



West Fargo Public Library Board of Directors Meeting

West Fargo City Hall Commission Chambers

2515 6th St E. West Fargo ND

Thursday, July 10, 2025, 5:00 p.m.

City Hall Commission Chambers

Board Members Present: Tony Stukel, Commissioner Roben Anderson, Sara Westall, Tyler Erickson (via Teams)

Board Member Absent: Liann Hanson

Also Present: Library Director Jenna Kahly, Human Resources Director Sarah Gasevic, City Administrator Dustin Scott

I. Call to Order

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

II. Order of the Agenda

Stukel requested to switch the items under Old Business, to move Adopt Policy 101 Authorization and Delegation of Policy Approval to item one and Adopt Lexipol for Policy Management replacing Employee Handbook to agenda item two. Stukel also asked to move the Nominations of Officers and Voting from agenda item one under New Business to agenda item four. Commissioner Anderson moved to proceed with these changes. Westall seconded. No opposition. Motion carried.

III. Public Comment

No members of the public signed up for public comment.

IV. Consent Agenda

Commissioner Anderson moved to approve the consent agenda. Westall seconded. No opposition. Motion carried.

- Approval of Minutes – June 12, 2025
- Approval of Financial Reports

Regular Agenda

Old Business

I. Adopt Policy 101 Authorization and Delegation of Policy Approval (Action)

- Human Resources Director Sarah Gasevic requested the Library Board adopt a new City of West Fargo policy called Policy 101: Authorization and Delegation of Policy Approval. She explained that under this policy, the Library Board will maintain responsibility for all library governance issues. Policy changes involving substantial financial or legal considerations will also continue to require review and approval by the Library Board. In contrast, policies concerning state and federal regulations, employment matters, or areas without significant financial or legal impact may be authorized by the Library Director after completing the City's approval process. After discussion, Commissioner Anderson made a motion to Adopt Policy 101: Authorization and Delegation of Policy Approval. Erickson seconded. No opposition. Motion carried.

II. Adopt Lexipol for Policy Management replacing Employee Handbook (Action)

- Gasevic requested the Library Board approve the use of Lexipol for policy management instead of an Employee Handbook. The City of West Fargo had already adopted this new knowledge management system. Westall motioned to adopt Lexipol for Policy Management, replacing the Employee Handbook. Commissioner Anderson seconded. No opposition. Motion carried.

New Business

III. Discussion of Adult Services Manager Role

- Kahly provided an update on the next steps for filling the vacant Adult Services Manager position. She expressed her interest in carefully considering whether to proceed with immediate rehiring or exploring alternative options, given the level of this role within the library's organizational chart. Kahly noted her plans to meet with the management team on July 21 to discuss this and to update the Library Board at the next monthly Library Board meeting.

IV. Budget Update

- Kahly provided an update on the 2026 Preliminary Budget. She noted that the City Commission had requested the library to consider a 2.5% cost-of-living adjustment (COLA), which was included in the preliminary budget proposal. She also noted nearly all library expenditure codes had been maintained at the same level or reduced, except for those that increased due to higher contract costs – for example, the library's lease, which rises by 3% annually.

V. Director's Report

- Finances were 47% expended through June.
- Payment from State Aid came through in June for \$44,468.47.
- Satellite usage continued to grow in June, including physical circulation, door count & library cards.
- Circulation was the highest to date, surpassing last June's record.
- Cash Wise offsite book drop usage increased significantly in June.
- Hotspots, Launchpads and State Park Passes have been popular nontraditional items being checked out this summer.
- Technical Services is updating the spine labels on children's chapter books to include series information and is also assessing the Nonfiction collection to identify and address any gaps.

Attendees discussed an annual Library Board Orientation, which historically occurs when new board members take office. Discussion included who would need to attend and what topics would be covered. Incoming Board Member Tyler Erickson was particularly interested in legal clarity about the Library Board's work.

VI. Nomination of Officers and Voting (Action)

- Stukel nominated Liann Hanson for President. Kahly noted that when Hanson informed Kahly that she would be unable to attend the meeting, she had expressed willingness to serve in any role that the board deemed appropriate. Erickson seconded. No opposition. Motion carried.

- Erickson nominated Commissioner Anderson as Vice President. Westall seconded. No opposition. Motion carried.
- Erickson nominated Stukel as Treasurer. Commissioner Anderson seconded. No opposition. Motion carried.
- As in past years, the Board agreed that the duties of Secretary and Vice President would be combined, with Library staff preparing the meeting minutes and them being reviewed by the Vice President prior to inclusion in each month's agenda.
- Kahly noted her plans to contact IT to set up email addresses aligned with the new library board officers.

VII. Adjourn

- Commissioner Anderson moved to adjourn. Westall seconded. No opposition. Motion carried at 6:13 p.m. The next meeting is August 14, 2025, at 5 p.m. at the West Fargo City Hall Commission Chambers.