

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	

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:
None.

APPROVAL OF AGENDA:

It was moved by Long, 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 July 15, 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

Library Technology Coordinator, Louise Alcorn, was unable to attend this evening. Brooks asked for details about the new outreach laptop. Director Glass shared that the library had the opportunity to work with IT to source a more rugged laptop that will perform better in outdoor conditions. It has features to assist with maintaining appropriate temperature to maintain battery life, a screen with anti-glare properties, and comes in a case designed to withstand the level of use technology receives at these types of events – so far it has been a great upgrade.

B. New law regarding training on Iowa Open Meetings and Open Records

Fajen shared that she would go through the trainings and provide notes on the training content. Brooks shared the importance of appointed representatives taking the role seriously and being active participants who engage in trainings. Brooks shared feedback on the strategic planning webinar she attended and her feeling that WDMPL is in a good place. She mentioned take aways for her were insights into a Board's typical role in a strategic planning effort and that there are templates available for internal strategic planning efforts when needed.

C. Request for Friends Funding: FY27 Library Program and Homebound/Older Adult Funding – Action

Director Glass shared that the changes staff are working to implement for FY27, including shifting the Homebound and Older Adult Outreach collection funding and splitting the marketing expenses for summer reading and outreach efforts.

It was moved by Myers, seconded by Brooks, and approved unanimously by voice vote to approve a request to the West Des Moines Public Library Friends Foundation for library-administered program support in the amount of \$40,000.

D. Request for Friends Funding: FY26 Library Program and Homebound/Older Adult Funding
No additional comments.

E. Request for Friends Funding: FY26 Local History Program Funding – Action

Director Glass shared the information provided by WDM Historical Society. Fajen reminded the Board that the check will be written to the Library and then funds remitted to WDMHS to coordinate the program series.

It was moved by Long, seconded by Clausen, and approved unanimously by voice vote to approve a request to the West Des Moines Public Library Friends Foundation for local history program support/sponsorship in the amount of \$3,000.

F. Graduation Photos

No additional comments.

G. WDM Leadership Academy

No additional comments.

H. YJI Update

No additional comments.

I. Staffing Update

Director Glass shared that collaborations are underway to work with the City's contracted marketing firm to temporarily oversee some of Maggie Martin's key duties while she is on maternity leave.

J. Fun Comic Book News!

No additional comments.

K. Central Iowa Public Libraries Map Update

No additional comments.

L. Polaris Update

Director Glass shared that self-led training has begun and that the week of September 8 the Administrative Team will be involved in in-depth virtual trainings that will inform the staff training process, including October In-Service Day.

M. Library Policy Review / Strategic Plan Balanced Scorecard

No additional comments.

N. Patron Comments

No additional comments.

O. Incident Reports

Director Glass noted that two bike thefts have occurred. She added that camera footage has been provided to WDM Police Department and that both instances involved unsecured bicycles. The Accounts and Checkout desk has locks available to be borrowed in the event a patron has forgotten their own. Additionally, we'll be working on signage to remind patrons to secure bikes.

P. Gift Trust Update

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

APPROVAL OF BILLS - *Action*:

It was moved by Long, seconded by Clausen and approved unanimously by voice vote to approve the August 19, 2025 bill list as presented.

BUDGET REVIEW:

Director Glass provided the updated budget report.

ASSIGNMENT REPORTS:

City Council Liaison:

Councilman Hudson at Valley Open House this evening.

Friends:

Seidelman and Long will attend the August meeting.

Operations:

No items.

Personnel/Nominating:

FY26 Assignments – *Action*

Fajen provided the following slate of assignments for FY26:

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

It was moved by Myers, seconded by Clausen and approved unanimously by voice vote approve the FY26 Assignments.

OTHER BUSINESS:

No items.

It was moved by Long, seconded by Clausen, and approved unanimously by voice vote to adjourn the meeting at 5:46 p.m.

Respectfully submitted,

Attest,

Bryan F. Myers, Secretary

Susan Greenwood, Executive Assistant to Director