

President Ray Seidelman called the regular meeting of the West Des Moines Library Board of Trustees to order at 5:00 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	X	X	X	X	X	

Staff	Traci Glass <i>Library Director</i>	Susan Greenwood <i>Executive Assistant to Director</i>	Maggie Martin <i>Library Information Coordinator</i>	Council	Greg Hudson <i>Council Liaison</i>
Present	X	X	X	Present	X

OTHERS IN ATTENDANCE: None.

APPROVAL OF AGENDA:

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

PUBLIC FORUM: Jennifer Bittner, Master’s degree student in Library and Information Science at Emporia State University

APPROVAL OF MINUTES OF MAY 28, 2024 RESCHEDULED MEETING

It was moved by Long, seconded by Clausen, to approve the May 28, 2024 minutes as presented. Minutes were approved unanimously by voice vote.

DIRECTOR’S REPORT:

A. Library 2024-2025 Budget Reductions – Action

Director Glass gave information about requested statistics gathered on use of e-content and streaming services as well as patron data for hourly in-library use. Councilman Hudson thanked staff for all the data and asked if the Board would be willing to let him discuss the funding variance further with the Budget Team and Council. The Board expressed their appreciation of Councilman Hudson and his willingness to support the library.

It was moved by Long, seconded by Brooks, and approved unanimously by voice vote to table the motion.

B. Policy Updates

Director Glass shared that she is working on some policy updates to bring forward to the Board in August as well as a process for reviewing all policies on an ongoing rotation.

C. Division Updates

Director Glass shared an updated summer reading statistic noting that 3,254 total patrons are currently signed so far which is more than the final number last year.

D. Recent Outreach Opportunities

No additional comments.

E. Elevator Update

Director Glass shared that work has begun on the public elevator and will last at least 3 weeks before transferring to the staff elevator.

F. Kiosk Update

No additional comments.

G. Strategic Plan Balanced Scorecard

No additional comments.

H. Polk County Trustee Training

Long shared that immediately following the September 17 Board meeting Maryann Mori with the State Library of Iowa will present a program to the WDM Library Board and other Board members of Polk County Library Boards on "Advocating for Advancements: A Top Responsibility of Trustees". There will be a social/food time from 6-6:30pm and the training will run 6:30-8pm.

I. Incident Reports

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

J. Division Report – Library Information Coordinator

Maggie Martin provided an update on all the things she has been working on over the last 6 months including library merchandise, social media, as well as outreach and events. Director Glass shared her appreciation for Maggie throughout the onboarding process and for all her ongoing work in maintaining the library's brand.

K. Gift Trust Update

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

APPROVAL OF BILLS - *Action*:

It was moved by Gillespie, seconded by Clausen and approved unanimously by voice vote to approve the June 18, 2024 bill list as presented.

BUDGET REVIEW:

Director Glass provided the updated budget report.

ASSIGNMENT REPORTS:

City Council Liaison:

Hudson shared he was glad to see Library at the Juneteenth event.

Friends:

Clausen noted that the Wine and Cheese event netted \$2,600 leaving \$66,000 available until the next campaign. The Friends are discussing the possibility of hosting the event at the Library again going forward. Clausen shared that they are testing the MailChimp system and are working to rebrand the author event series as "Booked for the Evening". Clausen added that the Friends only have one candidate for membership for the Board to consider next month.

Operations:

No items.

Personnel/Nominating:

No items.

OTHER BUSINESS: No items.

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

Respectfully submitted,

Attest,

Jean Fajen, Secretary

Susan Greenwood, Executive Assistant to Director