The Library Board of Trustees meeting was called to order by President Isobel Osius on Tuesday, December 17, 2019 at 4:16 PM at the East Side Library. Board members present were Isobel Osius, Jennifer Fiihr, Bob Mahaffey, and Wes Graham. Jule Thorsen was absent. Staff present included Director Sue Woody, Sarah Scholten, Jon Hobbs, Tim Paluch, Michelle Abrahamson, 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 November Board meeting. Fiihr moved to approve the minutes of the November 19, 2019 meeting. Mahaffey seconded the motion. All voted in favor.

UNFINISHED BUSINESS

Contraband – Woody presented the offer letter from the New York Historical Society Museum & Library (NYHSML). Their conservator traveled to Minneapolis to assess the painting and the restoration needed. To restore the painting to exhibitable condition, they will need to invest $53,600 into the painting. With this in mind, they have made an offer of $8,000 to purchase the painting and complete the restoration. Woody described all the avenues she explored in the City of Des Moines and outside the state, to sell the painting. The NYHSML has other documents by Vincent Colyer and are the perfect setting to give the painting exposure and the full learning opportunity it deserves. Woody will contact Mrs. Estes personally regarding the board’s decision. Graham motioned to accept the $8,000 offer from the NYHSML. Fiihr seconded the motion. All voted in favor.

NEW BUSINESS

Board Education – Scholten gave a short presentation on 2019 staffing at the DMPL. An updated Managerial Organization Chart was provided along with a detailed breakdown of staffing at all library locations. Scholten highlighted how we had a grand total of 33 job changes in 2019, with 11 of these being new positions, 18 promotions, and 4 transfers, the majority of which resulted from our restoration of hours.

FINANCIAL REPORT

Woody asked the Board members to accept the Foundation gifts in the total amount of $31,846.95. Fiihr 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 44% of our budget for FY20. Graham moved to receive and file the financial reports as presented. Fiihr seconded the motion. All voted in favor.

**DIRECTOR’S REPORT**

Woody described how we are gearing up for strategic planning and the first step in this process is defining who and what we are as an organizational whole. Considering this, Woody detailed out the Clifton Strength Finders that the management team participated in. Woody explained that there are four main domains: Executing, Influencing, Relationship Building, and Strategic Thinking, and she highlighted the team’s top five strengths. Woody complimented the management team on having advantageous strengths and how effectively the managers complement each other. Woody described a few findings of the recent energy audit at Central and Franklin Libraries. This audit determined that LED lighting would save energy and reduce electrical costs. The North Side Library and the South Side Library will be the first two branches to switch over to total LED lighting. Woody praised Choda, Building Maintenance Supervisor, for his forward-thinking approach to the buildings. Woody distributed a two-sided, one-page report of the newly formatted Annual Report, which was positively received. Woody explained that this was on our website and there was also a You Tube video available.

**FOUNDATION REPORT**

Briles identified that the Next Chapter, which is a group of young professionals, are holding an event in February where 10% of drink sales go to the Foundation. Briles is very excited to see what this group does for next year. Briles enlightened everyone that millennials are the largest age group that utilize the library and all its resources. Briles announced that the Trivia Smackdown event is scheduled for Friday, April 3, 2020.

**ADJOURNMENT**

The meeting was adjourned by declaration at 4:58 PM.

The next regular Board meeting will be held at 4:15 PM, January 21, 2020 at the Central Library.