



West Fargo Public Library Board of Directors Meeting

Thursday, May 11, 2023

5:36 p.m.

City Hall Commission Chambers

Board Member Present: Liann Hanson, Alanna Rerick, Larry Schwartz, Tony Stukel, Commissioner Mandy George

Also Present: Adult & Patron Services Manager Kirsten Henagin, Communications Specialist Ellen Rossow

I. **Call to Order**

Hanson called the meeting to order at 5:36 p.m.

II. **Approval of Order of the Agenda**

After discussion, it was decided that only items 2. Staff Request for 2024 Budget, 4. Library Marketing & Communications Specialist Job Description and 9. Senior Outreach Report would be included, and all other items tabled until a Library Director was present. Hanson also requested the Board add a Public Comment opportunity following the Staff Request for 2024 Budget item. Schwartz made a motion and George seconded to approve the order of the agenda with the aforementioned changes. No opposition. Motion carried.

III. **Consent Agenda**

Rerick moved to approve the consent agenda. Schwartz seconded. No opposition. Motion carried.

IV. **Regular Agenda** **Old Business**

1. **FMLA Discussion**

After discussion, the board moved to table the discussion of any changes to FMLA offerings indefinitely and to remove the item from Old Business.

New Business

1. **Staff Request for 2024 Budget (Action)**

Henagin requested approval of an adjustment to the staffing plan for the library's service desk. This request included repurposing existing funds to shift the desk staff from eight part-time Library Assistant positions to two full-time Library Assistant positions and four part-time Library Clerk positions. These changes were recommended in consultation with City Administration and City financial consultants. Henagin cited a better supervisory ratio, a standardized schedule, and better internal communication within the list of reasons for this proposal. Henagin outlined the current cuts that were made to summer 2023 programming and services due to the Adult Services and Youth Services staff covering the desk, which include a 50% reduction in adult programs in the summer and a 25% reduction in Little Red Reading Bus outreach programming. Rerick and Hanson expressed concern with this adjustment's potential impact on the 2024 fiscal year.

The floor was opened for public comment at 6:04 p.m. wherein Lisa Stauffer and Wendy Robinson, both part-time Library Assistants, expressed that they did not feel as though the Board was seeing the full picture, did not feel as though the request was fair for existing part-time staff, and that they did not understand the need for this adjustment. Lyndi Williams, also a part-time Library Assistant, voiced her concerns about the timing of this request, as the library's busiest season is the summer.

Rerick moved and George seconded the tabling of this item until a new Library Director is in place. No opposition. Motion carried. The Board also opted to have Hanson work with Henagin and HR to find the next steps to reprepare this proposal.

2. Library Marketing & Communications Specialist Job Description (Action)

Hanson motioned to table the approval of the Library Marketing & Communications Specialist Job Description until further notice. Schwartz seconded. No opposition. Motion carried.

3. Senior Outreach Report

Henagin provided a report on the positive impact of the library's Senior Outreach programming since its post-pandemic revitalization in March 2021. With the implementation of a new workflow format for delivery and memorandums of understanding with the sites, Senior Outreach, which had been dwindling beforehand, has kept the interest of many patrons, and grown to an average of 34 seniors being served each month. Patrons highlighted three core impacts the service has had on their everyday life:

- convenient access to services they would otherwise be unable to experience due to transportation or mobility issues.
- increased social interaction with their neighbors.
- items delivered often exceeded their expectations because it was exactly what they were looking for or was a new item that pushed them out of their comfort zone and kept them interested in reading.

The floor was again opened for public comment at 6:35 p.m. Wendy Robinson, a part-time Library Assistant, said she and others have expressed that they would be willing to work more than 20 hours per week and not receive benefits if it would help. Henagin explained that that is a Federal requirement that staff working more than 20 hours per week must be paid benefits. Lisa Stauffer, a part-time Library Assistant, thanked the board for listening to their comments.

V. Adjourn

Schwartz moved to adjourn. Rerick seconded. No opposition. Motion carried at 6:37 p.m.