

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		X	X

Staff	Traci Glass <i>Library Director</i>	Susan Greenwood <i>Executive Assistant to Director</i>	Louise Alcorn <i>Library Technology Coordinator</i>
Present	X	X	X

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

OTHERS IN ATTENDANCE: None.

APPROVAL OF AGENDA:

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

PUBLIC FORUM: No public attendees.

APPROVAL OF MINUTES OF JULY 16, 2024 REGULAR MEETING

Greenwood noted that the signature line was updated to reflect the new secretary.

It was moved by Fajen, seconded by Clausen, to approve the July 16, 2024 minutes as previously amended. Minutes were approved unanimously by voice vote.

DIRECTOR’S REPORT:

A. Human Resources Update

Director Glass reported on changes to the City of WDM Human Resources Department.

B. Division Reports

Director Glass shared Division Reports and Louise Alcorn provided her report on AV replacement in the Community Room, the RFID/AMH replacement, and Innovative/Clarivate meeting regarding pain points and options for changes to the current contract.

C. State Library Reports

No additional comments.

D. Annual Report – City Council

Director Glass thanked Board President Long and Friends President O’Neill for attending the City Council meeting presentation.

E. Library Policy Review - Action

Director Glass provided information on the proposed policy updates.

It was moved by Fajen, seconded by Myers, and approved unanimously by voice vote to approve the policy updates as presented to “Tablet Computers” and “Fee Schedule” (subsets of Chapter 1: Administrative Policies), “Appropriate Attire” (Chapter 2: Personnel Policies), and “Items Donated to the Library” (subset of Chapter 3: Collection Development Policy).

F. State Library Continuing Education Platform Changes

Director Glass noted that the online system updates are in progress.

G. Request for Friends Funding: FY26 Library Program and Homebound Funding - Action

Director Glass provided information on the proposed FY26 funding which represents a \$500 increase to each Youth, Adult and Homebound programming for a \$1,500 increase from FY25.

It was moved by Brooks, seconded by Clausen, and approved unanimously by voice vote to approve a request to the West Des Moines Public Library Friends Foundation for library-administered program support in the amount of \$29,500.

H. Request for Friends Funding: Local History Program Funding - Action

Director Glass provided information on the local history program funding request.

The group discussed their desire for the partnership and funding continue to be a marketing and public relations effort.

It was moved by Brooks, seconded by Clausen, and approved unanimously by voice vote to approve a request to the West Des Moines Public Library Friends Foundation for local history program support/sponsorship in the amount of \$1,500.

I. Request for Reconsideration

Director Glass shared her response to the request for reconsideration for *Babylon Berlin*.

J. Strategic Plan Balanced Scorecard

No additional comments.

K. Incident Reports

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

L. Gift Trust Update

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

APPROVAL OF BILLS - *Action*:

It was moved by Myers, seconded by Brooks and approved unanimously by voice vote to approve the August 20, 2024 bill list as presented.

BUDGET REVIEW:

Director Glass provided the updated budget report.

ASSIGNMENT REPORTS:

City Council Liaison:

Hudson not present.

Friends:

Seidelman presented information for the Friends nominee, Savanna Minnick.

It was moved by Seidelman, seconded by Fajen and approved unanimously by voice vote to approve the nomination.

Operations:

No items.

Personnel/Nominating:

No items.

OTHER BUSINESS: Next month following the Board's regular meeting Trustees and staff from other Polk Country Libraries will join us for dinner and social time ahead of the State Library's Trustee Training.

It was moved by Seidelman, seconded by Clausen, and approved unanimously by voice vote to adjourn the meeting at 5:49 p.m.

Respectfully submitted,

Attest,

Andrew Clausen, Secretary

Susan Greenwood, Executive Assistant to Director