

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	electronically	Arrived at 5:18pm	X	X	X	X

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

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

OTHERS IN ATTENDANCE: None.

APPROVAL OF AGENDA:

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

PUBLIC FORUM: One individual from the public attended but did not speak.

APPROVAL OF MINUTES OF AUGUST 20, 2024 REGULAR MEETING

It was moved by Brooks, seconded by Myers, to approve the August 2024 minutes as previously amended. Minutes were approved unanimously by voice vote.

DIRECTOR'S REPORT:

A. Traci's Division Rotations

Director Glass reported that she is learning so much getting to engage in the work of each division.

B. Division Reports

Director Glass reported on behalf of Ann Renken who is out on vacation. She noted that Renken is working on the various collections and also working to foster connections with publishers and vendors.

C. State Library Reports – FY24 Public Library Annual Survey

No additional comments.

D. Library Director Meet-Ups – MAR and IUPLA

No additional comments.

E. City News

Director Glass noted that she was also pleased to represent the Library at an Optimists Club meeting.

F. Mary Brooks! Superstar!

Brooks spoke about her experience with the film crew and her excitement in having the Library featured.

G. Illumifest Report

Director Glass reported that Illumifest 2024 was a great and successful time with over 600 riders on the train. She reminded the Board that the VJ Kiosk Ice Cream Social will take place next Wednesday.

H. Strategic Plan Balanced Scorecard

Director Glass shared her confidence in the statistics she is seeing.

I. Incident Reports

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

J. Gift Trust Update

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

APPROVAL OF BILLS - *Action*:

It was moved by Seidelman, seconded by Brooks and approved unanimously by voice vote to approve the September 17, 2024 bill list as presented.

BUDGET REVIEW:

Director Glass provided the updated budget report.

ASSIGNMENT REPORTS:

City Council Liaison:

Hudson shared he was out last month working on the Legacy Woods Art project.

Friends:

Seidelman shared that with the WoW vehicle now out in the community, the Friends are looking for their next six-figure project. The next candlebar event is in planning stages, a Chick-Fil-A donation night is upcoming and a cookie decorating event will happen in December. The 2025 Wine and Cheese event will take place Friday, March 7, here at the Library and will feature an Around the World Theme. Seidelman shared that the author event series is being rebranded as "Booked for the Evening". Seidelman also shared the Friends wrote checks for the FY25 program and homebound funding amounts and approved tentative amounts for FY26.

Operations:

Gillespie gave an overview of the discussions at the Operations Committee meeting. Director Glass is reviewing all the programs and technology being used at the Library in working to streamline and improve service for staff and patrons. As a part of working to renegotiate contracts and investigate vendor substitutions, the library's administrative team will see a full day demo by Innovative, the supplier of the Library's ILS. Potential changes to the products used will improve user experience. There are also changes coming to the Interlibrary Loan process, the introduction of OCLC as the new vendor since leaving the Mobius consortium. Gillespie summarized by saying that most changes will be a net zero change but that there will be a request for use of Gift Trust funds at some point to cover an implementation fee for software changes.

Personnel/Nominating:

No items.

OTHER BUSINESS: No items.

It was moved by Seidelman, seconded by Gillespie, and approved unanimously by voice vote to adjourn the meeting at 5:38 p.m.

Polk County Trustee Training hosted by the State Library of Iowa followed 6:00-8:30pm.

Respectfully submitted,

Attest,

Andrew Clausen, Secretary

Susan Greenwood, Executive Assistant to Director