



West Fargo Public Library Board of Directors Meeting

West Fargo City Hall Commission Chambers

2515 6th St E, West Fargo ND

Thursday, May 8, 2025, 5:00 p.m.

([YouTube](#) recording)

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

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. **Order of the Agenda**

Commissioner Anderson moved and Hanson seconded to approve the order of the agenda. Schwartz requested an amendment to the agenda to remove Discussion on Library Undesignated Balance to a future board meeting. Hanson moved and Stukel seconded order of the agenda with the amendment. No opposition. Motion carried.

III. **Public Comment**

No members of the public signed up for public comment.

IV. **Consent Agenda**

Hanson moved and Commissioner Anderson seconded to approve the Consent Agenda. No opposition. Motion carried.

- Approval of Minutes – April 10, 2025
- Approval of Financial Reports

Regular Agenda

Old Business

V. **Adoption of the 2025-2030 Strategic Plan (Action)**

- Kahly presented the 2025-2030 Strategic Plan. Schwartz moved to adopt the Strategic Plan as presented and Commissioner Anderson seconded. No opposition. Motion carried.

New Business

VI. **Approval of Job Description Updates Prior to Salary Study (Action)**

- Kahly presented revised job descriptions. Upon approval, these will be provided to Human Resources for use in an upcoming salary study. Hanson asked how the study would impact the budget. There has been no data released to make that determination. Schwartz moved and Hanson seconded to approve the job description updates as presented. No opposition. Motion carried.

VII. **Approval of Addition of Circulation Intern for Summer 2026 (Action)**

- Kahly requested the addition of a Circulation Intern for the Summer of 2026. Hanson moved and Stukel seconded to approve the addition of the Circulation Intern for Summer 2026. No opposition. Motion carried.

VIII. **Approve 3rd Circulation Supervisor (Action)**

- Kahly requested the addition of a third Circulation Supervisor for the

remainder of 2025 onward. There would be no financial impact in doing so for 2025, as one Circulation Supervisor was currently taking a personal leave, and the library would not fill the full-time Library Assistant position being vacated by the promoted individual. Stukel moved and Schwartz seconded to approve the addition of a third Circulation Supervisor. No opposition. Motion carried.

IX. Approve the Preliminary Budget (Action)

- Kahly presented the Preliminary Budget for 2026, which included additions based on the previous two agenda items. Hanson moved and Schwartz seconded to approve the Preliminary Budget as presented. No opposition. Motion carried.

X. Discussion on Library Undesignated Balance

- The agenda item was removed and will be discussed at a future board meeting.

XI. Director's Report

- Kahly presented the Director's Report with highlights including:
 - Finances were 31% expended through April.
 - Satellite usage continued to grow in April, as well as Total Item Circulation.
 - Over 900 second graders and staff visited the library for annual school tours.
 - The library plans to expand youth and adult programming to accommodate growth. In recent months, staff had to turn patrons away from Monday Matinees due to room capacity, so they were considering options to make the program available for more people. Storytimes will expand to four sessions a week in the summer.
 - Summer programming reminders, such as the Summer Kickoff Party on May 29, Summer Boost reading challenge starting June 1, the Library on Wheels route plan for June 2 through July 30, and Redhawks Library Night scheduled for June 5.
 - Friends of the Library annual spring book sale was planned for Saturday May 17.

XII. Adjourn

Hanson moved to adjourn. Stukel seconded. No opposition. Motion carried at 5:41 p.m. The next meeting is June 12, 2025, at the West Fargo City Hall Commission Chambers.