

President Ray Seidelman called the rescheduled meeting of the West Des Moines Library Board of Trustees to order at 4:34 p.m.

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| 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 | X | X | | X | | X |

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| Staff | Traci Glass <i>Library Director</i> | Susan Greenwood <i>Executive Assistant to Director</i> |
| Present | X | X |

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

OTHERS IN ATTENDANCE: None.

APPROVAL OF AGENDA:

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

PUBLIC FORUM: No public attendees.

APPROVAL OF MINUTES OF APRIL 16, 2024 MEETING

It was moved by Long, seconded by Clausen, to approve the April 16, 2024 minutes as presented. Minutes were approved unanimously by voice vote.

DIRECTOR'S REPORT:

A. Budget Discussion

Director Glass expressed her thanks for Ohzourk's outstanding work in making the transition as seamless as possible as Interim Director.

B. Request for Gift Trust Funding: RFID/Automated Materials Handler – Action

It was moved by Myers, seconded by Fajen, and approved unanimously by voice vote to approve the use of Gift Trust funding for remaining cost of RFID/Automated Materials Handler project after City's half +\$10,000 contribution and after use of \$50,000 of Direct State Aid. Gift Trust expense not to exceed \$40,000.

C. Request for Gift Trust Funding: Community Room Audiovisual Equipment – Action

Director Glass provided information about the project which will replace equipment installed in 2016 with updated technology.

It was moved by Myers, seconded by Clausen, and approved unanimously by voice vote to approve the use of Gift Trust funding for Community Room Audiovisual Equipment Replacement. Gift Trust expense not to exceed \$18,000.

D. Request for Friends Funding: July 4 Celebration Parade – Action

Director Glass shared a funding request to be forwarded to the Friends for participation in the WDM Parks and Recreation parade on July 3.

It was moved by Fajen, seconded by Long, and approved unanimously by voice vote to approve the request to seek funding of up to \$2,500 from the West Des Moines Public Library Friends Foundation for the purpose of candy and giveaways for the July 3 parade.

E. Recent Outreach Opportunities

No additional comments.

F. Library Vehicle Update

No additional comments.

G. Director Onboarding and Welcome

Director Glass expressed her appreciation for the ongoing warm welcome and shared how excited she is to be here.

H. Strategic Plan Balanced Scorecard

No additional comments.

I. Satellite Early Voting

No additional comments.

J. Threadless Site

No additional comments.

K. Polk County Trustee Training

The Board expressed interest in the topics and the opportunity to host a local training. Long will work with Greenwood to find a date and topic.

L. Custodial Request for Proposal Process

No additional comments.

M. Rain Garden Update

No additional comments.

N. Incident Reports

Director Glass gave an overview of incidents since last month's meeting.

O. Division Report – Head of Adult Services

Ohzourk was unable to attend but Director Glass noted that her Division Report was included in the packet.

P. Gift Trust Update

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

APPROVAL OF BILLS - *Action*:

It was moved by Long, seconded by Myers and approved unanimously by voice vote to approve the May 21, 2024 bill list as presented.

BUDGET REVIEW:

Director Glass provided the updated budget report.

ASSIGNMENT REPORTS:

City Council Liaison:

Hudson welcomed Director Glass to West Des Moines on behalf of the Mayor and Council.

Friends:

Myers reported on last month's meeting and shared that the author event the month prior had good attendance. He added that the Wine and Cheese early totals for 2024 were looking comparable to previous years. The Friends have found their Salesforce tracking and email blasts less than user friendly so they will be trying MailChimp.

Operations:

No items.

Personnel/Nominating:

Approval of FY25 Slate of Officers – *Action*

The Personnel/Nominating Committee presents the following potential slate of officers for the upcoming year, effective beginning with the July meeting:

1. Craig Long, President
2. Jean Fajen, Vice President
3. Andrew Clausen, Secretary

It was moved by Myers, seconded by Fajen, and approved unanimously by voice vote to approve the slate of officers as presented.

OTHER BUSINESS: No items.

Director Glass consulted with the Board on their opinion about updates to the staff dress code. The Board will look forward to suggested changes at an upcoming meeting.

Greenwood shared that at the May 20 City Council meeting Gillespie and Fajen were reappointed effective July 1, 2024 to June 30, 2028.

It was moved by Fajen, seconded by Clausen and approved unanimously by voice vote to adjourn the meeting at 5:28 p.m.

Welcome Reception for Director Glass hosted by Board and Friends Foundation followed 6:30-7:30pm.

Respectfully submitted,

Attest,

Jean Fajen, Secretary

Susan Greenwood, Executive Assistant to Director