

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

Also Present: Library Director Jenna Kahly

Absent: Commissioner Mandy George

I. Call to Order

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

II. Approve Order of the Agenda

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

III. Public Comment

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. No opposition. Motion carried.

- Approval of Minutes – November 9, 2023
- Approval of November Financials

V. Approve Staff Training Dates for 2024

- Kahly shared information about staff training dates for 2024. She proposed full-day closures for Jan. 15, April 26, and Oct. 14. The January and October dates are holidays that are observed by West Fargo Public Schools, but not the City of West Fargo. These dates were chosen since they are observed by many entities, such as banks and schools, so patrons may assume the library would be closed those days anyway. Because the City of West Fargo does not observe these holidays, hosting staff training on those days would not affect staff holiday pay. Rerick moved and Schwartz seconded to approve the staff training dates for 2024.

VI. Quotes for Special Projects and Purchases

- Kahly gave an update on a few potential projects. Staff were asked to rank potential projects during the Dec. 4 staff training day. Replacing the Service Desk and replacing the carpet were listed as top priorities. Followed by acquiring a cargo van to replace the Little Red Reading Bus and opening up and adding a moveable wall between the meeting rooms.
 - Regarding service desk replacement, Kahly received quotes from Business Essentials and Christiansons. Business Essentials quoted \$37,443 and Christiansons quoted \$12,550.
 - The estimated cost for replacing the Little Red Reading Bus with a cargo van was \$65,000.
 - Regarding opening up and adding a moveable wall between meeting rooms, Gehrtz Construction estimated \$99,990 and Gast General Contractors estimated \$85,000 - \$122,400.
- These projects could be paid using unspent funds from 2023. Kahly

estimated \$250,000 - \$280,000 in available unspent funds due to staff positions not being filled throughout the year. Rerick asked if money could come from the reserve account and Kahly confirmed yes, that is where the funds would come from for these projects.

Schwartz moved and Rerick seconded to expend funds to acquire a new service desk. No opposition. Motion carried.

Installing a new service desk would require adding and replacing carpet in the area, the current desk does not have carpet underneath it. After discussion, Hanson motioned to direct Kahly to set up a meeting with the West Fargo school district to discuss replacing the carpet. Schwartz seconded. No opposition. Motion carried. Hanson requested she be part of the conversation.

Regarding replacing the Little Red Reading Bus, Hanson expressed the importance of the library's outreach vehicle due to the increased demand for the program in recent years. Regarding funding, Kahly noted that the Friends of the Library's annual Giving Hearts Day fundraiser would again prioritize bus replacement or repairs. Hanson made a motion to approve the purchase of a cargo van. Schwartz seconded. After discussion, Rerick motioned to table the approval of the cargo van purchase until more details were made available to the Board. Schwartz seconded. No opposition. Motion carried.

VII. Director's Report

Highlights of Kahly's report included:

- Overall circulation increased 23% in November compared to November 2022.
- Overall circulation increased 73% in November compared to November 2019.
- 75% of the expenditure is spent for the year.
- Cassandra St. Cyr and Lauren Branch were hired as the library's new part-time Library Assistants. One part-time position was still open at the time of the meeting.
- Popular programs in November and December included a Puzzle-Off Competition, author discussions, and STEM Saturday, which again had the meeting room at capacity, requiring staff to open additional spaces.
- The new Storytime kits were well received, with all seven being checked out immediately.
- Staff completed shifting the adult non-fiction section, which opened up space for new items and made the collection more accessible.
- All non-fiction labels were updated to accurate Dewey numbers.
- Magazines were condensed onto one row of shelves to make space for additional seating in the area.
- Staff continue to meet with Library Planning Associates for the space needs assessment. Schwartz has been included in these meetings as well.

VIII. Adjourn

Schwartz moved to adjourn. Stukel seconded. No opposition. Motion carried at 5:54 p.m.