

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

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

Council	Renee Hardman <i>Council Liaison</i>	Greg Hudson <i>Council Liaison</i>
Present		

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

DIRECTOR’S REPORT:

A. Refugee Services

Director Eschete informed the Board about the program he attended regarding resources and services for refugees.

B. Iowa Library Association Planning Day

Director Eschete shared there was a lot of discussion about next year’s conference and about libraries sharing knowledge and resources to help one another.

C. Position Review Team

Director Eschete reported none of the positions requested by the library in lieu of a security guard will be funded by the City in the current fiscal year.

D. Book Sale

Director Eschete noted that the Friends Foundation made around \$4,000 at the book sale.

E. Request for Gift Trust Usage: Staff Shirts – Action

Director Eschete informed the Board that the funding pool approved in August of 2021 is nearly spent. A new funding cycle will allow for future new employees to order Lands’ End items and will also allow for a new staff t-shirt that will be offered to all existing and new staff members.

It was moved by Seidelman, seconded by Long to approve the use of \$2,500 of gift trust funding for logoed business attire for library employees. The motion was approved unanimously by voice vote.

F. Proposed Policy Updates – Action

Director Eschete shared that staff who attended the fall ILA conference brought feedback that some updates to policy language could be useful to clarify procedures considering challenges reportedly faced by other public libraries. The Quality Team brought forward the suggestions and the revised wording provided by Director Eschete is as follows:

OBJECTIONS TO SELECTED MATERIALS

Once an item has been selected, it will not be removed from the collections at the request of persons or groups who object to it unless it is in violation of the principles set forth in this policy statement. Patrons who wish to object to materials in the library's collections should discuss their concern with the Library Director. Patrons who wish to have an item reconsidered may do so by completing a Request for Reconsideration of Library Materials form. The library welcomes such interest in its collections and assures patrons that all formal requests for reconsideration will be given serious attention. When completed, Request for Reconsideration of Library Materials forms are referred to the Director, who will review – with the subject area selector – the request and the item in question, and who will respond to the complainant. After receiving the Director's response, the complainant may present the matter to the Library Board of Trustees for further consideration. Challenged materials will not be removed from the public shelves while awaiting resolution of a request for reconsideration.

Proposed/Possible Addendum:

The Library Director and/or Library Board will only consider objections to library materials which come from residents of the City of West Des Moines or contract communities. An individual item in the collection will be reviewed for any given reason or set of grounds only once per calendar year; Library Director/Board decisions regarding objections or challenges will be kept on file for public review for that duration. In the case of a patron challenging or objecting to multiple items at once, the challenges will be reviewed based upon the availability of the Library Director, Library Board members and staff or stakeholders comprising any review committees deemed necessary.

Seidelman suggested City legal review wording prior to final adoption to ensure the wording is defensible.

It was moved by Brooks, seconded by Fajen, to table the motion pending City legal review. The motion was approved unanimously by voice vote.

G. Training Day 2023

Director Eschete shared that February 20, President's Day, the Library will be closed for annual staff training. The Quality Team is looking into de-escalation training at the request of employees, Audrey Kennis will present a book discussion and staff will conduct a safety drill.

H. Strategic Plan Report

Director Eschete noted that the first bi-annual staff survey was conducted, the results were reviewed by Administrative Staff and the Quality Team and the full results, as well as the summary information provided to the Board, was provided back to all employees. Feedback from the survey will help inform changes to the next survey to be conducted in the spring.

I. Hotspot Program Overview

The Board expressed thanks for the data and didn't pose any additional questions at this time.

J. Division Report – Library Information Coordinator

Director Eschete shared that Martin was on ABC 5 Midday News yesterday promoting library programs and services. The Board expressed their appreciation for all valuable ideas that Martin has implemented.

K. Outreach Vehicle Project

Director Eschete reported that the chassis is on order and updates will be available as the box progresses.

L. Valley Junction Kiosk Report

Director Eschete shared the monthly kiosk usage report.

M. Gift Trust Report

Director Eschete provided the updated report on funds available in the Gift Trust. The Board discussed the changes in state funding.

APPROVAL OF BILLS - *Action*:

It was moved by Brooks, seconded by Seidelman and approved unanimously by voice vote to approve the December 20, 2022 bill list as presented.

BUDGET REVIEW:

Director Eschete shared the monthly budget report.

ASSIGNMENT REPORTS:

Friends:

Brooks attended the November meeting and shared that the book sale was a hot topic. The author event was very popular with over 70 individuals attending. Next author events are February and March. Long mentioned he has a name for a potential Friends Board member. Save the date for the Wine and Cheese event on April 13, 2023.

Personnel/Nominating:

No items.

Operations:

No items.

City Council Liaison:

Hardman not present. Hudson stopped by prior to the meeting to check in but was unable to stay for the meeting.

OTHER BUSINESS:

No items.

It was moved by Long, seconded by Fajen and approved unanimously by voice vote to adjourn the meeting at 5:59 p.m.

Respectfully submitted,

Attest,

Craig Long, Secretary

Susan Greenwood, Library Administrative Secretary