



Regular Meeting Aug. 8, 2024
5 p.m. via Zoom ([YouTube](#) recording)

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

Board Member Absent: Commissioner Roben Anderson

Also Present: Library Director Jenna Kahly

I. Call to Order

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

II. Order of the Agenda

Rerick 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

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

- Approval of Minutes – June 13, 2024 & July 11, 2024
- Approval of Financial Reports

Regular Agenda

Old Business

- No old business

New Business

V. Approve Updated Board Bylaws with added Treasurer Role Description (Action)

- Stukel moved and Hanson seconded to approve updated board bylaws with added Treasurer role description. No opposition. Motion carried.

VI. Approve Updated Meeting Room Public Policy (Action)

- Kahly noted that the policy was revised to prioritize West Fargo residents and groups, politically neutral meetings, and gatherings that are free of commercial activities. The continued growth in meeting room reservations prompted this change. This policy's language has been aligned to reflect the recent changes made to the Children and Vulnerable Adult Safety Policy. Rerick moved and Stukel seconded to approve the updated Meeting Room Policy. No opposition. Motion carried.

VII. Approve New Notary Public Policy (Action)

- Kahly requested approval of a new Notary Public Policy. The library will resume notary public services in September. Rerick moved and Stukel seconded to approve the new Notary Public Policy. No opposition. Motion carried.

VIII. Approve Updated Exhibit Policy (Action)

- Kahly noted that the Exhibits Policy hadn't been revised since 2013. The updated policy provides guidelines and principles for exhibits and works of art

being displayed in the library. These changes were prompted by the library's plan to be more intentional about scheduling different artists and their pieces to be shown in the library. Stukel moved and Hanson seconded to approve updated Exhibits Policy. No opposition. Motion carried.

IX. Budget Update

- Kahly gave an update about the library's 2025 budget. The preliminary budget was approved at the City Commission meeting on Aug. 5, 2024, which included an 0.8 mill levy increase for the library.
- The Capital Improvement Plan was also approved, which included \$150,000 for the library's flooring replacement. Floor replacement was included in the capital improvement line of the 2025 preliminary budget, but it will be funded by the City of West Fargo through capital improvement sales tax revenues, not the library's operating budget.
- Kahly shared that City Administrator Dustin Scott requested that the library remove the fit-up and construction costs for the library's satellite location at City Hall from the preliminary 2025 budget and instead present it as a separate request in 2024 at the City Commission meeting on Aug. 19, 2024.. Stukel moved to remove the fit-up and construction cost for the library's satellite location at City Hall from the 2025 preliminary budget, pending the approval of the City Commission to fund with city finances. Hanson seconded. No opposition. Motion carried.
- Kahly shared that the Friends of the Library approved \$15,000 towards the fit-up expenses pending approval of the City Commission. Schwartz thanked the Friends of the Library for their help.

X. Director's Report

- Kahly presented the Director's Report, which included updates about the air conditioning in the activity hallway and staff areas being in need of replacement, continued record-breaking circulation and program attendance, and information about the End-of-Summer Celebration and Little Red Reading Bus Appreciation Program and unveiling the new Library on Wheels outreach vehicle.

XI. Adjourn

Hanson moved and Stukel seconded to adjourn meeting. Meeting adjourned at 5:23 pm.