

West Fargo Public Library Board of Directors

Meeting Date: December 9th, 2021

Time: 5:30 P.M.

Place: West Fargo City Commission Chambers and streamed live on YouTube

Roll Call:

Liann Hanson, Alanna Rerick, Jodie Haring, Tony Stukel. Absent: Commissioner Mandy George. Also attending, Carissa Hansen, Library Director, Maria Kramer, Deputy Director of Public Services, Kirsten Henagin, Adult Services Manager, John Shockley, West Fargo City Attorney, and Alisha Reis, Office Coordinator.

- **Call to order**
Hanson called the meeting to order.
- **Approve order of agenda**
Rerick moved and Stukel seconded to approve the order of the agenda. No opposition. Motion carried.
- **Consent agenda - approve the following:**
Stukel moved and Rerick seconded to approve the consent agenda. No opposition. Motion carried.
 - a. Approval of Minutes – November 18th, 2021
 - b. Approval of Financial Reports

Regular Agenda:

1. Appointment of interim director – approve pay and updated start date of 12/12/2021
 - Rerick moved and Stukel seconded to approve the employment status change form for Maria Kramer, Deputy Director of Public Services to become the interim director effective 12/12/2021. No opposition. Motion carried.
2. Approval of revised 2022 COLA for library staff
 - Rerick moved and Haring seconded to approve the revised 2022 4% COLA for library staff. No opposition. Motion carried.
3. Proposed Library Assistant job description update and budget adjustment
 - Haring moved and Stukel seconded to approve the Library Assistant job description update and budget adjustment. No opposition. Motion carried.
4. Approval of 2022 – 2027 Lodoen Lease
 - Rerick moved and Stukel seconded to approve the 2022 – 2027 Lodoen Lease. No opposition. Motion carried. Next steps: Public needs to be given notice before the

lease can be presented to the City Commission. The lease will be presented to the City Commission during the January 17th meeting for approval.

5. Updates on facility planning

- There are no updates to report.

6. Director's Report

Hansen presented the following items for the Director's Report:

- Hansen's last day with the library is December 22nd, 2021.
- Update on strategic planning goals:
 - Goal 1: Parents have services for their families in close and convenient locations in order to maximize the library resources available to them.
 - The school library card project has had 5,000 6th – 12th grade students register for student ID cards which also function as their public library card.
 - Goal 2: Children birth to age five develop literacy and social skills that ensure they are ready for Kindergarten.
 - 1000 Books Before Kindergarten program was launched in November. 85% of kids registered are not enrolled in informal pre-k. Staff have done direct outreach to home daycares this past month to keep this audience outreach going.
 - Goal 3: Teens develop personal interests, build life skills, build life skills, and gain real – world experiences that ensure they are confident and prepared for their futures.
 - Kramer has been participating in visioning group called the academies of West Fargo. Stakeholders from throughout the community come together to plan transition the school district to having a career academy model. Next steps: recruitment of teen volunteers to work at the library. The library plans to offer SAT/ACT study courses as well as basic career skill courses such interviewing and resume writing.
 - The library has been awarded \$18,000 from the Otto Bremer grant. These funds will help support employment of paid teen interns to work on the Little Red Reading Bus route as well as in the library during summer of 2022.
- Transition meetings have been taking place between Hansen and Kramer regarding budgets, board and long-term planning.
- Kirsten Henagin, Adult Services Manager, gave a programming update.

7. Other Business

- No other business.

8. Adjourn

- Stukel moved to adjourn, Rerick seconded. No opposition. Meeting adjourned.
Next meeting: 5:30 P.M., Thursday, January 13th, 2021.