

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:

Jenna Ehler, Head of Youth Services

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 September 16, 2025 REGULAR MEETING

Fajen noted the need to remove a question mark in Item H. It was moved by Brooks, seconded by Myers, to approve the minutes as amended. Minutes were approved unanimously by voice vote.

DIRECTOR'S REPORT:

A. Division Reports

Ehler shared information about the youth services internship program and the impact it has on the library, the community, and the students who hold those positions. Ehler also shared her vision for the next phase of youth services at WDMPL. Director Glass shared that Studio Melee has hosted three meetings now working through priorities in building the new Master Plan.

B. Library of Things Information

Brooks thanked staff for the information and shared that she would like to see a DVD and a CD player available for checkout as a part of the offerings.

C. Board Training Requirements Information

Brooks thanked staff for pulling the information together and noted that there will be a new trustee when Brooks rolls off in 2026. Fajen shared her thoughts with the Board about the various requirements and the group discussed the different ways that meetings, events, and trainings successfully meet the guidelines. The Board agreed that it would be great to have the City Attorney come to a future meeting to talk through open meetings, open records, and quorum rules.

D. YS Playscape RFP

Director Glass shared that staff reviewed proposals in October and that the prevailing proposal is from a firm who designs and fabricates their own work, they have a lot of public library experience. City legal is reviewing agreement information and staff will meet with them in November to plan next steps.

E. October 2025 Staff In-Service Update

Director Glass shared details from In-Service when Dr. Peterson spoke about change management in the morning and after lunch staff interacted with Polaris Vega and Leap in a demo format. She also shared the staff SharePoint site and then staff were able to meet in their division groups to dive deeper into their processes. Staff now have their logins and are beginning their training and testing of the system.

F. KCCI Weather Camera

Director Glass shared responses from KCCI.

G. Staffing Updates

No additional comments.

H. Baker & Taylor Closure

Seidelman asked about the closure. Director Glass shared her experience with transitioning to Ingram and expressed relief that WDMPL had already made the transition prior to the announcement based on supply chain and delivery issues experienced since 2020.

I. Traci's Schedule in October

No additional comments.

J. Library Policy Review / Strategic Plan Balanced Scorecard

No additional comments.

K. Patron Comments

No additional comments.

L. Incident Reports

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

M. Gift Trust Update

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

APPROVAL OF BILLS - *Action*:

It was moved by Gillespie, seconded by Seidelman and approved unanimously by voice vote to approve the October 21, 2025 bill list as presented.

BUDGET REVIEW:

Director Glass provided the updated budget report.

ASSIGNMENT REPORTS:

City Council Liaison:

Councilman Hudson sent his gratitude via email as he is hosting parent teacher conferences tonight.

Friends:

Long gave his report to Greenwood on the phone this afternoon. He noted that the September Friends meeting was a short one and that their primary focus is on the donation software challenges.

Operations:

No items.

Personnel/Nominating:

No items.

OTHER BUSINESS:

No items.

It was moved by Myers, seconded by Brooks, and approved unanimously by voice vote to adjourn the meeting at 5:54p.m.

Respectfully submitted,

Attest,

Bryan F. Myers, Secretary

Susan Greenwood, Executive Assistant to Director