



West Fargo Public Library Board of Directors Meeting

Regular Meeting & Orientation July 11, 2024
9 a.m. at West Fargo Public Library

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

Board Member Absent: n/a

Also Present: Library Director Jenna Kahly, Sarah Gasevic, Sarah Wear, Ellen Rossow

I. Call to Order

Hanson called the meeting to order at 9:03 a.m.

II. Order of the Agenda

Schwartz moved, and Rerick 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

No Consent Agenda

Regular Agenda

Old Business

- No old business

New Business

V. Salary Survey Recommendations (Action)

- Sarah Gasevic, Human Resources Manager for the City of West Fargo, shared information and requested the Library Board adopt the results of a recent salary survey, which resulted in a handful of staff roles changing grades. The following roles would be affected: Library Service Managers would move down in grade, while Program Assistants, the Office Coordinator, and Library Director would move up in grade. If approved, an increase in pay, including retro pay going back to Jan. 2024, would be reflected for those going up in grade beginning July 26. For those going down, no change would take place until Jan. 2025. Those going down in grade would not see a decrease in pay. They would be moved to the closest pay step on their new grade.
- Rerick motioned to adopt the salary survey as presented with funding coming from City of West Fargo General Reserve Fund. Anderson seconded. Kahly explained that implementing this would mean decreasing the income earning potential for Library Service Managers long term. She also shared their feelings that a reduction in grade feels like a devaluing of the work they've done, particularly over the last few years when they stepped up and filled in with the library didn't have a Director. She emphasized that these staff members had significantly contributed to the library's success and that this adjustment might impact their morale. It was noted that despite these concerns, the adjustment is intended to align with the salary survey findings and ensure equitable compensation across roles. Gasevic explained her intention to have the Human Resources department perform smaller salary studies on a rotating basis going forward.
- Schwartz proposed a friendly amendment to Rerick's motion, resulting in the

final motion to adopt the salary survey as presented with funding coming from City of West Fargo General Reserve Fund and that the Library be included in the first round of future salary studies to take place within the next 18 months. Rerick agreed. Anderson agreed. No opposition. Motion carried.

VI. Voting of Officers (Action)

- Rerick made a motion to request the role of Treasurer be added to the bylaws for discussion and approval at the August meeting. Schwartz seconded. No opposition. Motion carried.
- Rerick nominated Schwartz for President. Hanson seconded. No opposition. Motion carried.
- Rerick nominated Stukel for Vice President. Hanson seconded. No opposition. Motion carried.
- Rerick motioned to have Library staff continue to work with the Vice President to perform the role of Secretary. Staff will continue to take minutes with the Vice President approving them prior to Board approval. Hanson seconded. No opposition. Motion carried.
- Rerick nominated Hanson as Treasurer. Schwartz seconded. No opposition. Motion carried.

VII. North Dakota Library Law and Open Meeting Laws Presentation

- Sarah Wear of Ohnstad Twichell led a brief discussion on North Dakota Open Meeting Law. No action was taken.

VIII. Library Tour and Information

- Kahly led a short tour of the library and provided information on library history and financial status. No action was taken.

IX. Strategic Planning Activity

- Board members provided individual feedback on a set of values to help inform the new Strategic Plan. No action was taken.

X. Adjourn

- Anderson moved to adjourn. Stukel seconded. No opposition. Motion carried at 11:44 a.m.