

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	X

OTHERS IN ATTENDANCE: Maggie Martin and Jenna Ehler.

APPROVAL OF AGENDA:

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

PUBLIC FORUM: No public attendees.

APPROVAL OF MINUTES OF NOVEMBER 19, 2024 REGULAR MEETING

It was noted that Myers was in attendance at the November meeting and that needed to be fixed in the attendance section. It was moved by Seidelman, seconded by Brooks, to approve the November 2024 minutes as amended. Minutes were approved unanimously by voice vote.

DIRECTOR'S REPORT:

A. Request for Gift Trust Funding: Direct State Aid Use – Action

Director Glass reported on the intended use of Direct State Aid for FY25.

It was moved by Gillespie, seconded by Fajen and approved unanimously by voice vote to approve the use of Direct State Aid plus supplemental Gift Trust funding not to exceed \$5,000 for OCLC WorldCat, Meeting Owl, Microphone, and Inventory Wand.

B. Division Reports

Maggie Martin gave highlights from her report.

C. Request for Friends Consideration: Reimagined YS Playscape Proposal – Action

Director Glass shared information about incoming donations and asked for Board direction on moving forward with obtaining proposals for the reimagined YS playscape.

It was moved by Fajen, seconded by Brooks and approved unanimously by voice vote to direct staff to engage in an RFP process for a reimagined YS playscape.

D. Collection Services Updates

Director Glass gave a huge thanks to Meagan, Christine, and Rachel for their work in maintaining and improving Collection Services workflows.

E. Management Team – Foresight 101 Workshop – 2040 Plan

Director Glass shared that Rebecca Ryan is the futurist leading city leaders and partners in strategic planning efforts now through April.

F. Library Services Updates for Open Access Patrons

Director Glass reported on changes that will refocus premium services specifically to WDM taxpayers and contract communities.

G. Onsite Clarivate Demo – Preliminary Information

Director Glass shared that the demo was very exciting, and the integration will create great efficiencies in workflows for staff at all levels and provide improved services to patrons.

H. Technology Updates

No additional comments.

I. Virtual Library Board Meeting Attendance

No additional comments.

J. Strategic Plan Balanced Scorecard

No additional comments.

K. Incident Reports

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

L. 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 December 17, 2024 bill list as presented.

BUDGET REVIEW:

Director Glass provided the updated budget report.

ASSIGNMENT REPORTS:

City Council Liaison:

Hudson noted that with legislature session upcoming there are still a lot of things up in the air. He also shared that adjustments in Hotel/Motel funding allocations may be coming due to changes in 28E agreements between WDM, Altoona, Ankeny, DSM, Urbandale and BRAVO Des Moines.

Friends:

Long attended the November meeting and reported that the Candlebar event had 15 attendees, the remaining spaces were paid for by a donor. Wine and Cheese is scheduled for March 7 in the

Community Room. Microsoft Teams transition is not going well, but they are working on it. Long also noted that the Friends approved staff recognition funding of \$4,000.

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 6:00 p.m.

Respectfully submitted,

Attest,

Andrew Clausen, Secretary

Susan Greenwood, Executive Assistant to Director