

President Ray Seidelman called the special meeting of the West Des Moines Library Board of Trustees to order at 1:00 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	electronically	X	X	electronically	X

<b>Staff</b>	Jen Ohzourk <i>Library Interim Director</i>	Susan Greenwood <i>Executive Assistant to Director</i>
<b>Present</b>		X

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

OTHERS IN ATTENDANCE: Hailey McKinney

**APPROVAL OF AGENDA – ACTION:**

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

**PUBLIC FORUM:** No public attendees.

**LIBRARY DIRECTOR SEARCH:**

Seidelman gave an overview of the Director Search process since March 7. The Board reviewed a draft offer letter provided by City of WDM Human Resources. Seidelman shared that Traci Glass has verbally accepted the position with the official offer to be delivered by offer letter. The Board discussed the terms of the letter including salary and start date.

**HIRING OF LIBRARY DIRECTOR – ACTION:**

It was moved by Fajen, seconded by Long, and approved unanimously by roll call vote to approve hiring Traci Glass as Library Director contingent on final City of West Des Moines Human Resources hiring processes.

**OTHER BUSINESS:** The group discussed the publicity, including notification to other candidates and library staff, as well as the press release. The group discussed onboarding preparations.

**ADJOURNMENT – ACTION:**

It was moved by Brooks, seconded by Clausen, and approved unanimously by voice vote to adjourn the meeting at 1:15 p.m.

Respectfully submitted,

Attest,

Jean Fajen, Secretary

Susan Greenwood, Executive Assistant to Director