

President Craig Long called the regular meeting of the West Des Moines Library Board of Trustees to order at 5:00 p.m.

<b>Board</b>	Craig Long <i>President</i>	Jean Fajen <i>Vice President</i>	Andrew Clausen <i>Secretary</i>	Mary Brooks	Melissa L. Gillespie	Bryan F. Myers	Ray Seidelman
<b>Present</b>	X	X	X	X	X	X	X

<b>Staff</b>	Traci Glass <i>Library Director</i>	Susan Greenwood <i>Executive Assistant to Director</i>
<b>Present</b>	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 Fajen, seconded by Seidelman, to approve the agenda as presented. Agenda was approved unanimously by voice vote.

**PUBLIC FORUM:** No public attendees.

**APPROVAL OF MINUTES OF SEPTEMBER 17, 2024 REGULAR MEETING**

Change to Public Forum section: "One individual from the public attended but did not speak".

It was moved by Gillespie, seconded by Brooks, to approve the September 2024 minutes as amended. Minutes were approved unanimously by voice vote.

**DIRECTOR'S REPORT:**

A. City of WDM Citizen Survey

Director Glass reported on the scores that the library received and expressed satisfaction with comparing the numbers to other area libraries.

B. Division Reports

Jenna Ehler and Amy Seufert reported on the YS summer activities and fall plans. The group discussed the vision for eventually redesigning the youth services children's area.

C. Iowa Library Association 2024 Conference

Director Glass shared that staff attended sessions last Wednesday-Friday and that Kate Thompson and Susan Greenwood presented about the library's Accessibility Team.

D. Staff In-Service 2024

Director Glass informed the Board that staff rotated through five areas to learn what happens in all the divisions and heard presentations from Human Services and Parks & Recreation.

E. Rotary Club Visit

No additional comments.

F. Polk County Trustee Training

No additional comments.

G. Family Night – Hillside & Kiosk Ice Cream Social

No additional comments.

H. Strategic Plan Balanced Scorecard

No additional comments.

I. Incident Reports

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

J. Gift Trust Update

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

APPROVAL OF BILLS - *Action*:

It was moved by Brooks, seconded by Seidelman and approved unanimously by voice vote to approve the October 15, 2024 bill list as presented.

BUDGET REVIEW:

Director Glass provided the updated budget report and spoke about preparations for FY26.

ASSIGNMENT REPORTS:

City Council Liaison:

Hudson congratulated the library on the Citizen Survey results and the high satisfaction.

Friends:

Myers reminded the Board of President O'Neill's 10-10-10 goals, 10% more donors, 10% more large donors, and 10% more contacts. He noted that membership emails went out this week. Brooks inquired about the email system to ensure all previous donors would receive communications. Myers shared that the Chick-Fil-A on Mills Civic will host the next fundraiser, there will be a CandleBar event in November, and a Nans Nummies Cookies event in December. Booked for the Evening on November 12 will be with Kimberly Stewart. The Friends are also working on an Ad Hoc budget to plan when they have expense draws throughout the year.

Operations:

No items.

Personnel/Nominating:

No items.

OTHER BUSINESS: No items.

It was moved by Fajen, seconded by Clausen, and approved unanimously by voice vote to adjourn the meeting at 5:58 p.m.

Respectfully submitted,

Attest,

Andrew Clausen, Secretary

Susan Greenwood, Executive Assistant to Director