

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>	Jenna Ehler <i>Head of Youth Services</i>	Council	Greg Hudson <i>Council Liaison</i>
Present	X	X	X	Present	X

OTHERS IN ATTENDANCE: None.

APPROVAL OF AGENDA:

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

PUBLIC FORUM: No public attendees.

APPROVAL OF MINUTES:

MARCH 19, 2024 MEETING

It was moved by Brooks, seconded by Clausen, to approve the March 19, 2024 minutes as presented. Minutes were approved unanimously by voice vote.

MARCH 25, 2024 SPECIAL MEETING

It was moved by Long, seconded by Fajen, to approve the March 25, 2024 minutes as presented. Minutes were approved unanimously by voice vote.

DIRECTOR'S REPORT:

A. Budget Updates

Interim Director Ohzourk shared that the Library Administrative staff have been considering potential cuts, including technology item and have obtained an updated quote from Bibliotheca for the supplemental equipment request.

B. 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.

C. Library Vehicle Update

Interim Director Ohzourk complimented Ehler on her hard work pulling together all the coordination to roll out the new outreach truck. Ohzourk reminded the Board of the Ribbon Cutting on April 26.

D. Preparations for Director Onboarding and Welcome

Interim Director Ohzourk shared items related to the onboarding of Director Glass.

E. Conference Attended by Ann Renken

Interim Director Ohzourk provided a summary of Renken's trip to the IUG Conference.

F. Early Voting

Interim Director Ohzourk informed the Board that Polk County received a petition to hold early voting at the Library and that library staff had anticipated that early and were able to accommodate the request.

G. Incident Reports

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

H. Division Report – Head of Youth Services

Head of Youth Services, Jenna Ehler, gave an overview of her report including a successful solar eclipse, staff presentations at PopYSCon, SimpleSteps collaboration, Words on Wheels, and summer reading 2024. Ehler also introduced Hailey McKinney who specializes in serving Teens.

I. 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 Fajen, seconded by Long and approved unanimously by voice vote to approve the April 16, 2024 bill list as presented.

BUDGET REVIEW:

Interim Director Ohzourk provided the updated budget report.

ASSIGNMENT REPORTS:

City Council Liaison:

Hudson thanked the Board for their hard work throughout the Director hiring process.

Friends:

Clausen shared that the Friends have an increase in endowment. The Wine and Cheese event is Thursday, April 18 with a "Books under the Big Top" theme. There are two people being interviewed for Friends Foundation seats but they are still looking for someone with a background in IT.

Operations:

No items.

Personnel/Nominating:

The slate of officers is being prepared as an action item for the May or June meeting.

OTHER BUSINESS:

Interim Director Ohzourk shared that Administrative staff have been working through reviewing and updating the balanced scorecard portion of the strategic plan and will add this as an ongoing agenda item going forward.

It was moved by Clausen, seconded by Gillespie and approved unanimously by voice vote to adjourn the meeting at 5:37 p.m.

Respectfully submitted,

Attest,

Jean Fajen, Secretary

Susan Greenwood, Executive Assistant to Director