

Vice President Jean Fajen 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	electronically	X		electronically	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: Louise Alcorn

APPROVAL OF AGENDA:

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

PUBLIC FORUM: No public attendees.

APPROVAL OF MINUTES OF January 21, 2025 REGULAR MEETING

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

DIRECTOR'S REPORT:

A. Division Reports

Alcorn reported on ongoing and upcoming technology projects for the Library.

B. Staff In-Service Day

Director Glass shared that it was a successful day of learning. She noted that Audrey Kennis presented on the work Human Services is doing, Betsy Richter gave an overview of her Homebound and Outreach work, Dr. Peterson spoke about change management, and Dr. McNeil presented on in AI in Libraries.

C. Donations Updates

Director Glass discussed with the Board the received and pledged donations and a process forward in planning for use of those funds. The Board directed her to move forward with preliminary planning efforts.

D. ILA Capitol Day 2025

No additional comments.

E. City of Cumming Meeting

Director Glass talked with the Cumming City Administrator ahead of the Cumming City Council meeting. They discussed our outreach events and Cumming patrons high use of library services. Director Glass is also keeping in mind the possibility of offering ex-officio membership and attendance at Board meetings as an option to allow Cumming to be more involved here at the Library. Their City Council members were very complimentary of the Library.

F. Iowa Files

No additional comments.

G. WDMCS Collaborations

No additional comments.

H. City Sounds Piano

Director Glass shared that the library had been approached by City Sounds regarding having a public piano outside the library. The Board expressed that due to budget constraints and operational concerns they are not interested in hosting a piano at this time.

I. Budget Workshop

Director Glass shared that Fajen and Greenwood will attend the City's Budget workshop on February 22.

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 Brooks, seconded by Gillespie and approved unanimously by voice vote to approve the February 18, 2025 bill list as presented.

BUDGET REVIEW:

Director Glass provided the updated budget report.

ASSIGNMENT REPORTS:

City Council Liaison:

Councilman Hudson not present.

Friends:

Myers reported that the Friends PR/Events teams will work on the outcome of the materials donations discussions. Mary Fratianni will come in March to work with Director Glass on a process moving forward. The Board is encouraged to bring wine donations for the March 7 Wine, Beer, and Cheese Fundraiser with an "Around the World" theme.

Operations:

No items.

Personnel/Nominating:

No items.

OTHER BUSINESS:

It was moved by Seidelman, seconded by Gillespie, and approved unanimously by voice vote to adjourn the meeting at 6:13 p.m.

Respectfully submitted,

Attest,

Andrew Clausen, Secretary

Susan Greenwood, Executive Assistant to Director