

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

Board	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
Present	X	X	X	X	X	X	X

Staff	Traci Glass <i>Library Director</i>	Susan Greenwood <i>Executive Assistant to Director</i>
Present	X	X

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

OTHERS IN ATTENDANCE: None.

APPROVAL OF AGENDA:

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

PUBLIC FORUM: No public attendees.

APPROVAL OF MINUTES OF OCTOBER 15, 2024 REGULAR MEETING

Correction to spelling of Kimberly Stuart’s name. It was moved by Fajen, seconded by Seidelman, to approve the October 2024 minutes as amended. Minutes were approved unanimously by voice vote.

DIRECTOR’S REPORT:

A. Staffing Update

Director Glass reported on vacancies for Head of Collection Services and Intermittent Clerks.

B. Division Reports

Jen Ohzourk gave her report including great news that over 100 people attended and participated in the craft swap. Ohzourk gave details about the Fandom Academy program and an upcoming author series with a partnership component.

C. Leadership Summit

Director Glass shared that Administrative Staff had a great retreat at Grimes Library with two presenters and a tour by the Director of the Grimes Public Library.

D. Patron Interactions – Banned Books Week Display

No additional comments.

E. Meetings with Mayor Trimble and City Manager Hadden

Director Glass shared that the City is working to coordinate joint communication to the public about the services provided by Cities. They especially want to increase awareness of funding quality of life essential services.

F. Budget Review Meetings

Director Glass reported on the budget review team meeting where there were good conversations with City staff including the operating budget and the supplemental requests. Director Glass noted that the support of the Friends and the Gift Trust was discussed.

G. Onsite Vega Demo – Preliminary Information

No additional comments.

H. Partnership Growth

No additional comments.

I. Strategic Plan Balanced Scorecard

No additional comments.

J. Incident Reports

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

K. Gift Trust Update

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

APPROVAL OF BILLS - *Action:*

It was moved by Seidelman, seconded by Clausen and approved unanimously by voice vote to approve the November 19, 2024 bill list as presented.

BUDGET REVIEW:

Director Glass provided the updated budget report and spoke about Collections expenditures.

ASSIGNMENT REPORTS:

City Council Liaison:

Hudson not in attendance due to a school concert tonight.

Friends:

Seidelman attended the October meeting and noted the upcoming CandleBar event. Friends will also begin helping more with the ongoing book sale by sorting and processing items and stocking the shelves.

Operations:

No items.

Personnel/Nominating:

The Committee is working on the 6-month review for Director Glass.

OTHER BUSINESS: No items.

It was moved by Fajen, seconded by Clausen, and approved unanimously by voice vote to adjourn the meeting at 6:01 p.m.

Respectfully submitted,

Attest,

Andrew Clausen, Secretary

Susan Greenwood, Executive Assistant to Director