



West Fargo Public Library Board of Directors Meeting

West Fargo City Hall Commission Chambers

2515 6th St E, West Fargo ND

Thursday, November 13, 2025 5:00 p.m.

[YouTube recording](#)

Board Members Present: Commissioner Roben Anderson, Tony Stukel, Tyler Erickson, Sara Westall

Board Member Absent: Liann Hanson

Also Present: Library Director Jenna Kahly

I. Call to Order

Commissioner Anderson called the meeting to order at 5:00 p.m.

II. Order of the Agenda

Erickson moved and Westall 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

Erickson moved and Westall seconded to approve the consent agenda. No opposition. Motion carried.

- Approval of Minutes
- Approval of Financial Reports
- Approval of 2026 Library Closures

Regular Agenda

Old Business

- No old business

New Business

V. Approval of Satellite Library hours change effective January 1, 2026 (Action)

- Erickson made a motion to approve the change of hours for the Satellite Library effective January 1, 2026. Westall seconded. No opposition. Motion carried.

VI. City of West Fargo Policy Status Update

- Kahly shared an update on the policies in Lexipol. Initially, the library planned to present several policies at this meeting; however, City Administration and/or Human Resources will present an Employee Handbook and a presentation of changes at the December 11, 2025, meeting. No action was taken.

VII. Grade Change Approval (Action)

- Kahly brought forth a recommendation for a grade change for the Marketing and Communications Specialist position. This change resulted from Kahly's request that Human Resources review and regrade several job descriptions in the spring that had undergone

significant changes. All other reviewed job descriptions were found to have accurate grading, while the recommendation was for the Marketing & Communications Specialist to move from grade 12 to 13. Kahly recommended approval of the grade change with backpay, retroactive to the start of this year, consistent with precedent set during the last all-library salary survey. Erickson moved to approve the grade change with back pay retroactive to the start of this year. Stukel seconded. No opposition. Motion carried.

VIII. Director's Report

- Finances were 78% expended through October.
- Feedback from patrons regarding the new carpet has been positive.
- In October, the Satellite Library had its highest door count since opening.
- The library made 1,258 cards in October. 1,064 were West Fargo Public School student cards, and 194 were regular patrons.
- In October, the library surpassed 200,000 checkouts for the year.
- Electronic circulation continued to break records in October.
- October's door count was slightly lower than usual. Kahly explained this was likely due to the lack of a library Halloween party and the closures for carpet replacement.
- The library had over 62,000 views on social media in October.
- Outreach circulation has been growing.
- Adult Services and Youth Services continue to offer well-received programs.

IX. Adjourn

Erickson moved to adjourn, Westall seconded. No opposition. Motion carried out at 5:34 p.m. The next meeting is on December 11, 2025, at 5:00 p.m. at the West Fargo City Hall Commission Chambers.