

President Ray Seidelman called the special meeting of the West Des Moines Library Board of Trustees to order at 1:00 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		electronically	X	electronically	X	

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

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

OTHERS IN ATTENDANCE: None.

APPROVAL OF AGENDA:

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

DISCUSSION OF LIBRARY OPERATIONS AND SUCCESSION PLANNING:

The group discussed accepting Director Eschete’s resignation formally at the December 19 meeting. Greenwood will attach Eschete’s letter of resignation to the Director’s Report for the meeting.

Seidelman suggested having the personnel/nominating committee act as the search committee with formal recognition at the December 19 meeting. Fajen will serve as the spokesperson. Seidelman met with City HR representatives Todd Sadler and Tammy Gilland, they will assist with the official posting and recruitment process and he feels they will be great resources. The committee will seek staff and public input but the actual selection of the Director will be the Board’s responsibility. Seidelman will also extend an invitation to Andrea Solomon as Friends Foundation President for a member of the Friends to serve on the search committee. Maggie Martin, Library Information Coordinator, and Susan Greenwood, Executive Assistant to Director, will provide Administrative Support. Seidelman asked Greenwood to setup a shared file for document drafting and collaborative revisions.

The group discussed the need to appoint an Interim Director at the December 19 meeting to serve after Director Eschete’s departure until the new hire is in place. A staff person has been identified to serve in interim capacity and Seidelman and Eschete will work with HR on preparing for that transition. Greenwood shared that a list of transition items is being jointly worked on with Eschete and all Administrative staff to ensure all Director duties and responsibilities and accounted for.

Plans for a small farewell reception to be hosted by the Board and the Friends Foundation following the December Board meeting were discussed. Fajen, Greenwood, Martin and Solomon will work together on details for the event to be held December 19 from 6:30-7:30 pm.

OTHER BUSINESS:

No items.

It was moved by Gillespie, seconded by Brooks and approved unanimously by voice vote to adjourn the meeting at 1:36 p.m.

Respectfully submitted,

Attest,

Jean Fajen, Secretary

Susan Greenwood, Executive Assistant to Director