

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

<b>Board</b>	Carol Grant <i>President</i>	Ray Seidelman <i>Vice President</i>	Craig Long <i>Secretary</i>	Mary Brooks	Jean Fajen	Melissa L. Gillespie	Bryan F. Myers
<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>	Greg Hudson <i>Council Liaison</i>
<b>Present</b>		

**APPROVAL OF AGENDA:**

It was moved by Fajen, seconded by Brooks, 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 Seidelman, seconded by Brooks, to approve the January 17, 2023 minutes as presented. Minutes were approved unanimously by voice vote.

**DIRECTOR’S REPORT:**

A. Plumbing Incident Closure

Director Eschete informed the Board that the library closed early on Friday, February 10 due to a sewer issue. The library was able to reopen as scheduled on Saturday, February 11.

B. Promedica Visit

Director Eschete shared his first-hand account of the impact of Betsy Richter’s role as Homebound and Outreach Coordinator on his ride-along to Promedica.

C. Budget Workshop

Director Eschete reported that the workshop went well and that the Library was represented by Brooks, Eschete, and Greenwood.

D. Training Day 2023 – Action

Director Eschete noted that the Missing Child Drill was helpful and that procedures will be updated as a result. Rural Policy Partners gave a presentation about de-escalation. Audrey Kennis, City of WDM DEI Director presented about customer service and careful use of language and etiquette to foster civility and prevent microaggressions in conjunction with *35 Dumb Things Well-Intended People Say* by Maura Cullen. Staff ended the day with a teambuilding activity. Brooks asked if the Board could receive the preliminary agenda in the future so they could consider potentially attending portions of the training. Eschete responded that would be a great idea and would also help fulfill the Board’s annual training requirements.

E. Request for Gift Trust Usage: Summer Reading Shirts – Action

Director Eschete informed the Board that the intent is to provide library staff with the option to receive a summer reading themed t-shirt. Going forward this will be figured into the annual staff shirt funding request.

It was moved by Brooks, seconded by Fajen to approve the use of \$600 of Gift Trust funds for the ordering of summer reading shirts for library employees. The motion was approved unanimously by voice vote.

F. Strategic Plan Report

Director Eschete shared information about the staff submissions that have been implemented since the approval of the strategic plan.

G. Division Report – Library Technology Coordinator

Director Eschete shared the report provided by Louise Alcorn. The Board thanked Alcorn for her continued thoughtfulness related to technology at the library.

H. Outreach Vehicle Project

Director Eschete reported that the chassis is in production.

I. Valley Junction Kiosk Report

Director Eschete shared the monthly kiosk usage report. The Board talked about the graph comparing all-time trends and the expectations. The Board discussed sending postcards to residents as well as the potential to move the kiosk within Valley Junction. The Board referred the matter to the Board's Operations Committee for further consideration.

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 Gillespie, seconded by Long and approved unanimously by voice vote to approve the February 21, 2023 bill list as presented.

BUDGET REVIEW:

Director Eschete shared the monthly budget report.

ASSIGNMENT REPORTS:

Friends:

Brooks shared that the donations campaign is on par for number of donations but down in terms of dollars given. Amazon has done away with their AmazonSmile campaign that provided non-profits with donations from public purchases. The Wine and Cheese event will be April 13 from 6-8pm at Raccoon River Park Nature Lodge. New Friends members will be needed in July. Brooks talked with the Friends PR committee about the format for author events and encouraged them to think outside the box and to feel free to try new things. Fajen will attend the Friends meeting in February and the author event that follows.

Personnel/Nominating:

Grant shared that the Director review process will begin in March with the May meeting to include a closed session with HR staff present. The committee will also begin preparing for annual Board appointments.

Operations:

Greenwood will coordinate a meeting after spring break.

City Council Liaison:

None present.

OTHER BUSINESS:

Long's blog post was posted on the website today. Fajen will submit a blog post in March/April.

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

Respectfully submitted,

Attest,

Craig Long, Secretary

Susan Greenwood, Library Administrative Secretary