

West Fargo Public Library Board of Directors

Meeting Date: Aug. 11, 2022

Time: 5:30 PM

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

Roll Call: Liann Hanson, Alanna Rerick, Tony Stukel. Also attending: Betty Adams, Library Director; Ellen Rossow, Communications Specialist; Donelle Richmond, Friends of the West Fargo Public Library Treasurer; Eric Harlow, IT Help Desk Technician

1. Call to order

Hanson called the meeting to order at 5:31 p.m.

2. Approve order of agenda

Rerick moved and Hanson seconded to approve the order of the agenda. No opposition. Motion carried.

3. Consent agenda - approve the following:

- a. Approval of Minutes – July 14, 2022
- b. Approval of Financial Reports

Stukel moved and Rerick seconded to approve the consent agenda. No opposition. Motion carried.

4. Regular Agenda

Old Business

1. Board Emails

Following up on discussion from the July 14 Library Board meeting, Eric Harlow from City of West Fargo IT provided information about the possibility of changing Board members' email addresses from their names to their position on the Board. Because the IT department is currently seeking a Director, Harlow recommended waiting to make any changes. Rerick moved and Stukel seconded to table the conversation of email changes until next meeting. No opposition. Motion carried.

2. Board Statistics

Following up on discussion from the July 14 Library Board meeting, Library Director Betty Adams, presented the Board asked for feedback about the format and data featured on the reports each month. After discussion, Hanson moved and Rerick seconded to have staff continue to present graphs, however, any other data in any form could also continue to be brought to the Board at staff's discretion. No opposition. Motion carried.

New Business

1. Maternity Leave

Adams informed the Board of her approaching due date of Oct. 3. She had confirmed with City of West Fargo Human Resources Director Jenna Wilm, City Attorney John Shockley and reviewed North Dakota Library Law and Century Code to learn that the decision to provide paid maternity leave for library staff is up to the Library Board to determine. Adams requested a 6-week paid maternity leave with the 6 following weeks being half remote and half in-library. Hanson motioned and Stukel seconded to follow the City of West Fargo's guidelines around FMLA and to grant up to 12 weeks paid maternity leave, depending on birth and health of Adams and her newborn. No opposition. Motion carried.

2. Public Comment Options

In order to make it easier for the public to voice concerns directly to the Board or to request

adding an item to the Board agenda, discussion was had about adding a form similar to that used by the West Fargo City Commission to the library's website and City of West Fargo website. No action.

3. Homeless, Period and other Resource Kits

Hanson brought forth an idea she saw at another library – period kits for those in need of pads, tampons, etc. She also suggested a drive for menstrual products to take place at the library. Adams suggested expanding donation-based kits to include other things as well such as travel shampoos, soap, etc. No action.

4. Director's Report

Adams shared a variety of highlights from July. No action.

- Staff heard positive feedback from patrons, with a few patrons expressing that their experiences at the West Fargo Public Library are better than other area libraries.
- In the library, a suggestion box was added to the service desk and one of the public tables has been dedicated to community projects such as a community coloring sheet, which now is on display in-library. A lactation pod (donated by Marvin Windows) is now up and in-library.
- The sidewalk and parking lot construction projects have been largely completed, however, lines are expected to be painted in the parking lot before the end of August.
- The Friends of the West Fargo Public Library are partnering with the library for West Fest again this year. Volunteers donated 49.5 hours to the library in July.
- Library staff took part in a total of 22 classes, webinars or other trainings in July and an all-staff training will take place from 8 a.m. to noon on Wednesday, Aug. 31 at the library.
- Adams shared a local media update and encouraged the Board to watch a clip from CBS News regarding “a 21st Century Public Library.”
- Adams provided a financial update, including that the library had used only 48% of the 2022 budget by the end of July.
- Regarding library programs, Adams shared that the library saw a significant increase in storytime attendance this summer, the technology tutoring program continues to hear very positive feedback from attendees, and the library's annual end-of-summer party is planned for 4 – 6 p.m. Aug. 12. She also shared that Free Book Friday continues to be a popular new service at the library, One Book, One Community begins Sept. 1, and a new service – Memory Care Kits – launched this week.

5. Adjourn

Rerick moved to adjourn and Stukel seconded. No opposition. Motion carried at 6:38 p.m.
Next meeting: 5:30 p.m. Thursday, Sept. 8, 2022.