West Fargo Public Library Board of Directors Meeting
Regular Meeting November 9, 2023
5:30 p.m. via
Zoom

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

Also Present: Library Director Jenna Kahly, Marketing & Communications Specialist Ellen Rossow

I. **Call to Order**
Hanson called the meeting to order at 5:30 p.m.

II. **Approve Order of the Agenda**
Schwartz moved and Stukel seconded to approve the order of the agenda. No opposition. Motion carried.

III. **Public Comment**
There was no one signed up to speak during the Public Comment period.

IV. **Consent Agenda: Approve the Following**
Schwartz moved, and Rerick seconded to approve the consent agenda, which included:

- Approval of Minutes – October 19, 2023
- Approval of October Financials
- Approval of 2024 Library Closures

No opposition. Motion carried. Rerick wanted to confirm that the reason the library is closed Friday, Nov. 24 is because it is a city-determined holiday. Kahly confirmed.

V. **Collection & Database Usage Update**
Rossow provided a report with highlights about the library's circulation and database usage from January to September 2023, including:

- 16,464 items were added to the collection and 15,760 were weeded
- Patrons had challenged no items
- Patrons had borrowed 1742 items through ODIN interlibrary loans
- Total circulation was at an all-time high of 151,223
- The highest circulating material type was books, followed by DVDs
- The highest circulating collection was picture books
- Libby and OverDrive continued to be more heavily used than Hoopla
- The highest circulating electronic item format was audiobooks
- Database usage was down from 2022, but up from 2021
- Top Udemy courses were coding, English grammar, 3D printing design, data analytics and ChatGPT
- Patrons used Peterson's Test and Career Prep to prepare for nursing exams and college placement tests
- State Library database usage by WFPL patrons continued to be at an all-time high

VI. **Director's Report**

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

- Quotes were being gathered for multiple projects, including opening a wall between the upstairs meeting rooms and adding a moveable wall there, converting the new book area into another meeting room or office space, and the installation of a new service desk.
- The Board approved funding to update the existing space needs assessment from 2019 at the October 2023 meeting. She suggested the space needs assessment information be presented to the Board at the January 2024 meeting.
- Staff were exploring new technology options, such as the self-checkout, print release station, and a scanner.
- Finances were 69% expended at the time of the meeting. Kahly estimated roughly $140,000 left unexpended at the end of the year, largely due to staff vacancies throughout the year.
- Lexi Bennett and Gen Junkert joined the team as full-time library assistants.
- There were two part-time library assistant vacancies at the time of the meeting.
- Physical item circulation was higher in October than in the last 5 years.
- There were 1,571 new library cards created in October.
- Storytime kits will be released for check-out at the end of November.
- Little Red Reading Bus was moved to winter storage.
- Pantsy Plants held a plant drive, which added 20 new plants to the library's public spaces. Kahly thanked Scott from Pantsy Plants for his hard work and partnership in beautifying the building.

VII. Board Meeting Format and Schedule

Hanson asked for Board input about how and when Library Board meetings are conducted. The consensus was that virtual meetings are easier for Board members to attend and the acoustics are better on Zoom than in the Commission Chambers. The sole concern was public accessibility. Rerick asked for assurance that virtual meetings would still be publicly accessible and simple to access. Kahly explained that virtual meetings are publicly accessible, and having the meeting completely virtual makes it easier for staff to record. If a member of the public wanted to participate in the public comment portion and was unable to attend via Zoom, Kahly would work with that individual. After discussion, the Board decided to hold all future meetings virtually at 5 p.m. while making note of any public response. Hearing feedback, the format or time of Board meetings may change.

Future library board meetings will be held at 5 p.m. on the second Thursday of each month via Zoom.

VIII. Adjourn

Hanson moved to adjourn. Commissioner George seconded. No opposition. Motion carried at 6 p.m.