

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

Board	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
Present	X	X	X	X	X	X	

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

Council	Renee Hardman <i>Council Liaison</i>
Present	X

Others in attendance: Julie Cook

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 Myers, seconded by Long, to approve the March 15, 2022 minutes as presented. Minutes were approved unanimously by voice vote.

DIRECTOR'S REPORT:

A. Karen Lane

Director Eschete informed the Board that Circulation department employee, Karen Lane passed away unexpectedly on April 11, 2022. The Library will open late on Saturday, April 30, so that staff can attend her Celebration of Life.

B. Teen Center Update

Director Eschete reported a group of stakeholders attended a meeting this afternoon to speak about minor patrons in the Library. He added that the ID process went well yesterday and that Per Mar is working to fill the security guard position.

C. Strategic Plan Update

Director Eschete provided the update from Bâton Global.

D. Hy-Vee Materials Returns

Director Eschete noted that Hy-Vee didn't want an official contract, so a letter of intent has been drafted and is being reviewed.

E. National Library Week/National Library Workers' Day

Director Eschete reported that the Friends Foundation provided box lunches for staff on April 5.

F. Division Report – Youth Services – Jenna Ehler

Ehler shared that the Teen Center has been open a whole year. Thanks to the Board for supporting the addition of two 20-hour clerks outside the regular budget cycle. Ehler added that Summer Reading is coming and that some things will be coming back for the first time in 2 years. Ehler showed examples of the swag that will be available to participants. She shared that the Youth Services Summer Intern will begin in May. Work on an outreach vehicle is ongoing.

G. YJI Circle Training – Action

Director Eschete shared that YJI suggested that Conversation Circles Training would be helpful in building a better relationship among staff and with patrons.

It was moved by Myers, seconded by Grant, to approve the closure of the library for two days for intensive staff training. Minutes were approved unanimously by voice vote.

H. Final Report – Community and Staff Surveys – Social Work Intern

Director Eschete introduced Julie Cook. Cook gave a presentation summarizing her needs assessments and her work at the Library since fall of 2021.

I. Valley Junction Kiosk Usage Report

Director Eschete shared the monthly kiosk usage report.

J. 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 April 19, 2022 bill list as presented. Bills approved unanimously by voice vote.

BUDGET REVIEW:

Director Eschete shared the monthly budget report.

ASSIGNMENT REPORTS:

Friends:

Long reported the meeting is next Tuesday at 5:30pm

- a. Approval of Recommendation of Four (4) New Friends Board Nominees – *Action*

Angie Arthur is the Executive Director of Homeward, an organization in Polk County that focuses on creating and implementing solutions to homelessness and promoting a community-wide commitment to ending homelessness. Prior to serving in this role, Angie worked in the workforce development and insurance industries. She has worked in partnership to start two non-profit organizations focusing on making positive impacts in her community. Angie received her BA in Business Administration from the University of Northern Iowa and her Master of Public Administration with an emphasis in healthcare from Drake University. Angie was referred by Ellie Wakefield and will be joining the PR committee.

Jennifer Hochberger has been a patron of the West Des Moines Library since moving here nearly 30 years ago! She and husband, Tom, are parents to 3 children, ages 16 to 23. Jennifer has worked at Principal Financial Group in various IT positions for 28 years, and currently enjoys her role as Product

Owner for the Enterprise Master Data Management solution. Outside of work she has been very involved in the kids' church and school activities as Girl Scout leader, Religion Teacher, Music Booster, Dance mom, and general baseball and softball fan. Books and music have always played a major role in Jennifer's life so she is very excited to begin a new adventure as a Library Friends Board member! Jennifer will be on the Membership committee.

Andrew Clausen was born and raised in northwest Iowa. He attended East High School in Sioux City, Iowa. After High school Andrew attended Iowa State University where he studied public relations. At Iowa State Andrew met his now wife Megan and they decided to plant roots in Des Moines where Andrew started in Banking and Megan began working in healthcare recruitment. After a short stint in Sioux City where they welcomed their son William, Megan and Andrew decided to move back to Des Moines to be closer to Family. Andrew is the Branch Manager for Central Bank in Urbandale, Iowa. He has 10 years of relationship management experience specializing in sales, retail banking, and wealth management. He attended Iowa State University where he studied Public Relations. Andrew has always had a love for reading and previously sat on the library board of trustees in Sioux City, Iowa before he and his family moved to Des Moines. He is passionate about the need to get children reading early and often for early childhood development. Outside of work Andrew enjoys spending as much time as possible with friends and family outdoors, hiking and using his Green Mountain grill every chance he gets. Andrew will be on the Membership committee.

Heather Martin was originally from Marion, Iowa but has been living in the West Des Moines/Waukee area for the last 25 years. I have two grown daughters who went through the WDM Community Schools, K-12, with the WDM library being our family's library the whole time. While the girls were in high school, my husband and I were the presidents of the Valley band boosters. During my daughter's senior year, we even took the band to Disney World and watched the kiddos march down Main Street! I am honored to be joining the WDM Library Friends Foundation Board and look forward to serving in my community once again. Heather was referred by Maggie Martin and will serve on the Fundraising committee.

It was moved by Grant, seconded by Long, to Approve Recommendation of Four (4) New Friends Board Nominees. Motion approved unanimously by voice vote.

Brooks shared that the Friends are interested in feedback about the Wine, Beer and Cheese event. Long expressed interest in seeing the donation wall bigger and more refined. The group also noted the issues experienced with the donation software. The event was praised overall.

Personnel/Nominating:

Brooks noted that the Committee meets Thursday morning to review the Director performance evaluation. There will be a closed session at the May meeting.

Operations:

- a. April 2022 Operations Committee Executive Summary
Director Eschete gave an overview of the items discussed at the Operations Committee Meeting.
- b. Approval of Minutes of April 13, 2022 Meeting – *Action*
It was moved by Myers, seconded by Gillespie, to approve the April 13, 2022 minutes of the Operations Committee as presented. Minutes were approved unanimously by voice vote.

- c. Request for Gift Trust Usage – Teen Center Shelving Purchase – *Action*
Myers shared that additional shelving would provide room for the Young Adult collection to spread and grow while also altering the layout of the space.

It was moved by Myers, seconded by Grant, to approve the Request for Gift Trust Usage for purchase of Teen Center Shelving. Motion approved unanimously by voice vote.

- d. Request for Gift Trust Usage – Active Noise Mitigation System – *Action*
Myers shared that the Committee reviewed a proposal that included installing the system building-wide but suggest the first floor be installed first and then after some time reassess.

It was moved by Myers, seconded by Long, to approve the Request for up to \$22,000 of Gift Trust Usage for Installation of an Active Noise Mitigation System on the First Floor of the Library. Motion approved unanimously by voice vote.

- e. Approval of Revised Policy Manual – *Action*
Myers shared that the Committee reviewed the revised policy manual.

It was moved by Myers, seconded by Grant, to approve the Revised Policy Manual. Motion approved unanimously by voice vote.

City Council Liaison:

Councilwoman Hardman shared appreciation for time and effort spent to work on Teen Center issues. She encouraged continuing to leverage partnerships.

OTHER BUSINESS:

Long will compose the next blog entry on behalf of the Board. Brooks and the Board recognized Eschete for 10 years of service.

It was moved by Myers, seconded by Long and approved unanimously by voice vote to adjourn the meeting at 6:44 p.m.

Respectfully submitted,

Attest,

Ray Seidelman, Secretary

Susan Greenwood, Library Administrative Secretary