

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	X

<b>Staff</b>	Darryl Eschete <i>Library Director</i>	Susan Greenwood <i>Executive Assistant to Director</i>	Jen Ohzourk <i>Head of Adult Services</i>
<b>Present</b>	X	X	X

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

**OTHERS IN ATTENDANCE:**

Jane Sidwell, sister of Mary Brooks. Tom Hadden, City Manager and Chris Hamlett, Budget Analyst

**APPROVAL OF AGENDA:**

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

**PUBLIC FORUM:** No public attendees.

**PRESENTATION – HF718 BUDGET IMPACTS:**

Tom Hadden, City Manager and Chris Hamlett, Budget Analyst presented on the impacts of HF718. They shared that the projected growth of taxable income in the next fiscal year is 8.5%, which puts WDM at \$8.30, exceeding the law-imposed cap of \$8.10 / \$1,000 valuation. Discussion items related to meeting city budget goals were reducing growth rate of city staff, city department reorganization, early retirement offerings, citywide compensation study, Police Department staffing review, and the library software audit. It was also suggested that additional revenues could be achieved via increased rates and charges as well as adding franchise fees. Hadden’s challenge to departments included being aware of the sea change, avoid mission creep, audit project and supplies/services, seek efficiencies and innovation, review job description line items, strive for sustainability. Hadden also suggested that it will be harder to add or replace personnel with the review committee looking at how business is done. Cuts may mean eliminating services to add services and working with other departments to accomplish goals. Brooks expressed appreciation for involving the Board in the ongoing conversation.

**APPROVAL OF MINUTES:**

It was moved by Long, seconded by Clausen, to approve the October 17, 2023 minutes as presented. Minutes were approved unanimously by voice vote.

**DIRECTOR’S REPORT:**

A. FY25 Budget Planning

Director Eschete shared that the final budget pre-meeting was on November 14 and that the budget team was appreciative of our preparation efforts. They have many upcoming departmental meetings but gave no further tasks at this time.

B. Outreach Vehicle Update

Director Eschete informed the Board that the vehicle will be ready by the start of the new year and that Head of Youth Services and a member of Public Services Fleet intend to go for the training and final acceptance.

C. State Senator and Representative Visits

Director Eschete noted that the local politicians visited in association with disability awareness month meeting with administrative staff and Collection Services Specialist, Rachel Bussan.

D. Capital Improvement Project Discussion

Director Eschete shared that a meeting with City Engineering staff provided information about what large building-related expenses are being planned ahead for.

E. Division Report – Head of Adult Services

Jen Ohzourk was in attendance to discuss her report. She gave an overview of the things that happened over the last six months and what is upcoming. The Board thanked Ohzourk for her hard work.

F. Public Elevator Update

Director Eschete informed the Board that the cabling and pre-replacement work is being coordinated and that the actual mechanics will be replaced in the first half of 2024.

G. Early Voting Site

Director Eschete shared that the Library served as a voting site for Polk County residents via petition by residents.

H. Quarterly Breakfast

Director Eschete informed the Board that Library staff served over 160 City employees at the Halloween-themed breakfast held October 31.

I. Training Day Planning

Director Eschete noted that President's Day 2024 will see presentations from City IT, WDM Police Department and Library staff.

J. Nature Lodge – Breakfast with Santa

Director Eschete has been asked to stand in for Santa at the Parks and Recreation annual event held at the Raccoon River Park Nature Lodge on December 9.

K. Iowa Vocational Rehab Visit

Director Eschete shared that the representatives of Iowa Vocational Rehabilitation Services came to the library to discuss what types of abilities might fit in library jobs. Eschete will work with them to possibly create a "Customer Service Academy" with a library focus.

L. Gift Trust Update

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

APPROVAL OF BILLS - *Action*:

It was moved by Gillespie, seconded by Fajen and approved unanimously by voice vote to approve the November 21, 2023 bill list as presented.

BUDGET REVIEW:

Director Eschete provided the updated budget report.

ASSIGNMENT REPORTS:

Friends:

Myers attended the October meeting. He noted they are in the middle of their fall membership campaign with 880 emails sent they are anticipating an above average donation season. The Friends worked with Chick-Fil-A on a fundraiser and will be updating ongoing booksale pricing. Myers shared the annual author event bookmarks are coming soon. Additionally, the Friends are hosting a book drive for new books for next Tuesday's meeting with books to be given to Human Services to add to holiday gifts.

Personnel/Nominating:

No items.

Operations:

The Operations Committee met on Thursday, November 9, to discuss the Library budget proposal being submitted to the City. After extensive considerations and analysis, the request includes preliminary commitment from the Friends and Board to split coverage of \$40,000 in eContent for FY25. Not reflected in the numbers is potential change to services hours/days to be discussed with the Library Board in terms of both cost-savings and staff-efficiency. Options include maintaining Saturday summer hours year-round, closing at 8pm Monday-Thursday, and/or closing year-round on Sundays. Supplemental personnel being requested include maintaining a summer Youth intern, a re-request of a 1/2-time Adult Services Assistant, and considerations for the 3/4-time Circulation Assistant already in position review due to vacancy. A supplemental equipment request was included for the replacement of the RFID and AMH Equipment.

City Council Liaison:

Hudson thanked the Board for considering the impacts of HF718.

OTHER BUSINESS:

Greenwood shared ongoing updates to the monthly and annual statistics as the library transitions to using the State Library's WhoFi system.

It was moved by Fajen, seconded by Brooks and approved unanimously by voice vote to adjourn the meeting at 6:04 p.m.

Respectfully submitted,

Attest,

Jean Fajen, Secretary

Susan Greenwood, Executive Assistant to Director