



West Fargo Public Library Board of Directors Meeting

West Fargo City Hall Commission Chambers

2515 6th St E, West Fargo ND

Thursday, June 12, 2025, 5:00 p.m.

[YouTube](#) recording

Board Members Present: Commissioner Anderson, Larry Schwartz, Liann Hanson, Alanna Rerick

Board Member Absent: Tony Stukel

Also Present: Library Director Jenna Kahly, Human Resources Director Sarah Gasevic, Jodie Roeder

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. No opposition. Motion carried.

III. **Public Comment**

No members of the public signed up for public comment.

IV. **Consent Agenda**

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

- Approval of Minutes – May 8
- Approval of Financial Reports

Regular Agenda

Old Business

- No old business

New Business

V. **Library Board Candidate Statement Opportunity**

- Candidates who had submitted applications to fill opening Library Board seats were invited to speak about their interest. Sara Westall wrote a statement, which was read by Library Director, Jenna Kahly. Applicant Jodie Roeder spoke about her interest in serving on the Board via Teams.

VI. **Appoint Trustees to fill 2 seats on the Library Board (Action)**

- The Library Board discussed the candidates for the two open seats on board. Four total applications were received, including Tyler Erickson, Sara Westall, Jodie Roeder, and current Board President Larry Schwartz, although Schwartz had withdrawn his application. Chosen applicants would need to be formally appointed by the City Commission. Rerick made a motion to recommend the appointment of Tyler Erickson and Sara Westall to the West Fargo Public Library Board of Directors. Hanson seconded. No opposition. Motion carried.

VII. **Request from HR to close early on Sept. 4 for City Employee Appreciation Event (Action)**

- Sarah Gasevic, Human Resources Director, request the Library's

locations close early at 4 p.m. on Sept. 4 to allow staff to attend a City of West Fargo Employee Appreciation Event. Anderson moved and Hanson seconded to close both Library locations at 4 p.m. on Sept. 4. No opposition. Motion carried.

VIII. Update from HR about Lexipol

- Gasevic gave an update on a new system called Lexipol that the City of West Fargo is implementing to manage policies and procedures. Gasevic requested the Library Board agree to use Lexipol in place of an Employee Handbook for Library staff as well. No action was taken on this item.

IX. Recommendation to Adopt Policy 101 Authorization and Delegation of Policy Approval (Action)

- Gasevic explained that in changing policy management to Lexipol, she and other City of West Fargo leadership wrote Policy 101: Authorization and Delegation of Policy Approval, which would essentially grant powers to approve changes to certain policies to the City Administrator, or in the Library's case the Library Director, instead of the changes requiring approval by the City Commission or Library Board. Previously, the Library Board had routinely voted to adopt the City of West Fargo Employee Handbook as a whole, when changes were made. Gasevic explained that adopting this policy, and Lexipol, would allow employee handbook policy changes to be pushed out to staff sooner, as they would not need to be presented to the Board. Policies with significant financial implications or legal obligations would still be brought to the Library Board for approval. Gasevic noted the City Commission had already voted to adopt this policy for their purposes.
- Motion to approve the recommendation to Adopt Policy 101 Authorization and Delegation of Policy failed due to a tie vote: Schwartz and Commissioner Anderson voting aye, Rerick and Hanson voting nay. This agenda item will be brought back to a future board meeting.

X. Director's Report

- Kahly presented the Director's Report with highlights including:
 - Finances were 40% expended through May.
 - Satellite usage continued to grow in May, including Physical Circulation, Door Count & Library cards.
 - Physical Circulation was down slightly in May, but Electronic Circulation was over 1000 compared to 2024.
 - With the school second grade tours in May, the door count was up significantly.
 - There were 234 patrons in attendance for the summer kickoff party.
 - Library on Wheels attended the Red River Spring Market and HeadStart Picnic as well as a successful preview of the route.
 - Technical Services added around 700 new items to the catalog.

XI. Adjourn

Rerick moved to adjourn. Schwartz seconded. No opposition. Motion carried at 5:37 p.m. The next meeting is July 10, 2025, at 5 p.m. at the West Fargo City Hall Commission Chambers.