

West Fargo Public Library Board of Directors
Meeting Date: November 18th, 2021
Time: 5:30 P.M.
Place: West Fargo City Commission Chambers

Roll Call:

Liann Hanson, Tony Stukel, Commissioner Mandy George, Jodie Haring, Alanna Rerick. Also attending Carissa Hansen, Library Director, John Shockley, West Fargo City Attorney, Lauren Nephew, Youth Services Manager and Alisha Reis, Office Coordinator.

1. Call to order

Hanson called the meeting to order.

2. Approve order of agenda

Rerick moved and Stukel seconded to approve the order of the agenda. No opposition. Motion carried.

3. Consent agenda - approve the following:

Commissioner George moved and Rerick seconded to approve the consent agenda. No opposition. Motion carried.

- a. Approval of Minutes – October 7th, 2021
- b. Approval of Financial Reports
- c. Approval of library closures for 2022

Regular Agenda:

1. Director resignation and appointment of interim director

- Rerick moved and Commissioner George seconded to appoint Maria Kramer, Deputy Director as Interim Director effective December 8th, 2021 while the library searches for a new Library Director. No opposition. Motion carried. Hanson moved and Stukel seconded to accept the resignation of Carissa Hansen, Library Director. No opposition. Motion carried. After discussion Hansen recommended Hanson meet with the HR Director to inform her of the official date Kramer will start the Interim Director role.

2. Approval of revised 2022 COLA for library staff

- Rerick moved and Commissioner George seconded for the Board to seek approval from the City Commission for a transfer of funds from the other city sources this fall 2021 to cover the anticipated deficit due to the COLA increase. No opposition. Motion carried.

3. Proposed Library Assistant job description update and budget adjustment

- The item has been tabled until next month's meeting. Board is awaiting approval of the COLA from the City Commission.

4. Progress update on building site and facility fundraising

- Library will continue to work with the Friends of the Library for fundraising. Rerick presented to the Board, her understanding is the library needs to get City approval to work with fundraising with the Friends of the Library. Shockley stated the buildings and property are owned by the City. Shockley recommended the Board recommend to the City Commission to start a building fund.

5. Director's Report

Hansen presented the following items for the Director's Report

- 1000 Books was launched at the end of October in support of one of the strategic plan goals of developing early literacy and social skills in kids' birth to age 5. There are 120 kids registered thus far.
- There has been great progress toward the community goal of providing services and resources to everyone who sees themselves represented. An organization called Cultural Diversity Resources has begun meeting with staff. The group will be a great benefit to staff because it focuses on cultural competency training, as well as a good source of continuous relationships as the staff seek to develop new methods to reach out to New Americans and Biopoc communities to provide support.
- The library as received a \$2,500 Midco grant to help support upgrades and equipment for the children's corner in the library.
- The lease for the Lodeon space will be brought back at the December 9th meeting to review and approve and then will be presented to the City Commission at the December 20th meeting to approve.
- Lauren Nephew, Youth Services Manager, gave a programming update.

6. Other Business

- Haring asked whether there are any continuing grants for which Hansen is the principal investigator that would need to be transferred to Kramer in order to continue to provide updates. The pending grant, according to Hansen, are in partnership with the Friends of the Library. The other grants for which applications have been submitted are one-time only.

7. Adjourn

- Rerick moved to adjourn, Stukel seconded. No opposition. Meeting adjourned. Next meeting: 5:30 P.M., Thursday, December 9th, 2021.