

President Mary Brooks called the regularly scheduled meeting of the West Des Moines Library Board of Trustees to order at 5:00 p.m.

Board	Mary Brooks <i>President</i>	Carol Grant <i>Vice President</i>	Ray Seidelman <i>Secretary</i>	Melissa L. Gillespie	Craig Long	Bryan F. Myers	Ann Warren
Present	X	X	X	X	X	X	X

Staff	Darryl Eschete <i>Library Director</i>	Susan Greenwood <i>Administrative Secretary</i>
Present	X	X

Council	Renee Hardman <i>Council Liaison</i>
Present	<i>Absent due to Mayor's reception</i>

APPROVAL OF AGENDA:

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

PUBLIC FORUM: No public attendees.

APPROVAL OF MINUTES:

It was moved by Grant, seconded by Myers, to approve the October 19, 2021 minutes as presented. Minutes were approved unanimously by voice vote.

DIRECTOR'S REPORT:

A. YJI Restorative Justice Circle

Director Eschete informed the Board that his first experience with the YJI Restorative Justice Circle was positive and that the process is ongoing.

B. Meeting With School District

Director Eschete reported that his meeting with school district officials and school principals was productive and that they are willing to provide support.

C. Community Teen Center Discussion

Director Eschete shared that he met with the City and Parks and Recreation representatives regarding the possibility of a Community-based service and site to give kids another after-school option. They recognize the need is there and will watch for opportunities that might be helpful.

D. Security

Director Eschete reported that the City's Legal Department has reviewed the Per Mar contract and that revisions are now with the Per Mar Legal Department for consideration. Eschete has obtained positive references for their services and looks forward to working with them. Brooks asked about Friday hours and suggested that they should start earlier on Wednesdays to ensure coverage for school early out days. Gillespie inquired if it would be the same person every day. Eschete responded that it intended to be the same person unless a substitute is needed.

E. Position Review Team

Director Eschete noted that the City's Position Review Team supported the Library's proposal to hire two half-time Library Clerks in the current fiscal year. Their support was based on the fact

that we're projecting to run short on expenses in the personnel budget this FY anyway due to retirements.

F. Sugar Creek Development/Possible Branch Location Discussion

Director Eschete met with the developer yesterday and had preliminary discussions about the possibility of the Library hosting a branch near the RecPlex and the new Des Moines University location.

G. FY 23 Budget

Director Eschete shared that he has a meeting tomorrow with City Manager's Office and Finance Department ahead of the annual Council Budget Workshop. It's a time for City Administration to ask questions and get clarification on our budget request and priorities for the coming fiscal year.

H. DEI Coordinator Meeting

Director Eschete met with Audrey Kennis and gave her a brief overview and tour of the Library. She had the opportunity to visit with the Teens in the Teen Center during her visit.

I. Discussion of Library Hours

Director Eschete gave an overview of the Quality Team discussion surrounding the building open hours. The Board supported considering further and asked staff to gather and bring back statistics and a recommendation at the December meeting via the Operations Committee.

J. Request for Approval of Library Closure: Employee Holiday Party – Motion

Director Eschete proposed that the Library close on Sunday December 5 to allow staff to have a holiday employee and family gathering, as requested by the staff Social Committee.

It was moved by Gillespie, seconded by Warren, to approve the closure of the Library on Sunday, December 5, 2021. Motion approved unanimously by voice vote.

K. Request for Friends Funding Support: Employee Holiday Party – Motion

Director Eschete asked the Board for their support in bringing forward a funding request of the Friends to support the staff holiday gathering.

It was moved by Grant, seconded by Myers, to approve the relay of request for \$1,700 of support to the Friends. Motion approved unanimously by voice vote.

L. Division Report – Head of Adult Services

Jen Ohzourk provided a written report as a part of the packet and introduced herself to the Board. Ohzourk shared that the Adult Services team has great ideas to implement including a new literacy series, a job-seeker series, a summer series around SciFi and fandom, some senior targeted programming. Coming up in December is a holocaust program. She also gave information about the new statistics tracking tool that is being implemented building-wide and the Readers Advisory training she's leading. The Board expressed how excited they are about all the upcoming initiatives.

M. Valley Junction Kiosk Usage Report

Director Eschete shared the monthly kiosk usage report. Long inquired about VJ partnerships. Eschete responded that the Community has been very supportive and thankful for the kiosk in their area, they've helped with marketing the 24 hour library and provided our outreach

coordinator with a booth at the Farmer's Market a couple times this summer to help increase awareness.

N. Gift Trust Report

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

APPROVAL OF BILLS - *Action*:

It was moved by Seidelman, seconded by Gillespie, to approve the November 16, 2021 bill list as presented. Bills approved unanimously by voice vote.

BUDGET REVIEW:

Director Eschete provided information on the monthly budget report.

ASSIGNMENT REPORTS:

Friends:

Warren shared that the Friends collection of donated books for Human Services was very successful. She noted that Friends Foundation membership renewal drive information will be coming soon, and that Mary Key Newton is looking for additional addresses to send information to potential members. Following the November Friends Board meeting will be an author event with Tracey Garvis Graves. Brooks noted that Board representation is no longer needed at Friends planning and nominating meetings.

Personnel/Nominating:

No items.

Operations:

Director Eschete shared that the Strategic Plan RFP was sent out with a deadline of December 1.

City Council Liaison:

No items.

OTHER BUSINESS:

Gillespie has a blog post coming soon.

It was moved by Myers, seconded by Seidelman and approved unanimously by voice vote to adjourn the meeting at 5:58 p.m.

Respectfully submitted,

Attest,

Ray Seidelman, Secretary

Susan Greenwood, Library Administrative Secretary