The Library Board of Trustees meeting was called to order by Jennifer Fiihr on Tuesday, January 21, 2020 at 4:15 PM at the Central Library. Board members present were Isobel Osius via phone, Jennifer Fiihr, and Bob Mahaffey. Wes Graham and Jule Thorsen were absent. Staff present included Director Sue Woody, Sarah Scholten, Jon Hobbs, Tim Paluch, Jennifer Tormey, Ashley Molzen, Brooke Santillan, Kate Young, Nikki Hayter, Paige Knotts, and Bekki Kirkland. Also present was Dory Briles, Library Foundation and patron Jim Donoghue.

Introductions were made.

MINUTES

Board members reviewed the minutes of the December Board meeting. Mahaffey moved to approve the minutes of the December 17, 2019 meeting. Osius seconded the motion. All voted in favor.

UNFINISHED BUSINESS

North Side Properties – Woody indicated that a contractor was very interested in both houses by the North Side Library. Based on the Drake model, he has presented a purchase agreement to purchase the homes for $1 each and take full responsibility for the relocation of the homes. Phil Wagman, the real estate manager for the City of DSM will be meeting with Woody to discuss proceeding with this agreement. Woody noted that she informed the contractor that an addendum is needed to clearly outline the responsibilities for both parties. Fiihr questioned the safety that will be in place and Woody assured Fiihr this would be addressed when we meet with the City and in place before any construction work begins.

NEW BUSINESS

Life Safety Systems Upgrade – Woody presented the Simplex Grinnell quote for $61,300 to upgrade the life safety systems at East, North, Forest and South Side Libraries. This CIP project was originally approved in 2017 and will update our fire alarms, sprinklers, etc. at our four smaller branches. This will provide one system wide arrangement for all our libraries. We currently have two separate systems. The life safety systems need upgraded before we can proceed with our building automation project next year. Mahaffey moved to approve the Simplex Grinnell quote for $61,300. Osius seconded the motion. All voted in favor.

FINANCIAL REPORT

Woody asked the Board members to accept the Foundation gifts in the total amount of $34,991.61. Osius motioned to accept the Foundation gifts. Mahaffey seconded the motion. All voted in favor and thanked the Foundation.
Board members reviewed the Check Register and Financial Report. Woody explained that we are right where we should be, at 52% of our budget for FY20. Mahaffey moved to receive and file the financial reports as presented. Osius seconded the motion. All voted in favor.

**DIRECTOR’S REPORT**

Woody handed out a completed set of the updated Organizational Charts. This included the Managerial chart, and individual branch and department charts. Woody explained how the updated ORG Charts will play a key role in strategic planning. Woody announced that the sale of the Contraband painting is final, and the funds have been received, noting that the painting went to a good place. Woody indicated that we are starting to offer notary services at the Central Library, at no charge to the public, and will soon be branching out to offer these services at the branch locations as well. Woody gave out an outline of where we are at with Strategic Planning, and the direction we want to go. Woody has interviewed a couple of consultants and one of them is a professor that a few of our staff members have had in a management course. We have the funds to move forward with the Strategic Plan, with assistance from the Foundation. Woody emphasized an article coming out about AViD, that included Dory Briles. The reading challenge is going well, and our electronic and digital download statistics are increasing every month.

**FOUNDATION REPORT**

Briles mentioned that the Foundation Board retreat will be Saturday, January 25, 2020. Next Chapter, young professionals that support the Foundation, will hold their first scavenger hunt from February 12th through March 6th. Trivia Smackdown is scheduled for Friday, April 3, 2020, Briles encouraged everyone to get their teams registered. The cost is $150 per table of six individuals. Briles is planning to push the second annual National Library Giving Day this year by encouraging the mobile giving platform that will be set up and running. Dory mentioned that the Foundation would be awarding some funding for Strategic Planning to the DMPL. Briles explained the $1 donation per bag purchased program from the Hy-Vee on Army Post Road. The $1 donation will be designated for the South Side Library.

**ADJOURNMENT**

The meeting was adjourned by declaration at 4:46 PM.

The next regular Board meeting will be held at 4:15 PM, February 18, 2020 at the Central Library.