



West Fargo Public Library Board of Directors Meeting

Regular Meeting Aug. 10, 2023

5:30 p.m.

City Hall Commission Chambers

Board Members Present: Liann Hanson, Alanna Rerick, Tony Stukel

Also Present: Adult and Patron Services Manager Kirsten Henagin, Communications Specialist Ellen Rossow, incoming Library Director Jenna Kahly

Board Members Absent: Mandy George, Larry Schwartz

I. Call to Order

Hanson called the meeting to order at 5:30 p.m.

II. Order of the Agenda

Rerick moved to approve the order of the agenda. Stukel seconded. No opposition. Motion carried.

III. Consent Agenda

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

IV. Library Director Position Update (Action)

Hanson moved to ratify the hiring of Jenna Kahly as the new Library Director, as previously executed by the City of West Fargo Human Resources. Rerick seconded after confirming the City Commission did not need to also approve the decision. No opposition. Motion carried.

Kahly was present and expressed her excitement about joining the team.

V. Quarter 1 and 2 Collection and Database Usage Review

Rossow shared a report highlighting collection development efforts, circulation statistics, and online database usage. Highlights of the report included:

- In the first half of 2023, the library added over 10,000 items to the collection and weeded a little over 15,000.
- The library has seen no formal book challenges in recent years.
- In the first half of 2023, the library saw a record high in physical and digital item circulations for the third consecutive year.
- Over the past few months, library staff have encouraged patrons to utilize Libby over Hoopla, as Libby connects directly to already owned items within the ODIN Consortium. This effort has been working, as reflected in fewer Hoopla users and more Libby users since changes were made to Hoopla in March.
- Database usage was down in the first half of 2023, but usage of Novellist Select, which is integrated into the catalog, had grown.
- Top classes on the library's newest learning database, Udemy, included coding, English grammar, sign language, Amazon FBA, ChatGPT, and Excel.
- Top languages studied using the library's Mango Languages app included Spanish, Norwegian, and Thai.

VI. Director's Report

Henagin provided an Interim Director's Report highlighting positive and negative happenings at the library in July 2023. Highlights of the report included:

- Several positive comments from patrons about the hard-working and friendly

staff at the library

- Updates on communication issues about Lodoen Community Center maintenance projects. In July, Henagin got approval from the Board to close the library on Saturday, July 29, to allow a West Fargo Public Schools (WFPS) contractor to finish a flooring project at the library's sole entrance, the Lodoen Center entryway. Library staff were assured the work could be completed within that timeframe. However, on Monday morning, staff found the project started but not completed. Staff reached out to WFPS and learned the contractor had an unforeseen issue but were promised the contractor would complete the project outside of library hours. Later that week, the contractor was present during library hours working on the flooring. At the time of reporting, the project was still incomplete. Any updates or communication about this project were only given when library staff actively reached out requesting information. This is one example of an ongoing communication issue between the library and WFPS about maintenance and construction projects that affect library patrons and staff.
- Updates on leaks within the building. Heavy rain uncovered new leaks within the library that were quickly remedied by WFPS roofing contacts. At the time of reporting, there were no active leaks at the library. Henagin mentioned, though, that the open air ducts within the library often drip condensation on especially hot or humid days. This has damaged materials in the past.

Hearing these concerns, Rerick asked about the WFPS's lease obligations with regard to these issues. She offered to review the current lease to help move things forward, as the library is up for lease renewal in the fall.

Henagin continued her report, sharing:

- The City of West Fargo's new HR Manager started Aug. 1
- Additional security cameras were installed at the library. However, at the time of reporting, they were still inactive due to the City's system being at max capacity after installing cameras at The Lights.
- The library's remaining AWE Children's computer was accidentally broken in July.
- The library was still under budget in July, largely due to staff vacancies, like the Youth Services Program Assistant, which was still not filled at time of reporting.
- The service desk was still at minimum staffing levels in July and, heading into the fall, Programming staff would continue to fill in daytime shifts.
- Library card signups, foot traffic, and program attendance were down in July, while physical and electronic circulation continued to grow.
- Technical services were nearly done replacing all spine labels in Adult Fiction.
- A third type of storytime, Teeter Tots, was added in the summer, which would continue in the fall.
- Future goals for youth programming included more STEM events and at least one whole family event, one teen event, and a general craft event each month.
- The Adult Services team planned to return reference services and technology tutoring in September, including virtual readers' advisory and reference help.
- One Book, One Community and a new Writing Club also start in September.

VII. Adjourn

Rerick moved to adjourn. Stukel seconded. No opposition. Motion carried at 6:03 p.m.