

President Mary Brooks called the regularly scheduled meeting of the West Des Moines Library Board of Trustees to order at 5:00 p.m.

<b>Board</b>	Mary Brooks <i>President</i>	Carol Grant <i>Vice President</i>	Ray Seidelman <i>Secretary</i>	Melissa L. Gillespie	Craig Long	Bryan F. Myers	Ann Warren
<b>Present</b>	X	X	X	X	X	X	X

<b>Staff</b>	Darryl Eschete <i>Library Director</i>	Susan Greenwood <i>Administrative Secretary</i>
<b>Present</b>	X	X

<b>Council</b>	Renee Hardman <i>Council Liaison</i>
<b>Present</b>	<i>electronically</i>

**APPROVAL OF AGENDA:**

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

**PUBLIC FORUM:** No public attendees.

**APPROVAL OF MINUTES:**

It was moved by Long, seconded by Seidelman, to approve the November 16, 2021 minutes as presented. Minutes were approved unanimously by voice vote.

**DIRECTOR’S REPORT:**

A. Security Update

Director Eschete informed the Board that PerMar has had staff onsite since December 6. Patron complaints and patron issues are markedly decreased. Mike Raymond is doing a great job monitoring the activity in the building. Councilwoman Hardman expressed that she is very glad we have a security presence in the building.

B. ECF Grant

Director Eschete reported that Louise Alcorn, Library Technology Coordinator, applied for the Emergency Connectivity Fund grant and, as a result, the library has been awarded \$27,915. The money will be used to fund hotspot service billing for this fiscal year, retroactive to this past July and to add a few more hotspot units.

C. Operations Committee Meeting of 12/13

Director Eschete shared that the Library hours were discussed, and that administration would ask that no changes to the hours be made at this time. Administrative staff will continue to monitor use and gather feedback, including looking for indicators throughout the strategic planning process.

D. Employee Holiday Party

Director Eschete reported that the staff gathering at Smash Park was well-attended and enjoyed by all.

E. Statistics for Residents of Cumming

Director Eschete gave some statistics on Library use by residents of Cumming since July 1 including that there are 285 active patrons from Cumming with a total circulation of 2672.

F. Library Building – Exterior Cameras – Motion

Director Eschete shared that WDM is the only IUPLA library without external cameras. Long asked about blind spots. Eschete shared that there might be but that the goal would be as much coverage of high traffic or problematic areas as possible.

It was moved by Grant, seconded by Myers and approved unanimously by voice vote to approve the spending of up to \$15,000 of gift trust on the installation of external security cameras at the West Des Moines Public Library.

G. Breakfast with Santa

Director Eschete shared that he stood in for Santa Claus at the Parks and Recreation event at Raccoon River Park on December 11.

H. Policy Reviews – Motion

Director Eschete stated that part of the accreditation process the Library must review the policies and by-laws. Director Eschete asked the Board to review the by-laws for tonight's meeting. Brooks proposed the following amendments:

*Item 5A – redact “one of whom is designated as Chair”*

*Item 5D – update to read “The Nominating Committee shall prepare a slate of nominees for office at the May meeting. This slate of nominees is to be presented and noted upon at the June meeting.*

It was moved by Gillespie, seconded by Seidelman and approved unanimously by voice vote to approve the by-laws as amended.

Brooks added that she would also discuss the concept of term limits with Mayor Trimble.

I. Division Report – Library Information Coordinator – Maggie Martin – Motion

Maggie Martin provided a written report on her recent projects. Greenwood shared that the Apparel Fundraiser ended up raising \$497 and selling 45 items for the Friends Foundation. Martin asked the Board to consider funding additional logo pens. The Board expressed their appreciation for the report and her hard work. The board asked how the pens will be given out. They will be available at programs and events throughout the year.

It was moved by Grant, seconded by Warren and approved unanimously by voice vote to approve the spending of \$1,892.14 of gift trust funds for Library logo pens.

J. Valley Junction Kiosk Usage Report

Director Eschete shared the monthly kiosk usage report.

K. Gift Trust Report

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

APPROVAL OF BILLS - *Action*:

It was moved by Seidelman, seconded by Gillespie and approved unanimously by voice vote to approve the December 21, 2021 bill list as presented. Bills approved unanimously by voice vote.

BUDGET REVIEW:

Director Eschete shared the monthly budget report.

ASSIGNMENT REPORTS:

Friends:

Warren shared that there is no meeting this month. She added that the author event in November was well attended and that the membership campaign is going well with donor gifts coming available for pickup soon. Since there is no December meeting Brooks will follow up with Jean. Long will attend in January.

Personnel/Nominating:

No items.

Operations:

Director Eschete shared that the Strategic Plan RFP was sent out with a deadline of December 1 and that 5 responses were received by the deadline.

a. Approval of Strategic Plan Consultant and Use of Gift Trust Funds – *Motion*

Gillespie shared that the Committee came to a consensus on Bâton Global of Des Moines.

It was moved by Myers, seconded by Grant and approved unanimously by voice vote to approve the spending of up to \$35,000 of gift trust on the upcoming strategic plan to be contracted with Bâton Global.

City Council Liaison:

Councilwoman Hardman shared that the last City Council meeting saw the final meeting after 22+ years of service for Mayor Steve Gaer and the first meeting as Mayor for Russ Trimble. Other council representatives sworn in include Doug Loots - Ward Three; Renee Hardman – At Large; Trevillyan - Ward One. Hardman will continue to serve as the liaison to the Library Board with Hudson as the backup. Hardman shared that Audrey Kennis was hired as the City's first Director of Diversity, Equity and Inclusion. Hardman also noted that the City will host its 3<sup>rd</sup> annual Martin Luther King celebration on January 17 at the RecPlex, including a multicultural reception and awards of \$6,000 in scholarships.

OTHER BUSINESS:

Happy Holidays from President Brooks.

It was moved by Seidelman, seconded by Long and approved unanimously by voice vote to adjourn the meeting at 6:02 p.m.

Respectfully submitted,

Attest,

Ray Seidelman, Secretary

Susan Greenwood, Library Administrative Secretary