West Fargo Public Library Board of Directors
Meeting Date: October 7th, 2021
Time: 5:30 P.M.
Place: West Fargo City Commission Chambers

Roll Call:
Liann Hanson, Tony Stukel, Commissioner Many George, Jodie Haring. Absent: Alanna Rerick. Also attending Carissa Hansen, Library Director, Stephanie Shea, Friends of the Library President and Alisha Reis, Office Coordinator.

1. **Call to order**
   Hanson called the meeting to order.

2. **Approve order of agenda**
   Commissioner George moved and Haring seconded to approve the order of the agenda. No opposition. Motion carried.

3. **Consent agenda - approve the following:**
   Stukel moved and Haring seconded to approve the consent agenda. No opposition. Motion carried.

   a. Approval of Minutes – September 9th, 2021
   b. Approval of Financial Reports
   c. Adjustments to 2021 library closures for Christmas and New Year's

Regular Agenda:

1. Review draft of 2022 – 2027 Lodoen lease

   - Hansen presented a draft of the 2022 – 2027 Lodoen lease. Library Board discussed and provided feedback. Next step: verify with the schools what their conditions are to terminate the lease. Another draft will be brought to the board at the November meeting.

2. Follow-up on library site discussion

   - Hanson introduced a follow-up discussion of potential sites for a future library facility. After discussion, Hanson made a motion and Commissioner George seconded to approve the Library Board President and Library Director to facilitate a conversation with Bell Bank and the Commission President regarding the Bell Bank site. No opposition. Motion carried.

   - Hanson introduced a discussion of planning for funding of a future facility. After discussion, Hanson made a motion and Haring seconded to approve the Library Director to start a capital fundraising in collaboration with the Friends of the Library for the purpose of a future library facility. No opposition. Motion carried.

- Hanson proposed to the Board that the library consider having their own representation in terms of a lawyer. Haring will contact the NDSU Advancement and Foundation to see if they can recommend someone to advise the library in determining how to hire someone who has prior experience in working with nonprofit organizations.

3. Director's Report

   Hansen presented the following items for the Director's Report:

   - 2022 Budget was approved by the City Commission in September. An update on the Library's cash balance will be presented at the November's meeting.
   - Friends of the Library approved to move forward with the fundraising for a replacement for the Little Red Reading Bus & to work collaboratively with library staff.
   - Outreach to potential donors for a replacement for the Little Red Reading Bus will begin next week. The total fundraising goal is $230,000. Additional information will be emailed to the Board that will provide direction for interested donors.
   - Vending machine will be decommissioned on October 15th. Information was communicated on the library's website, put in the library's email newsletter to patrons, along with signage on the machine.
   - Hansen discussed several grants the library has applied for including Midco, Walmart & Otto Bremer. The Midco and Walmart grant will be used to fund new play equipment. The Otto Bremer grant will support paid teen interns to help out on the Little Red Reading Bus route.
   - Library staff are attending the NDLA conference in Grand Forks, ND this week.
   - The Library Board are now NDLA members.
   - Hansen gave a programming update.

4. Other Business
   - No other business.

5. Adjourn
   - Commissioner George moved to adjourn, Stukel seconded. No opposition. Meeting adjourned. Next meeting: 5:30 P.M., Thursday, November 18th, 2021.