

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

<b>Board</b>	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
<b>Present</b>	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>	

OTHERS IN ATTENDANCE:

Meagan Tunink, Head of Collection Services

APPROVAL OF AGENDA:

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

PUBLIC FORUM:

No public attendees.

APPROVAL OF MINUTES OF August 19, 2025 REGULAR MEETING

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

DIRECTOR'S REPORT:

A. Division Reports

Head of Collection Services, Meagan Tunink was introduced, and she welcomed questions from her report. She also shared information about her work updating and transitioning data related to the Polaris implementation in relation to the funding request on this month's agenda.

B. Master Plan Update

No additional comments.

C. YS Playscape RFP

Director Glass shared that staff will review proposals in October.

D. Polaris Migration

Director Glass shared details from the week-long intensive system training that Administrative Staff took part in. Staff have access to a SharePoint page with preliminary info and videos to review. The next step will be to provide a demonstration overview of Leap at In-Service.

E. October 2025 Staff In-Service

Director Glass shared that Dr. Peterson will speak about change management in the morning. In the afternoon, Director Glass will lead the Leap demo before staff break into divisions to talk more specifically about Polaris.

F. KCCI Weather Camera

Director Glass shared that the City Manager and the City's IT department are both supportive of the project. Gillespie asked for some specific details related to retention and access to footage. Director Glass will ask for clarifications and if the answers are sufficient she will move the project forward by connecting the City and KCCI to discuss further details.

G. Polaris Go-Live Library Closure - Action

Director Glass shared that due to the complexity of the go-live day for the new ILS, and in speaking to colleagues at other libraries who have successfully made the transition, it would be best to have the library closed to the public on December 11. This will allow staff to ensure the change over is fully supported and will allow staff to check-in materials and input manual checkout and patron data from the day 10 "off-line" period which precedes go-live.

It was moved by Gillespie, seconded by Clausen, and approved unanimously by voice vote to approve the Polaris Go-Live Library Closure on December 11, 2025.

H. Request for Gift Trust Funding: Direct State Aid Use – Action

Director Glass echoed Head of Collection Services note of the importance of cleaning up records during this transition.

It was moved by Seidelman, seconded by Myers, and approved unanimously by voice vote to approve the use of Gift Trust Funds not to exceed the amount of \$15,000.

I. State Library Updates

No additional comments.

J. YJI Updates

No additional comments.

K. WDM Leadership Academy

No additional comments.

L. Library Policy Review / Strategic Plan Balanced Scorecard

No additional comments.

M. Patron Comments

No additional comments.

N. Incident Reports

Director Glass provided an update on incidents since the last meeting.

O. 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 Seidelman and approved unanimously by voice vote to approve the September 16, 2025 bill list as presented.

BUDGET REVIEW:

Director Glass provided the updated budget report.

ASSIGNMENT REPORTS:

City Council Liaison:

Councilman Hudson was unavailable this evening.

Friends:

Seidelman and Long will attend the August meeting. The 2026 Wine and Cheese event is scheduled for March 6. The Friends are working on another fundraising event coming soon. The endowment has rebounded and is now over \$1,000,000.

Operations:

No items.

Personnel/Nominating:

No items.

OTHER BUSINESS:

No items.

It was moved by Long, seconded by Clausen, and approved unanimously by voice vote to adjourn the meeting at 5:44p.m.

Respectfully submitted,

Attest,

Bryan F. Myers, Secretary

Susan Greenwood, Executive Assistant to Director