

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

Commissioner Mandy George

Also Present: Library Director Jenna Kahly, Youth Services Manager Lauren Nephew, Adult and Patron Services Manager Kirsten Henagin, Anders Dahlgren, Kathryn McNamara

I. Call to Order

Hanson called the meeting to order at 5:01 p.m.

II. Approve Order of the Agenda

Schwartz moved, and Commissioner George seconded to approve the order of the agenda as presented, with the addition of a discussion of potential library space in the city-leased space on the former Wex campus. 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 – December 14, 2023
- Approval of Dec. 2023 and Jan. 2024 Financial Reports

V. Space Needs Assessment Presentation – Anders Dahlgren, Library Planning Associates

Dahlgren gave a presentation on service goals and space needs for the West Fargo Public Library. Kahly explained the information provided can help staff and leadership better understand how to best use current and future library spaces, inform any future plans for a new central library or additional library space. Kahly noted that going through this process was immediately beneficial to her because it helped her understand some of the formulas that determine what can fit into a given space. No action was taken on this item, but Kahly intends to share this information with additional parties, including the City Commission, in the coming months.

VI. Request to Hire a Circulation Manager and change Outreach Coordinator from a temporary to a permanent position (Action)

Following a presentation from Nephew and Henagin, Kahly requested the board approve the Circulation Manager and Outreach Services Coordinator job descriptions, the hiring of the Circulation Manager, and the expansion of the Outreach Services Coordinator from a seasonal position to a permanent position. In response to a question from Commissioner George about funding, Kahly shared two funding options: using monies from the library reserve fund or requesting a one-time grant from the City Commission to pay for the roles in 2024. Kahly explained that the library's salary lines were reduced due to inaccurate data entered during the city's budgeting process.

Rerick pointed out the budgeting error was no fault of the library staff. After discussion, Rerick moved to approve the job descriptions. Commissioner George seconded. No opposition. Motion carried.

Stating that she believed the Commission would approve the request given their knowledge of the budget errors, Commissioner George moved to instruct Kahly to bring the request to fund these positions to the Commission. Rerick seconded. No opposition. Motion carried.

Schwartz moved, and Stukel seconded to approve the hire of these positions for a start date of May 1, contingent upon funding. No opposition. Motion carried.

VII. **Request to purchase Ford Transit Van to replace Little Red Reading Bus (Action)**

Schwartz moved, and Stukel moved to approve a budget amendment request to purchase the Ford Transit van to replace the Little Red Reading Bus. No opposition. Motion carried.

VIII. **Approve Updated Patron Code of Conduct (Action)**

Schwartz moved, and Rerick seconded to approve the updated patron code of conduct policy. No opposition. Motion carried.

IX. **Request to Initiate Director's Six-Month Review (Action)**

Commissioner George moved and Stukel seconded to instruct Hanson to work with Sarah Gasevic, HR Director, to perform a six-month review on the Library Director, Jenna Kahly. No opposition. Motion carried.

X. **Director's Report**

Kahly provided updates from December 2023 and Jan. 2024 at the library. Highlights included:

- Circulation hit another record high for both physical and electronic items in January.
- A new coin/bill machine was installed, allowing service to be back up and running for patrons to pay and print on their own.
- A new service desk will be installed on March 6.
- At the time of the meeting, staff were compiling the data for the 2023 Public Library Survey.
- The strategic plan was written to expire at the end of 2024. Next steps are for staff to start reviewing the next strategic plan.
- Regarding financials, the library was 87% expended at the end of 2023 and was 6% expended for 2024.
- Avery Erdody was hired as the library's newest part-time Library Assistant, leaving the library full staffed for the first time in months.
- Technical Services Manager Bree Schmidt and Children's Services Librarian Sarah Davis were recognized at the January staff training for going above and beyond in their roles to serve West Fargo.
- Public meeting rooms were reserved twice as much in 2023 than the previous year.
- Program participation was up 16% in 2023 from 2022 and 19% from pre-pandemic numbers.
- Full TV series are now housed in one case, allowing patrons to check out the full series as one item.

XI. **Discussion regarding library space in the Wex building**

The City of West Fargo is planning on leasing space at the former Wex campus in southern West Fargo to house City Hall. In discussions with City of West Fargo leadership,

Kahly learned some space may be available for library use. Schwartz made a motion to express interest in the use of space at the Wex building. Commissioner George seconded the motion. Kahly explained that given the nature of the space in question, this would likely not be an additional branch of the library, but more of a semi-permanent outreach site. At the time of the meeting, the amount of space available for library use was uncertain. Schwartz moved to amend his motion from expressing interest in the Wex space to instructing the Library Director to negotiate space needs in the Wex building with the City Commission. Hanson seconded. No opposition. Motion carried.

XII. **Adjourn**

Stukel moved to adjourn. Schwartz seconded. No opposition. Motion carried at 6:38 p.m.