Audit. She noted that it gave good feedback about the Library's technology as it is. Library Technology Coordinator, Louise Alcorn will ask the consultant for some additional information on

system pros and cons as well as a visual map of the technology footprint to use the remaining allocated funding.

City Council Liaison:

Hudson noted that the City has maintained smart growth and high financial grades but added the City is preparing for a tight year due to legislative changes impacting revenue.

OTHER BUSINESS: Greenwood shared news of a \$650 donation from the family of the late Eileen Hickey, a long-time homebound patron. The donation will be allocated for additional homebound and large print materials.

It was moved by Long, seconded by Fajen and approved unanimously by voice vote to adjourn the meeting at 5:24 p.m.

Respectfully submitted,

Attest,

Jean Fajen, Secretary

Susan Greenwood, Executive Assistant to Director