

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

<b>Board</b>	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
<b>Present</b>	X	X	X	X	X		X

<b>Staff</b>	Darryl Eschete <i>Library Director</i>	Susan Greenwood <i>Executive Assistant to Director</i>
<b>Present</b>	X	X

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

OTHERS IN ATTENDANCE: None.

**APPROVAL OF AGENDA:**

It was moved by Brooks, seconded by Long, 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 Fajen, seconded by Clausen, to approve the July 18, 2023 minutes as presented. Minutes were approved unanimously by voice vote.

**DIRECTOR'S REPORT:**

A. Outreach Vehicle Update

Director Eschete informed the Board that the wrap designs are available for public voting.

B. Request for Friends Funding: FY25 Library Program and Homebound Funding – Action

Director Eschete reported that the FY25 funding request of the Friends is included in the packet.

It was moved by Fajen, seconded by Brooks, to approve a request to the West Des Moines Public Library Friends Foundation for library-administered program support in the amount of \$28,000. Motion approved unanimously by voice vote.

C. Request for Friends Funding: CY2024 Staff Recognition – Action

Director Eschete shared that the library is requesting a small increase in the funding provided by the Friends for staff recognition.

It was moved by Brooks, seconded by Long, to approve a request to the West Des Moines Public Library Friends Foundation for an increase in book sale money set aside for staff appreciation from \$100 to \$120 per month or \$1200 to \$1440 per year. Motion approved unanimously by voice vote.

D. Request for Friends Funding: Local History Program Funding – Action

Director Eschete reported that the Local History Series gets great attendance each year.

It was moved by Long, seconded by Brooks, to approve a request to the West Des Moines Public Library Friends Foundation for local history program support/sponsorship in the amount of \$1500. Motion approved unanimously by voice vote.

E. DMACC HiSet Location

Director Eschete informed the Board that HiSet is the new high school equivalency program and that they will be hosting their fall semester classes here at the library which is a great partnership opportunity.

F. Community Partner Meeting, Pre-School Year

Director Eschete noted that the community partners are planning to meet the afternoon of August 30 to discuss the upcoming school year.

G. Library Rain Garden – Action

Director Eschete shared that the City has approached the library about installing a rain garden near the front of the library. Long inquired how overflow would be handled. Eschete responded that the City picked this particular placement due to the fact there is an above ground overflow already in place. Myers inquired about signage. Eschete responded that Library Information Coordinator Maggie Martin will be involved in the design of the informational signage that will be installed at the garden.

It was moved by Long, seconded by Clausen, to approve the use of a portion of library grounds for a demonstration rain garden, to be funded, designed, installed and maintained by City Engineering. Motion approved unanimously by voice vote.

H. Division Report – Library Technology Coordinator

Eschete shared Louise Alcorn is out on vacation but that her report is attached. The group discussed the challenges with the copier transition. Board members discussed the increasing use of streaming services and the need to either cap use or increasing the budgeted funds.

I. Public Elevator

Director Eschete informed that Board that this is the 1<sup>st</sup> City facility with an elevator needing mechanics replacements and that the process is significantly more complicated than anticipated. The process continues to move forward and concerns and complaints are addressed as needed.

J. Gift Trust Update

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

APPROVAL OF BILLS - *Action*:

It was moved by Long, seconded by Fajen and approved unanimously by voice vote to approve the August 15, 2023 bill list as presented.

BUDGET REVIEW:

Director Eschete noted that both FY23 and FY24 budget reports were included in the packet.

ASSIGNMENT REPORTS:

Friends:

Myers will attend the meeting next week.

Personnel/Nominating:

No items.

Operations:

No items.

City Council Liaison:

Hudson not in attendance.

OTHER BUSINESS:

No items.

It was moved by Fajen, seconded by Clausen and approved unanimously by voice vote to adjourn the meeting at 5:54 p.m.

Respectfully submitted,

Attest,

Jean Fajen, Secretary

Susan Greenwood, Executive Assistant to Director