

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

Board	Jean Fajen <i>President</i>	Andrew Clausen <i>Vice President</i>	Bryan F. Myers <i>Secretary</i>	Mary Brooks	Melissa L. Gillespie	Craig Long	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

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 June 17, 2025 REGULAR MEETING

It was moved by Brooks, seconded by Clausen, 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. WDM Library and City of Cumming Service Statistics

No additional comments.

C. Holiday and Closure Schedule 2026 – Action

Director Glass shared that House File 718 is going to continue to impact budget considerations and that City Manager Hadden has asked staff to be vigilant with planning efforts. She added that at this time the 2026 schedule does not propose any changes to operating hours. Director Glass noted that she has been working with HR and hiring managers to shift and maximize staffing levels but that there still may be a threshold where an adjustment to open/close times may be needed.

It was moved by Long, seconded by Gillespie and approved unanimously by voice vote to approve the Holiday and Closure Schedule for 2026.

D. Master Plan Update

No additional comments.

E. Youth Services Space Reimagining RFP Update

Gillespie asked the reasoning for the RFP being reissued. Director Glass shared that she wanted to relax a couple of the requirements and increase the level of specific guidance given in other areas to achieve a more nuanced response. Gillespie thanked Director Glass for her thoughtful review and willingness to go back to the drawing board instead of accepting a set of proposals that did not meet expectations.

F. Staffing Update

No additional comments.

G. Library Policy Review / Strategic Plan Balanced Scorecard

Director Glass shared that staff have begun updating the scorecard with FY25 final numbers and that the Annual Report that will be presented at the joint meeting reflects some of those statistics.

H. Patron Comments

No additional comments.

I. Incident Reports

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

J. Gift Trust Update

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

APPROVAL OF BILLS - *Action*:

It was moved by Clausen, seconded by Long and approved unanimously by voice vote to approve the July 15, 2025 bill list as presented.

BUDGET REVIEW:

Director Glass provided the updated budget report.

ASSIGNMENT REPORTS:

City Council Liaison:

Councilman Hudson shared that he has sent an introductory email to Director Glass and he hopes that collaboration with Catch Des Moines will be beneficial.

Friends:

Brooks shared that she attended the Friends end of year event off-site event. The trustees will look forward to hearing more about the outcome of the event.

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

Biographies provided for the nominees:

Kimber Walter

Kimber Walter works for Wells Fargo in Human Resources. She brings many years of experience serving on various boards and raising funds for different groups including the West Des Moines

Community schools. She also served on the Mayor's Advisory board and is looking forward to bringing her passion for helping others to the Friends board.

Lauren Linnenbrink

Lauren Linnenbrink is a program manager at the Iowa Association for the Education of Young Children in West Des Moines and has worked for the agency for almost 10 years. She first moved to the Des Moines metro in 2015 and the West Des Moines Public Library quickly became a place to visit on a regular basis. Lauren joined the YA Not Club Read at the inception, found other adults who just wanted to talk about books all the time, and continues to be a member. In her free time, Lauren likes to spend time with her spouse, Elizabeth and their dog, Finnick, baking cookies, reading, searching for the best gluten-free donuts, and traveling.

David Couch

Raised in West Des Moines, I grew up close enough to the old Grand Avenue library to bike there often and spent many hours there after school. After graduating from Valley High and earning a BA in Journalism and Mass Communications from Iowa State, I now work as an Information Security Engineer at EMC Insurance. My wife and I live on the Waukee side of West Des Moines, and as our two kids begin to leave the nest, I'm looking forward to spending some time giving back to my community. I'm an avid reader of mysteries, thrillers, and local history, and I collect Iowa newspapers and books from the late 1800s on—they're a blast to explore.

MacKenzie Benson Tubbs

MacKenzie grew up in Cedar Rapids and has lived in the Des Moines area for the last 10 years. MacKenzie met her husband while studying at the University of Iowa College of Law. She has worked as federal prosecutor since 2018. MacKenzie's family, including her 1.5-year-old son, are avid library patrons.

Kristen Brick

Kristine is an interior designer who has lived in WDM for four years. Her son attends Jordan Creek Elementary. She & her family are avid readers and she loves real books, in addition to her kindle.

It was moved by Brooks, seconded by Clausen and approved unanimously by voice vote approve the five (5) new Friends Foundation Director nominees.

Operations:

No items.

Personnel/Nominating:

Fajen noted that the Director's annual review was completed ahead of the City's timeline.

Fajen provided the following slate of assignments for FY26 to be voted on at the August meeting.

1. Friends: Long, Seidelman
2. Personnel/Nominating: Clausen, Myers
3. Operations: Brooks, Gillespie

OTHER BUSINESS:

No items.

It was moved by Gillespie, seconded by Long, and approved unanimously by voice vote to adjourn the meeting at 5:25 p.m.

Respectfully submitted,

Attest,

Bryan F. Myers, Secretary

Susan Greenwood, Executive Assistant to Director