



West Fargo Public Library Board of Directors Meeting

West Fargo City Hall Commission Chambers

2515 6th St E, West Fargo ND

Thursday, December 11, 2025, 5:00 p.m.

[YouTube recording](#)

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

Board Member Absent: Tony Stukel

Also Present: Library Director Jenna Kahly, Senior Director of Administrative Services Nick Lee, Human Resources Manager Nathan Skalsky

I. Call to Order

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

II. Order of the Agenda

Commissioner Anderson moved and Erickson seconded to approve the order of the agenda. No opposition. Motion carried.

III. Public Comment

No members of the public signed up for comment.

IV. Consent Agenda

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

- Approval of Minutes – November 13, 2025
- Approval of Financial Reports

Regular Agenda

Old Business

- No old business

New Business

V. Adoption of City of West Fargo Employee Handbook (Action)

- Erickson moved and Commissioner Anderson seconded to approve the Lexipol policies presented. No opposition. Motion carried. Erickson moved and Commissioner Anderson seconded to acknowledge the entire City of West Fargo Policy Manual. No opposition. Motion carried.

VI. Discussion about January meeting date

- Kahly suggested meeting individually with each board member to check in, rather than holding the regularly scheduled Library Board meeting on January 8, 2026. After discussion, the board agreed to cancel the January meeting and proceed with Kahly arranging one-on-one meetings with each board member.

VII. Director's Report

Kahly provided a report highlighting items, such as:

- Finances were 83% expended through November.
- Despite total circulation numbers following the usual November decline, they were still higher overall compared to November of last year.
- The management of meeting rooms at the satellite library was revised to allow patrons to use the rooms on a first-come, first-served basis when they are available without completing any paperwork. This change may result in a perceived decline in usage, but actual utilization of the rooms has increased.
- In November, Technical Services added 475 items to the collection and updated the majority of our international travel guides.
- The youth program team hosted several well-attended events in November and gave tours of the Satellite Library to classes from Trinity Elementary School.
- The adult program team successfully conducted its third annual Winter Puzzle Off, as well as a presentation on Trolls delivered by Markus Krueger, which was very well-attended. The Monday Matinee series continues to attract strong attendance, frequently reaching full capacity. Starting January 2026, Monday Matinees will be relocated to the Commission Chambers located at City Hall.
- The library's 17th Annual Mitten Tree Drive and a Winter Reading Challenge run through mid-January.
- The library introduced Library Superfan Stamp Cards in collaboration with the Friends of the West Fargo Public Library.

VIII. Adjourn

Commissioner Anderson moved to adjourn, Erickson seconded. No opposition. Motion carried out at 5:54 p.m. The next meeting is on February 12, 2026, at 5 p.m. at the West Fargo City Hall Commission Chambers.