



West Fargo Public Library Board of Directors Meeting

Regular Meeting May 9, 2024

5 p.m. via Zoom ([YouTube](#) recording)

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

Board Member Absent: None

Also Present: Library Director Jenna Kahly

I. Call to Order

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

II. Order of the Agenda

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

III. Public Comment

No members of the public signed up for public comment.

IV. Consent Agenda

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

- Approval of Minutes – April 11, 2024
- Approval of Financial Reports

Regular Agenda

Old Business

- No old business

New Business

V. Rescind Piano Policy (Action)

The piano was sold “as-is” at the April Friends of the Library sale. The library does not have plans to replace it as it was rarely used. Kahly requested that the Piano Policy be rescinded because it is no longer needed. Schwartz moved and Commissioner George seconded to approve the rescinding piano policy. No opposition. Motion carried.

VI. Preliminary Budget Review

Kahly presented an outline of the 2025 preliminary budget. Some of the budget items mentioned included:

- The addition of \$130,000 for carpet replacement and \$50,000 for construction costs at Wex, both of which were reflected in the Capital Improvements line. Kahly plans to make a request at the City Commission's June meeting to use CIP funds for these projects. If not approved, these items will need to be funded through other means.
- Kahly noted that all lines associated with salaries were presented as estimates. Kahly explained that the actual cost of health insurance is likely to be less than reported because not all full-time employees are expected to select the highest health insurance coverage.
- Line 333, Building Rental, increased as the Library will pay rent for the space in the newly leased City Hall building on the Wex campus.
- Rerick asked whether the cost of telephone service will rise as a result of needing an additional phone line at the Wex space. Kahly explained that Line 356, Telephone, is an estimate at this time because the City may decide to switch from a landline to an internet-based platform, Microsoft Teams.

- Kahly explained her plans to bring the 2025 preliminary budget back to the Library Board in June for their approval in order for it to be included in the City's preliminary budget during the July City Commission meeting.
- No action was taken.

VII. Director's Report

Kahly provided a Director's Report which included:

- The roof had been leaking in several spots. West Fargo Schools was diligently working to resolve the issue.
- The main floor carpets were cleaned during the staff training closure.
- The library was 30% expended at the time of the meeting.
- The door counter was fixed in April, which resulted in the door count number taking a huge leap.
- Tech services has been working on the Easy Reader collection to have the color level listed on their record in the catalog and keeping track of series that are missing titles so we can fill these in as book orders are placed.
- Increase in attendance at English Conversation Circles monthly events.
- Attendance at Book and Brews Book Club increased after the meetings were moved to Junkyard Brewing in West Fargo.
- Great turnout of adults of various demographics at Spring Cleaning and Decluttering Class.
- Over 1,100 children visited the library in April because of the Second Grade Tours and visits from the Eastwood STEM extracurricular program.
- The annual Summer Kickoff party will be from 5 to 7 p.m. Thursday, May 30 at the Library. Registration for the annual Summer Boost Reading Challenge opened on May 1 on Beanstack.
- The Summer Outreach Route will start on June 3. The Library will use the Little Red Reading Bus until a new Outreach Vehicle is in hand. Mayor Bernie Dardis secured a \$65,000 donation from a community funder to cover the cost of the new outreach van, so the library will not have to use reserve funds as originally intended. Staff are working with Public Works to order and prepare the new vehicle for use. More information will be made publicly available when the vehicle is ready to go.

President Hanson asked what the due date for the Library Board applications is, which is May 31. Two applications had been submitted as of the time of the meeting.

VIII. Adjourn

Schwartz moved to adjourn. Stukel seconded. No opposition. Motion carried at 5:32 p.m.