

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	electronically	X

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

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

OTHERS IN ATTENDANCE: None.

**APPROVAL OF AGENDA:**

It was moved by Brooks, seconded by Fajen, to approve the agenda as presented. Agenda was approved unanimously by voice vote.

**PUBLIC FORUM:** No public attendees.

**APPROVAL OF MINUTES:**

A. November 21, 2023 Regular Meeting

It was moved by Clausen, seconded by Brooks, to approve the November 21, 2023 minutes as presented. Minutes were approved unanimously by voice vote.

B. December 1, 2023 Special Meeting

It was moved by Fajen, seconded by Long, to approve the December 1, 2023 minutes as presented. Minutes were approved unanimously by voice vote.

**DIRECTOR'S REPORT:**

A. Resignation and Imminent Departure of Director

Director Eschete shared his official notice of resignation.

B. Outreach Vehicle Update

Director Eschete informed the Board that TechOps has requested taking the library truck to the LibLearnX Conference at the end of January and will provide conference passes to Maggie Martin and Jenna Ehler as they will be the area for the truck training at that time.

C. Mandatory Reasonable Suspicion Training

Director Eschete noted that he participated in the annual training.

D. Santa Claus

Director Eschete shared that he stood in for Santa Claus at the annual Parks and Recreation event held at the Raccoon River Park Nature Lodge in early December.

E. Division Report – Library Information Coordinator

Maggie Martin was in attendance to discuss her report. She gave an overview of the things that happened over the last six months and what is upcoming. The Board complimented Martin on the new signage installed on the 2<sup>nd</sup> floor.

F. Public Elevator Update

Director Eschete informed the Board that the cabling and pre-replacement work is being coordinated and that the actual mechanics will be replaced in the first half of 2024.

G. Technology Audit

Director Eschete shared that the Operations Committee will meet in February.

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 Myers and approved unanimously by voice vote to approve the December 19, 2023 bill list as presented.

BUDGET REVIEW:

Director Eschete provided the updated budget report.

ASSIGNMENT REPORTS:

Friends:

Clausen provided a report from the last meeting. The Chick-Fil-A fundraiser earned \$126 and the Friends will look for additional opportunities. The Booksale prices and branding will be updated in January. The Friends will host a candlebar fundraiser, the cost to register is \$50. The 2024 Author series will kick off with Beth Hoffman. The NaNoWriMo event hosted 12 participants. The Friends will directly sponsor library staff employee recognition. Preparations for the 2024 Wine and Cheese Event are underway.

Personnel/Nominating:

1. Acceptance of Director Resignation – Action

It was moved by Fajen, seconded by Myers and approved unanimously by voice vote to accept the Darryl Eschete’s Director Resignation effective January 4.

2. Appointment of Interim Director – Action

It was moved by Fajen, seconded by Clausen and approved unanimously by voice vote to appoint Jen Ohzourk as Interim Director effective January 5.

3. Approval of Recruitment Process – Action

Fajen, as head of the search committee shared that the committee met on December 15. The committee will consist of Board President Ray Seidelman, Board Personnel and Nominating Committee members Jean Fajen and Craig Long, as well as Andrea Solomon from the Friends Foundation, Susan Greenwood and Maggie Martin representing Library Administrative Staff and Tammy Gillund and Todd Sadler of City Human Resources. Fajen shared that the first phase of recruitment will be posting the position December 20, 2023 with a submission deadline of January 26, 2024. The search committee has laid out deadlines for additional work but have

already worked on screening questions, written questions, and posting locations for the job. Once top candidates have been identified, there will be an inclusive selection process that includes feedback from the community, city leaders, and Library staff.

It was moved to Brooks, seconded by Long and approved unanimously by voice vote to approve the recruitment process as led by the Search Committee.

Operations:

No items.

City Council Liaison:

Hudson complimented Eschete and thanked him for his steady, reserved, and genuine leadership over the last 11 years on behalf of City Council. Hudson added that he is confident in the search committee and in the process and he is excited to see what the future holds. Eschete thanked the Board for the opportunity to serve the West Des Moines Community.

OTHER BUSINESS:

Brooks shared the State Library online conference on January 25 has an evening session called *The Management Role of the Trustee*. Greenwood will provide a link to the conference.

It was moved by Long, seconded by Clausen and approved unanimously by voice vote to adjourn the meeting at 5:48 p.m.

Farewell Reception for Director Eschete hosted by Board and Friends Foundation followed 6:30-7:30pm.

Respectfully submitted,

Attest,

Jean Fajen, Secretary

Susan Greenwood, Executive Assistant to Director