West Fargo Public Library Board of Directors
Meeting Date: March 10, 2022
Time: 5:30 PM
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 Lauren Nephew, Youth Services Manager, Molly Flaspohler, Collection Development/Technical Services Manager, Frank Lenzmeier, President of West Fargo Area Community Program, Marlene Batterberry, Vice President of West Fargo Area Community Program and Alisha Reis, Office Coordinator.

1. **Call to order**
   Hanson called the meeting to order.

2. **Approve order of agenda**
   Rerick moved and Stukel seconded to approve the order of the agenda. No opposition. Motion carried.
3. **Consent agenda - approve the following:**
   Rerick moved and Haring seconded to approve the order of the agenda. No opposition. Motion carried.

   a. Approval of Minutes – February 10th, 2022
   b. Approval of Financial Reports

Regular Agenda:

1. Review and discuss the library space needs assessment
   - The board discussed the space needs assessment document. No action is needed.
2. West Fargo Area Community Program presentation
   - President, Frank Lenzmeier & Vice President, Marlene Batterberry for the West Fargo Area Community Program spoke on behalf of the group as they are interested in collaborating on a building with the library.
3. Approval of Teen Summer Library Intern Job Description **(Action)**
   - Rerick moved and Stukel seconded to approve the teen summer library intern job description with the addition of including the working environment description to include working on the bus and approval from Human Resources. No opposition. Motion carried.
4. Approval of Circulation Supervisor Job Description and Budget Allocation **(Action)**
   - Rerick motioned and Haring seconded to table the approval of Circulation

Supervisor job description and budget allocation to the April 14th meeting pending meeting with the Finance Department with the City of West Fargo. No opposition. Motion carried.

- Haring moved and Hanson seconded for Haring to contact the City to learn more about what the steps are for reducing library hours due to staffing issues. No opposition. Motion carried.

5. Library Report

    - Lauren Nephews, Youth Services Manager, gave a programming update.

6. Other Business

    - Haring raised the issue of public transit. Haring would like to learn more about how much it would cost to install a bus stop at the library, as well as information from library personnel about who on staff would take the bus and whether or not users have expressed interest in a bus stop. Haring will also be contacting MatBus to see how long this process will take. Haring would present to the board, the information after it has been complied.

    - Hanson gave an update on the Library Director hiring process.

    - Rerick stated she is available to assist with the budget process if the staff feel assistance is needed.

7. Adjourn

    - Stukel moved to adjourn, Hansen seconded. No opposition. Meeting adjourned. Next meeting: 5:30 P.M., Thursday, April 14th, 2022.