

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, Megan Thole

APPROVAL OF AGENDA:

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

PUBLIC FORUM: No public attendees.

APPROVAL OF MINUTES OF May 20, 2025 REGULAR MEETING

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

DIRECTOR'S REPORT:

A. Division Reports

Maggie Martin provided highlights from her report.

B. Staff Training Requests - Supplemental Funding Options

Director Glass thanked the Board for the opportunity to further explain her initial proposal. The Board discussed various opinions on the use of gift trust funds as well as the difference between training and tuition. Myers asked about use of part-time staff at the Library. Director Glass spoke of her experience with dependence on part-time workers in libraries. The Board directed Director Glass to bring forward requests as needed but expressed their interest primarily in approving use of funds deemed appropriate by the Director and not in express approval of specific trainings for specific staff. In the future, the Board may consider a maximum percentage or a total annual allotment to be approved each year once pre-budgeted travel and training funds are expended.

C. Partnership Opportunity – Jordan Creek Town Center

Director Glass shared her excitement over the opportunity to work with Jordan Creek Town Center and the Board agreed that the Friends Foundation would be a great non-profit organization for them to partner with.

D. Master Plan Update – Action

Director Glass shared the cost proposal provided by Studio Melee and her preliminary conversations about the project with staff from City Engineering and Public Services - Facilities. Director Glass shared their feedback about the cost of the estimate being reasonable and the cost-saving benefits of choosing a professional services firm with prior experience at this phase of a planning process. Myers suggested approval of the funding with directives on funding the assessment and 3D renderings first and to reserve the detailed cost estimates portion as an optional add-on later.

It was moved by Fajen, seconded by Brooks and approved unanimously by voice vote to approve the use of no more than \$20,000 of Gift Trust Funds for updating of the Master Plan with the cost of detailed cost-estimates reserved for optional add-on later.

E. IMLS Updates

No additional comments.

F. Shiner's Parade Closure – Action

Director Glass spoke about the informational meeting she attended about the timing and logistics of the August 30 event which was approved by City Council over a year ago and will necessitate multiple road closures around the City-School Campus for the regional Shriner's event. She expressed her specific concerns over the timing of access for staff and patrons and her feeling that the best-case scenario is to close the library for the day to reduce any conflicts and to be able to communicate to our patrons in advance.

It was moved by Gillespie, seconded by Brooks and approved unanimously by voice vote to approve the closure of the West Des Moines Public Library on Saturday, August 30.

G. Staffing Updates

No additional comments.

H. Library Policy Review / Strategic Plan Balanced Scorecard

Director Glass shared that staff have returned to policy review for July and will return to Strategic Plan Balanced Scorecard in July.

I. Patron Comments

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 June 17, 2025 bill list as presented.

BUDGET REVIEW:

Director Glass provided the updated budget report.

ASSIGNMENT REPORTS:

City Council Liaison:

Councilman Hudson shared that he is looking forward to the July 3rd parade.

Friends:

Myers shared that at their last meeting the Friends were close to not meeting quorum. The Friends will host an end of year event off-site. The trustees were invited but it was determined that the number attending the social event will not cross the threshold for quorum.

Approval of five (5) new Friends Foundation Director nominees – *Action*

It was moved by Myers, seconded by Clausen and approved unanimously by voice vote to table the vote for five (5) new Friends Foundation Director nominees to the July meeting.

Operations:

No items.

Personnel/Nominating:

Approval of FY26 Slate of Officers – *Action*

Long presented the following potential slate of officers for the upcoming year, effective beginning with the July meeting:

1. Jean Fajen, President
2. Andrew Clausen, Vice President
3. Bryan Myers, Secretary

It was moved by Gillespie, seconded by Seidelman and approved unanimously by voice vote to approve the FY26 Slate of Officers as presented.

Approval of Director's Performance Appraisal – *Action*

The Personnel/Nominating committee shared with the entire Board the process to review the annual performance of the Director. Director of City of West Des Moines Human Resources, Megan Thole, was present to give context to City employee wage adjustments for FY26 as well as review other comparable Director salaries within the City and at other local libraries.

It was moved by Fajen, seconded by Clausen, and approved unanimously by voice vote to approve the recommendation of the Personnel/Nominating committee to approve the Director's Performance Appraisal.

OTHER BUSINESS:

No items.

It was moved by Gillespie, seconded by Seidelman, and approved unanimously by voice vote to adjourn the meeting at 6:10 p.m.

Respectfully submitted,

Attest,

Andrew Clausen, Secretary

Susan Greenwood, Executive Assistant to Director