

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

Board Member Absent: Alanna Rerick

Also Present: Library Director Jenna Kahly

I. Call to Order

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

II. Approve Order of the Agenda

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

III. Public Comment

No public comment.

IV. Consent Agenda

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

- Approval of Minutes – October 10, 2024
- Approval of Financial Reports
- Approval of 2025 Library Closures

Regular Agenda

Old Business

- No old business

New Business

V. Rescind Equipment Check-Out Policy (Action)

- Kahly proposed the Equipment Check-Out Policy be rescinded.
- The policy was written to govern the circulation of iPads, which were removed from the collection due to low circulation and high privacy and security issues.
- Hanson moved and Stukel seconded to rescind the equipment Check-Out Policy. No opposition. Motion carried.

VI. Library Cards Policy Updates (Action)

- Kahly proposed changing the boundaries for who qualifies for a Resident Library Card to only include the City of West Fargo, as West Fargo residents and property owners are the sole tax base for the library. At the time of the meeting, all people who live within the West Fargo Public School District boundary were eligible for free Resident Library Cards despite not contributing monetarily to library services.
- Kahly proposed that the library continue to provide free library cards to all students enrolled in West Fargo Public Schools and staff of West Fargo Public Schools regardless of their permanent address.
- To avoid disruption in service for current library patrons, she requested

the library honor all existing library cards until they expire and that the effective date for the change in eligibility not occur until June 2025.

- Kahly mentioned that this change is in no way intended to restrict people from using the library, and non-residents of the City of West Fargo are still eligible for a free library card through our Reciprocity Agreement with the Fargo Public Library and the Lake Agassiz Regional Library system. Cards are available to everyone else for a \$25 annual fee.
- Kahly recommended that the board approve the amended Library Card Policy as presented, including the procedural modifications regarding who is eligible for the free Resident Library Card, which will go into effect on June 1, 2025.
- Stukel moved and Hanson seconded to approve the Library Cards Policy as presented. No opposition. Motion carried.
- During discussion, Kahly explained that this change will result in cost-savings for the library for a number of reasons, including that digital services and subscription services often rely on the library's service area to determine how costly the service will be for a library to offer it. By reducing the service area to the taxable population of West Fargo that supports the library, these services are likely to cost taxpayers less.
- Schwartz made a motion to amend the previous motion to include an effective date of June 1, 2025. Hanson seconded. No opposition. Motion carried.

VII. Interlibrary Loan and Consortia Hold Policy (Action)

- Kahly proposed the board approve the Interlibrary Loan and Consortia Hold Policy to change the terminology "Out-of-Area" to "Non-Resident." This update will create consistency between the policies and procedures.
- Commissioner Anderson moved and Schwartz seconded to approve the updated Interlibrary Loan and Consortia Hold Policy as written and to directed staff to also change "Out-of-Area Cards" to Non-Resident Cards" in all other policies. No opposition. Motion carried.

VIII. Reciprocal Borrowing Policy Updates (Action)

- Due to the varying contracts with digital services, Kahly proposed changing the wording under Terms of Use to state, "Online services and digital collections are not guaranteed for reciprocal borrowers. Patrons are encouraged to use the online resources of their home library."
- Schwartz moved and Stukel seconded to approve the policy as amended. No opposition. Motion carried.

IX. Director's Report

Kahly presented the Director's report. Highlights included:

- Finances were 74% expended through October.
- An all-staff training day took place in October, which included fire extinguisher training and bed bug prevention procedures, among other training.
- HVAC work near the south windows was completed.
- Additional shelving was added to the Large Print section.
- Total circulation was up 13% from 2023 and up 47% from 2021.
- 478 puzzles had been exchanged through the puzzle exchange so far in 2024.

- Technical Services had been updating spine labels.
- Regarding Outreach Services, the Library on Wheels van stopped at Junkyard West Fargo and The Lights in October. Staff also participated in Treat Street and interacted with over 1700 people.
- Youth Services hosted a Trick or Sweet Halloween Party, which brought 247 people to the library. Several patrons said this was their first time at the library, which was exciting to hear.
- Staff participated in the One Book One Community author talk at Concordia, which had over 675 attendees.
- Technology Tutoring services have expanded to include appointments along the senior home delivery route.
- The strategic plan survey is available now through mid-December. The survey can be found on the website and in-library.
- Regarding the Satellite Location, construction has begun.

X. Adjourn

Stukel moved to adjourn the meeting. Hanson seconded. No opposition. Motion carried at 5:32 p.m. The next meeting is scheduled to be held at Dec. 12, 2024, at 5 p.m. via Zoom.