

President Craig Long called the regular meeting of the West Des Moines Library Board of Trustees to order at 5:00 p.m.

Board	Craig Long <i>President</i>	Jean Fajen <i>Vice President</i>	Andrew Clausen <i>Secretary</i>	Mary Brooks	Melissa L. Gillespie	Bryan F. Myers	Ray Seidelman
Present	X	X	X	X	electronically	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: Heather Hildreth, Head of Circulation.

APPROVAL OF AGENDA:

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

PUBLIC FORUM: No public attendees.

APPROVAL OF MINUTES OF JUNE 18, 2024 REGULAR MEETING

It was moved by Seidelman, seconded by Fajen, to approve the June 18, 2024 minutes as presented. Minutes were approved unanimously by voice vote.

DIRECTOR'S REPORT:

A. Budget Update

Director Glass reported on conversations about FY25 cost savings as well as potential future considerations for changes to service hours.

B. Division Reports

Director Glass shared Division Reports and Heather Hildreth provided her report.

C. Holiday and Closure Schedule 2025 - Action

Director Glass provided information on the proposed 2025 schedule.

It was moved by Myers, seconded by Fajen, and approved unanimously by voice vote to approve the 2025 Holiday and Closure Schedule as presented.

D. City of Cumming Contracted Library Services

Director Glass provided information about the use of library services by Cumming patrons and shared that she will be prepared to renegotiate the contract entering into FY26.

E. WDM Youth Civic Accelerator Program

Director Glass shared that the library staff enjoyed hosting the Youth Civic Accelerator teens.

F. Strategic Plan Balanced Scorecard

No additional comments.

G. Request for Reconsideration

Director Glass shared that a patron submitted a request for reconsideration for *Babylon Berlin* and that she will be reviewing and providing a decision to the patron.

H. Incident Reports

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

I. Gift Trust Update

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

APPROVAL OF BILLS - *Action*:

It was moved by Brooks, seconded by Seidelman and approved unanimously by voice vote to approve the July 16, 2024 bill list as presented.

BUDGET REVIEW:

Director Glass provided the updated budget report.

ASSIGNMENT REPORTS:

City Council Liaison:

No items.

Friends:

No items.

Operations:

No items.

Personnel/Nominating:

Long presented the following proposed slate of assignments for FY25:

1. Friends: Seidelman, Myers
2. Personnel/Nominating: Clausen, Fajen
3. Operations: Brooks, Gillespie

It was moved by Brooks, seconded by Fajen and approved unanimously by voice vote to approve the FY25 assignments.

OTHER BUSINESS: No items.

It was moved by Fajen, seconded by Clausen, and approved unanimously by voice vote to adjourn the meeting at 5:21 p.m.

Respectfully submitted,

Attest,

Jean Fajen, Secretary

Susan Greenwood, Executive Assistant to Director