

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

Board	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
Present	X	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	

Others in attendance: Maggie Martin, Heather Hildreth

APPROVAL OF AGENDA:

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

PUBLIC FORUM: No public attendees.

APPROVAL OF MINUTES:

Greenwood noted that a name correction was made to Director’s Report, Section A, the last sentence has been updated to read “Grant expressed interest in learning more as the incoming president.” Myers noted that a name correction is needed in the motion of Director’s Report, Section F, the motion has been updated to read “It was moved by Gillespie, seconded by Long, to approve the relay of request to the Friends for funding of the Library Pop-Up Vehicle of up to \$90,000. Motion approved unanimously by voice vote.”

It was moved by Brooks, seconded by Seidelman, to approve the June 21, 2022 minutes as amended. Minutes were approved unanimously by voice vote.

DIRECTOR’S REPORT:

A. YJI Conversation Circles Training

Eschete informed the Board that the two-day training was well received, generally. Gillespie asked Hildreth her thoughts on the training. She added that staff seemed to enjoy the time and the ability to connect with their coworkers. Eschete added that formal participant survey results will be coming soon but that moderator feedback was mostly positive. Moderators provided many workable suggestions.

B. Request for Gift Trust Usage: Community Room Storage – Action

Director Eschete reported that the locked cabinets would allow for Storytime supplies to be stored in the Community Room freeing up space in the back hall for Homebound storage.

It was moved by Fajen, seconded by Gillespie, to approve the gift trust funding request of up to \$8,200 for Community Room Storage. Motion approved unanimously by voice vote.

C. Strategic Plan Update

Director Eschete provided the update from Bâton Global.

D. White Noise System

Director Eschete reported that the final portion of system has been installed in the Teen Center and that the system makes a noticeable difference on the first floor of the library.

E. Library Podcast Anniversary

Director Eschete shared that the Library Podcast has had over 700 listens across 26 episodes in one year.

F. Annual Reports

Director Eschete shared that end of FY reports are being compiled.

G. Grounds Landscaping

Director Eschete said that the trees in the parking lot islands will be replaced by the City Forester this fall and that the City Horticulturalist is looking at creating improved planting area in the raised beds that would act as a memorial garden.

H. Pop-Up Library Vehicle – Progress Report

Director Eschete reported the process is moving forward with confirmation from the procurement Coordinator.

I. Division Report – Head of Circulation – Heather Hildreth

Director Eschete introduced Heather Hildreth. Hildreth spoke about statistics over the past year. The Board thanked her and her team for all their hard work.

J. Meeting with School District/Valley Southwoods Administration

Director Eschete shared that the meeting was very productive and that the conversations are ongoing, with more to happen soon.

K. Valley Junction Kiosk Usage Report

Director Eschete shared the monthly kiosk usage report.

L. Gift Trust Report

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

APPROVAL OF BILLS - *Action*:

It was moved by Myers, seconded by Seidelman and approved unanimously by voice vote to approve the July 19, 2022 bill list as presented.

BUDGET REVIEW:

Director Eschete shared the monthly budget report.

ASSIGNMENT REPORTS:

Friends:

Brooks and Fajen will work out a meeting rotation. Long shared that the bylaw review is underway and may be complete already.

Personnel/Nominating:

No items.

Operations:

Operations will meet with Baton Global on 8/1 for preliminary review of the proposed Strategic Plan.

City Council Liaison:

No items.

OTHER BUSINESS:

No items.

It was moved by Brooks, seconded by Fajen and approved unanimously by voice vote to adjourn the meeting at 5:22 p.m.

Respectfully submitted,

Attest,

Craig Long, Secretary

Susan Greenwood, Library Administrative Secretary