



Regular Meeting October 10, 2024
5 p.m. via Zoom ([YouTube](#) recording)

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

Board Member Absent: Alanna Rerick

Also Present: Library Director Jenna Kahly, Finance Director Willy Galindo

I. Call to Order

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

II. Approve Order of the Agenda

Anderson moved and Hanson seconded to approve the order of the agenda. No opposition. Motion carried.

III. Public Comment

No members of the public signed up for public comments.

IV. Consent Agenda

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

- Approval of Minutes – September 12, 2024
- Approval of Financial Reports

Regular Agenda

Old Business

- No old business

New Business

V. Approve Final Budget for 2025 (Action)

- Willy Galindo, the new City of West Fargo Finance Director, introduced himself.
- Kahly gave an update on the library's 2025 budget. COLA was set at 2.5%. Expenditure lines that were affected in the library's budget were adjusted accordingly.
- The City Commission approved an 0.8 mill levy increase for the library.
- Hanson asked whether the library's reserve fund meets the best practice percentage. Kahly shared she intends to discuss this matter with Galindo once he has settled into his role. Hanson suggested the board review this information when it becomes available.
- Hanson moved and Stukel seconded to approve the final budget for 2025. No opposition. Motion carried.

VI. Approval of Recommended 2025 Operating Hours (Action)

- Kahly proposed eliminating Sunday hours in 2025. The request was made following a thorough evaluation of staffing and operational needs as the library prepares for a satellite location, as well as circulation staff concerns, current usage trends, and public expectations.
- Kahly explained closing on Sundays would cause the least disruption to the public while addressing several major issues in library operations, scheduling and shift coverage, and employee well-being.
- During the discussion, Anderson asked about statewide trends regarding

libraries being open on Sundays. While Kahly had not reached out to libraries outside the region, she shared that many rural libraries are only open a few days a week due to staffing changes and financial constraints and that she knows Fargo Public Library has been studying this topic as well and planned to bring Sunday closures before their board too as they were facing similar staffing challenges. Schwartz shared that Minot and Dickinson are closed on Sundays as well, while Bismarck and Grand Forks are not.

- Hanson moved and Schwartz seconded to approve the recommended change to 2025 operating hours. Commissioner Anderson voted nay. Motion carried with a 3 to 1 vote.

VII. Strategic Plan Report

- Kahly presented a report of activity taken toward the goals of the 2022 – 2024 Strategic Plan. Highlights included the acquisition of the Little Red Reading Bus to offer outreach services and securing a new vehicle to continue that program, implementation of the 1000 Books Before Kindergarten program, record-breaking attendance at Storytimes, record-breaking circulation numbers, expanded programs and services for teens, seniors, and underserved populations, and updates to the library facility for accessibility.

VIII. Director's Report

Kahly presented to the board the Director's report. Highlights included:

- After many months, the air conditioning was finally fixed.
- The main library carpet replacement project has been postponed until early fall 2025 to accommodate City staffing.
- Demolition and construction started on the satellite location.
- Screens are now available in all meeting rooms.
- Physical and electronic circulation and door count continued to grow in September.
- Kahly shared upcoming program information, including that the library has partnered with local businesses and will offer Library on Wheels stops in the fall and winter.
- A small group of staff were able to attend North Dakota Library Association Conference, with two presenting.

IX. Adjourn

Stukel moved to adjourn the meeting. Hanson seconded. No opposition. Motion carried at 5:52 p.m.