

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

Board	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
Present	X	X	X	X	X	X	X

Staff	Darryl Eschete <i>Library Director</i>	Susan Greenwood <i>Executive Assistant to Director</i>	Jenna Ehler <i>Head of Youth Services</i>
Present	X	X	X

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

OTHERS IN ATTENDANCE: None.

APPROVAL OF AGENDA:

It was moved by Brooks, seconded by Gillespie, 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 Fajen, seconded by Clausen, to approve the September 19, 2023 minutes as presented. Minutes were approved unanimously by voice vote.

DIRECTOR'S REPORT:

A. FY25 Budget Planning

Director Eschete shared that the library has been working with the city's budget review team in advance of the budget submission due at the end of October. There will be a presentation at the November Board meeting on the effects of local tax law changes.

B. Outreach Vehicle Update

Director Eschete informed the Board that the vehicle will be available for pickup in January.

C. Partnership-Building Course – Bondurant

Director Eschete attended a state library-sponsored course in Bondurant.

D. Banned Books Week

Director Eschete shared that banned books week was a success; a popular sticker giveaway, informational and book displays, and podcast were featured.

E. Division Report – Head of Youth Services

Jenna Ehler was in attendance to discuss her report. She gave an overview of the summer highlights. She discussed the school year so far and the relaxing of the teen sign in procedure, creation of a teen book club, and Halloween programs. Ehler shared that outreach and

partnerships including visits and library card drives have been occurring. Ehler also noted that the implementation of CollectionHQ is helping with collection development.

F. Public Elevator Update

Director Eschete informed the Board that City Engineer Josh Clayworth shared a follow up email with Schumacher as the process moves forward.

G. Iowa Library Association Conference

Director Eschete informed the Board that staff presentations were well-attended.

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 Long, seconded by Fajen and approved unanimously by voice vote to approve the October 17, 2023 bill list as presented.

BUDGET REVIEW:

Director Eschete noted the Fiscal Year is about 25% complete.

ASSIGNMENT REPORTS:

Friends:

Clausen shared that a member is shadowing the current treasurer in preparation to take over next year. Clausen noted that the new Friends logo has been approved. He also stated that the Friends are looking for a new technology committee representative. The group discussed the Friends-funded employee appreciation efforts. Director Eschete was directed by the Friends to proceed in getting storytime shelter estimates. Clausen noted that there is an author event next Tuesday following their regular meeting. The annual membership email fall campaign was sent out.

Personnel/Nominating:

No items.

Operations:

No items.

City Council Liaison:

Hudson thanked the Board members for their service in spirit of Extra Mile Day.

OTHER BUSINESS:

No items.

It was moved by Clausen, seconded by Brooks and approved unanimously by voice vote to adjourn the meeting at 6:06 p.m.

Respectfully submitted,

Attest,

Jean Fajen, Secretary

Susan Greenwood, Executive Assistant to Director