



West Fargo Public Library Board of Directors Meeting

Regular Meeting Sept. 28, 2023

5 p.m.

via Zoom

Board Members Present: Liann Hanson, Alanna Rerick, Larry Schwartz

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

Board Members Absent: Mandy George, Tony Stukel

I. Call to Order

Hanson called the meeting to order at 5:02 p.m.

II. Order of the Agenda

Rerick requested to move Adjustment to 2023 Library Closure for Veterans Day from the Consent Agenda to the Regular Agenda. Schwartz moved to approve the order of the agenda with that change. Rerick seconded. No opposition. Motion carried.

III. Consent Agenda

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

IV. Adjustment to 2023 Library Closure for Veterans Day (Action)

Library staff requested an update to the library's holiday calendar, which would cause the building to be closed both Friday and Saturday, Nov. 10 and 11, for Veterans Day. The Library Board approved the Friday, Nov. 10 closure, which is Veterans Day observed city-wide, but under the currently adopted City of West Fargo Employee Handbook, the library should also be closed on Saturday, the actual Federal holiday. After discussion, Hanson moved to direct Kahly to work with City of West Fargo Human Resources to add a library-specific paragraph to the applicable section of the Employee Handbook directing the library be closed only on the actual Federal holidays going forward and to add Juneteenth and Indigenous Peoples Day to the list of holidays. Schwartz seconded. No opposition. Motion carried.

V. Approval of Staffing Plan and Hiring of Two Full-Time Library Assistants (Action)

Schwartz moved to approve the Staffing Plan and hiring of two full-time library assistants. Rerick seconded. No opposition. Motion carried.

VI. Approval of the 2024 Final Budget (Action)

Schwartz moved to approve the 2024 Final Budget. Rerick seconded.

Kahly presented information about the now-approved Staffing Plan, which impacted the proposed 2024 Final Budget. The new Staffing Plan adds two full-time Library Assistant positions and eliminates three vacant part-time ones. It also changes the full-time Outreach Services Coordinator role, approved by the Board previously, to a three-month seasonal role for the summer instead of a year-round position. Library staff had found an error in the preliminary budget approved by the City Commission, where the data used to derive the library's staffing lines was inaccurate. The proposed change to the Outreach Services Coordinator role would keep the library operating within its allotted mills despite those errors.

No opposition. Motion carried.

VII. Cancellation or rescheduling of Oct. 12 Board Meeting (Action)

Kahly requested the Library Board either cancel or reschedule the Board's upcoming

regular meeting set for Oct. 12, due to the North Dakota Library Association conference. Schwartz moved to reschedule the meeting for Oct. 19, 2023. Rerick seconded. No opposition. Motion carried.

VIII. Summer Boost and Little Red Reading Bus 2023 Impact Report

Rossow shared some highlights and statistics about the library's 2023 summer programs. The Summer Boost Reading Challenge had a record-breaking number of completions in 2023. Rossow also gave a shout-out to the Youth Services team for going above and beyond to meet community expectations with Storytimes and the Little Red Reading Bus despite being down a staff person and helping cover the Service Desk. The Library saw average attendance and circulation increases at Little Red Reading Bus stops. Top events included the opening and closing parties, a Stage West performance of Winnie the Pooh at the library, and STEM Week. Rossow noted that Library staff did have to turn patrons away on multiple occasions due to spatial constraints during the summer. She also shared a few positive quotes from patrons. Schwartz expressed that the work done was impressive, especially given the "small, confined, and inadequate" space at the library building. No action was taken.

IX. Director's Report

Kahly provided a Director's Report with highlights from the library in August 2023. Highlights of the report included:

- several positive comments from patrons about the layout of the library and the senior book delivery program
- the addition of August Speikers to the Youth Services team
- continued increases in electronic circulation, meeting room usage and library card signups
- continued overwhelming attendance at storytimes
- reminders about One Book, One Community events and the reading challenge
- Technology Tutoring returned in Sept.
- continued limitations to programming due to spatial constraints in the Children's Corner and meeting rooms

She also shared some upcoming events in October, including TEENtober events on Thursdays, STEM Saturday, FAST Saturday, the Friends of the Library Book Sale, and One Book One Community Author Talk.

Kahly also gave thanks to Henagin for her work as Interim Director and help through the budget process. No action was taken.

X. Adjustment to 2023 Library Closure for Veterans Day (Action)

A motion was still needed to determine what days the library would be closed for Veterans Day in 2023. Hanson moved that the library be closed both Friday, Nov. 10 and Saturday, Nov. 11. Schwartz seconded. The motion carried on a 2:1 vote.

XI. Adjourn

Rerick moved to adjourn. Schwartz seconded. No opposition. Motion carried at 5:49 p.m.