

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>	At City Council

OTHERS IN ATTENDANCE: Heather Hildreth

**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 OF December 17, 2024 REGULAR MEETING**

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

**DIRECTOR'S REPORT:**

A. Donor Recognition

No additional comments.

B. Division Reports

Heather Hildreth gave highlights from her report. She spoke about reassigning some of her staff to assist with Collection Services duties and working to train staff on ILL due to staff retirement. Myers inquired about circulation stats. Hildreth and Greenwood explained the calculations that differ between internal tracking and state annual reporting.

C. Collection Services and Staffing Updates

Director Glass noted that applications are coming in and that the posting will close at the end of the week.

D. End of Calendar Year Report

No additional comments.

E. City of Cumming Meeting

The meeting has been rescheduled and Director Glass will meet with them and attend Cumming City Council next week to work to continue to grow that relationship and outreach.

F. Incident Weather Procedures

Director Glass reported on a meeting she joined at City Hall discussing City procedures related to weather closures. Director Glass will continue to make decisions impacting open hours as early as reasonably possible.

G. In-Service Update

Director Glass reported on the tentative schedule for February 17 and invited Board members to join any or all sessions they're able to that day.

H. Request for Friends Consideration: Donation/Book Sale Update – Action

Director Glass shared ongoing work to refresh and update the Friends Foundation ongoing booksale space and operations. The group discussed the best way to communicate and take forward upcoming changes to the Friends.

It was moved by Brooks, seconded by Fajen and approved unanimously by voice vote to withdraw the Board action and direct staff to take the item forward to the Friends for their discussion and consideration.

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 Brooks, seconded by Seidelman and approved unanimously by voice vote to approve the January 21, 2025 bill list as presented.

BUDGET REVIEW:

Director Glass provided the updated budget report.

ASSIGNMENT REPORTS:

City Council Liaison:

Hudson at City Council meeting this evening.

Friends:

No meeting in December.

Operations:

No items.

Personnel/Nominating:

No items.

OTHER BUSINESS: Brooks shared that she attended the IowaFiles program and that it was very well attended and the presentation was fantastic.

The group discussed attendance for the March meeting, which will occur during spring break. Despite some absences we anticipate a quorum will be present so the meeting will remain as scheduled.

It was moved by Brooks, seconded by Clausen, and approved unanimously by voice vote to adjourn the meeting at 5:57 p.m.

Respectfully submitted,

Attest,

Andrew Clausen, Secretary

Susan Greenwood, Executive Assistant to Director