

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 | | |

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

| | |
|----------------|---|
| Council | Renee Hardman <i>Council Liaison</i> |
| Present | |

Others in attendance: Maggie Martin, Tammy Gilland

APPROVAL OF AGENDA:

It was moved by Gillespie, seconded by Grant, 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 Seidelman, seconded by Long, to approve the May 17, 2022 minutes as presented. Minutes were approved unanimously by voice vote.

DIRECTOR'S REPORT:

A. Reported Concern Regarding "Pride" Displays

Eschete informed the Board that he was contacted today by a member of the community who had concerns about the materials in the June displays. The Board discussed his response and Brooks shared appreciation for Director Eschete's expertise with matters of intellectual freedom. Grant expressed interest in learning more as the incoming president.

B. WDM 101

Director Eschete reported that the City employee WDM 101 group came for a tour and information about the library. He added that some even signed up for library cards.

C. Strategic Plan Update

Director Eschete provided the update from Bâton Global and shared that he feels the scorecard and measurement indicators will be well received.

D. External Security Cameras

Director Eschete reported that two of the external cameras have already been installed with two additional forthcoming.

E. Human Services Strategic Plan

Director Eschete shared that he participated in a lengthy interview about the Community's needs in relation to Human Services and ways that the library can be a partner to them as well.

F. Pop-Up Library Vehicle – Quote/Bid Discussion – Action

Director Eschete shared that the City's procurement officer has been working on the pop-up vehicle project and that the Board approved up to \$120,000. With the Board's approval he intends to make the request of the Friends of up to \$90,000.

It was moved by Gillespie, seconded by Long, to approve the relay of request to the Friends for funding of the Library Pop-Up Vehicle of up to \$90,000. Motion approved unanimously by voice vote.

G. Division Report – Library Information Coordinator – Maggie Martin

Martin shared that she's been with the library just over a year now. Some of her biggest projects recently have been working with the summer reading program, assisting with outreach events, branding and strategic plan. Martin has also continued with the Library Podcast created by last summer's intern. An upcoming project is the creation of some additional graphics for the building. The Board thanked Martin for her hard work and expertise.

H. Valley Junction Kiosk Usage Report

Director Eschete shared the monthly kiosk usage report.

I. 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 Long and approved unanimously by voice vote to approve the June 21, 2022 bill list as presented.

BUDGET REVIEW:

Director Eschete shared the monthly budget report noting that the fiscal year ends June 30 and that paying bills out of FY22 will be complete by the end of August.

ASSIGNMENT REPORTS:

Friends:

Brooks shared that Kristin Sundae is the nominee for the newest Friends member. Sunde's biography is as follows:

Kristin Sunde

A resident of West Des Moines since 1999, Kristin Sunde currently represents West Des Moines in the Iowa House of Representatives (she is retiring at the end of this year). She and her husband Matt own a financial advisory business which specializes in helping Iowans protect their incomes and save for the future. They have one son, Cade, who will be a sophomore at Valley High School, and they spent several years as proud foster parents. Raised in northwest Iowa, Kristin graduated from Newell-Fonda High School. She attended the University of Iowa before graduating from the University of Northern Iowa. She started her career as a TV news reporter and morning anchor in Sioux City, Iowa, before moving to West Des Moines and joining a local advertising and public relations firm. She is a 2006 graduate of the Leadership Iowa Program and spent many years as a volunteer for the Arthritis Foundation, raising money for

arthritis research. As a family, Kristin, Matt and Cade enjoy golfing and spending time with their former foster kids.

It was moved by Grant, seconded by Gillespie, to approve Kristin Sundae as the newest Friends Board Member. Nomination approved unanimously by voice vote.

Long also shared that there was a good discussion with President Fajen regarding cash procedures and organizational documents and having them looked at by an attorney. The annual joint meeting of the Friends and Board will take place on July 19.

Personnel/Nominating:

No items.

Operations:

No items.

City Council Liaison:

No items.

OTHER BUSINESS:

The white noise machine is installed on part of the 1st floor, and it is working well.

CLOSED SESSION TO DISCUSS LIBRARY DIRECTOR'S PERFORMANCE APPRAISAL:

At 5:31 p.m. it was moved by Gillespie, seconded by Long to enter into closed session under Iowa Code section 21.5 (1) (i), to evaluate the professional competency of an employee or potential employee". The motion was approved unanimously by a roll call vote.

It was moved by Long, seconded by Seidelman and approved unanimously by a roll call vote, to return to open session at 5:41 p.m.

APPROVAL OF DIRECTOR'S PERFORMANCE APPRAISAL – ACTION:

It was moved by Grant, seconded by Gillespie, and approved unanimously by voice vote to approve the recommendation of the personnel committee to approve the Director's Performance Appraisal.

It was moved by Long, seconded by Seidelman and approved unanimously by voice vote to adjourn the meeting at 5:53 p.m.

Respectfully submitted,

Attest,

Ray Seidelman, Secretary

Susan Greenwood, Library Administrative Secretary