

President Ray Seidelman called the regularly scheduled meeting of the West Des Moines Library Board of Trustees to order at 5:01 p.m.

Board	Ray Seidelman <i>President</i>	Craig Long <i>Vice President</i>	Jean Fajen <i>Secretary</i>	Mary Brooks	Andrew Clausen	Melissa L. Gillespie	Bryan F. Myers
Present	X	X	X	X	X	X	X

Staff	Jen Ohzourk <i>Library Interim Director</i>	Susan Greenwood <i>Executive Assistant to Director</i>	Heather Hildreth <i>Head of Circulation</i>
Present	X	X	X

Council	Greg Hudson <i>Council Liaison</i>
Present	X

OTHERS IN ATTENDANCE: None.

APPROVAL OF AGENDA:

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

PUBLIC FORUM: No public attendees.

APPROVAL OF MINUTES OF DECEMBER 19, 2023 MEETING

It was moved by Long, seconded by Clausen, to approve the December 19, 2023 minutes as presented. Minutes were approved unanimously by voice vote.

DIRECTOR'S REPORT:

A. Departure of Darryl Eschete

Interim Director Ohzourk shared information about the time leading up to Director Eschete's departure on January 4, 2024.

B. Weather Closure and Warming Center

Interim Director Ohzourk thanked the Board for their support during the extraordinary weather over the last week.

C. Historic Bibles Returned to Family

Interim Director Ohzourk noted that the family was very thankful.

D. Giving Tree

Interim Director Ohzourk shared the results of the holiday giving tree collection.

E. Outreach Vehicle Update

Interim Director Ohzourk noted that Jenna Ehler and Maggie Martin will visit Maryland to see the truck, receive training, and attend the LibLearnX conference showcasing the truck.

F. Budget Workshop

Interim Director Ohzourk will meet with Greenwood to get intensely familiar with the budget ahead of the February budget workshop.

G. Training Day 2023

Interim Director Ohzourk provided a copy of the Training Day schedule and invited the Board to attend any sessions they are interested in.

H. Division Report – Head of Circulation

Heather Hildreth noted that Des Moines recently went fine free but there have not been any complaints from WDM patrons about our structure as a result. Hildreth has been working closely with the Mobius team in testing and improving the connections. The Board thanked her for her and the Circulation team's efforts.

I. Public Elevator Update

Interim Director Ohzourk informed the Board that no additional updates have been provided.

J. Technology Audit

Interim Director Ohzourk shared that the Operations Committee will meet in February.

K. Incident Reports

Interim Director Ohzourk spoke about the PITS system. She and Jenna Ehler hosted behavior management refresher training with staff today, via two in-person sessions and an online recording available for staff unable to attend.

L. Gift Trust Update

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

APPROVAL OF BILLS - *Action*:

It was moved by Myers, seconded by Brooks and approved unanimously by voice vote to approve the January 16, 2024 bill list as presented.

BUDGET REVIEW:

Interim Director Ohzourk provided the updated budget report.

ASSIGNMENT REPORTS:

Friends:

No Friends meeting in December. Brooks shared that the candlebar fundraiser coming up.

Personnel/Nominating:

1. Search Committee Update

Fajen, as head of the search committee, shared that the first phase of recruitment has gone well so far, the submission deadline remains January 26, 2024.

Operations:

No items.

City Council Liaison:

Hudson stopped by at the beginning of the meeting but had to leave early because of the City Council meeting being held on Tuesday due to MLK Jr. Day on Monday.

OTHER BUSINESS:

No items.

It was moved by Fajen, seconded by Brooks and approved unanimously by voice vote to adjourn the meeting at 5:38 p.m.

Respectfully submitted,

Attest,

Jean Fajen, Secretary

Susan Greenwood, Executive Assistant to Director