

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	Jen Ohzourk <i>Library Interim Director</i>	Susan Greenwood <i>Executive Assistant to Director</i>	Ann Renken <i>Head of Collection 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 Clausen, to approve the agenda as presented. Agenda was approved unanimously by voice vote.

PUBLIC FORUM: No public attendees.

APPROVAL OF MINUTES:

FEBRUARY 20, 2024 MEETING

It was moved by Long, seconded by Fajen, to approve the February 20, 2024 minutes as presented. Minutes were approved unanimously by voice vote.

FEBRUARY 23, 2024 SPECIAL MEETING

It was moved by Long, seconded by Fajen, to approve the February 23, 2024 minutes as presented. Minutes were approved unanimously by voice vote.

MARCH 7, 2024 SPECIAL MEETING

It was moved by Long, seconded by Fajen, to approve the March 7, 2024 minutes as presented. Minutes were approved unanimously by voice vote.

DIRECTOR'S REPORT:

A. Report on ILA Legislative Day

Interim Director Ohzourk shared that she and Maggie Martin attended the lobbyist day at the State Law Library and it was a great networking opportunity.

B. DMACC HiSET Update

Interim Director Ohzourk informed the Board that she met with DMACC representatives and they will continue to host the high school equivalency program at the Library and will have library staff more involved in the partnership by starting students off with a tour and information about available library resources.

C. National Library Week Proclamation

Interim Director Ohzourk shared that the City Council proclamation will be on the April 1 agenda. Maggie Martin has a host of social media posts planned to publicize throughout the week and the Friends Foundation will sponsor staff lunch on National Library Workers Day.

D. Recent Outreach Opportunities

Interim Director Ohzourk shared several opportunities that staff have had to promote the library over the last month including a Kiwanis meeting, daycare and preschool visits, and a Valley High School lunch and learn event.

E. Budget Updates

Interim Director Ohzourk noted that the City will hold a meeting on March 26 to consider the FY25 proposed tax rate and that the budget will be approved in April.

F. Training Day Spring 2024 Update

Interim Director Ohzourk provided survey results and discussed how the information will be used to shape the fall training day.

G. Library Vehicle Update

Interim Director Ohzourk shared that the truck Wi-Fi equipment is installed and training for staff is being coordinated. Greenwood shared that plans are in the works for a 4/26 ribbon-cutting event that would also feature the re-wrapped outreach van and a food truck. The WoW truck already has several other events penciled in for the spring and summer.

H. Preparations for Director Interviews – Thank You

Interim Director Ohzourk thanked all involved in preparing for the March 7 interviews.

I. Continuing Education Opportunities

Interim Director Ohzourk gave information about an upcoming Iowa Learns training and suggested that we may provide ongoing opportunities to give the Board additional resources.

J. Incident Reports

Interim Director Ohzourk gave an overview of incidents since last month's meeting.

K. Division Report – Head of Collection Services

Head of Collection Services, Ann Renken, gave an overview of her report including the addition of blood pressure monitor kits, ongoing collections and acquisitions meetings, and her upcoming trip to the Innovative Users Group conference in Detroit next week. Renken also shared the popular titles report for March.

L. Gift Trust Update

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

APPROVAL OF BILLS - *Action*:

It was moved by Brooks, seconded by Myers and approved unanimously by voice vote to approve the March 19, 2024 bill list as presented.

BUDGET REVIEW:

Interim Director Ohzourk provided the updated budget report.

ASSIGNMENT REPORTS:

City Council Liaison:

Hudson shared information from the Finance and Administration Committee and noted that the City is running comparisons on a 4 or 5 cent per \$1,000 cut. Hudson shared that he worked with the Finance staff to secure an extra \$10,000 commitment from City for their share for the Automated Materials Handler (AMH and RFID) to help alleviate the need to ask for funding from the Friends Foundation.

Friends:

Myers shared that the Wine and Cheese event is being planned for April 18 with a "Books under the Big Top" theme. He noted that the Candle Bar fundraiser made over \$500. Myers also shared that there are author events upcoming in March and April.

Operations:

No items.

Personnel/Nominating:

1. Search Committee Update

Fajen, as head of the Search Committee, shared that reference checks were completed and that City of WDM Human Resources have provided support in negotiations in preparing a formal offer.

OTHER BUSINESS:

No items.

It was moved by Long, seconded by Fajen and approved unanimously by voice vote to adjourn the meeting at 6:08 p.m.

Respectfully submitted,

Attest,

Jean Fajen, Secretary

Susan Greenwood, Executive Assistant to Director