

West Fargo Public Library Board of Directors

Meeting Date: Sept. 15, 2022

Time: 5:30 PM

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

Roll Call: Liann Hanson, Tony Stukel, Larry Schwartz. Also attending: Betty Adams, Library Director

1. Call to order

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

2. Approve order of agenda

Schwartz moved and Stukel seconded to approve the order of the agenda. No opposition. Motion carried.

3. Consent agenda - approve the following:

- a. Approval of Minutes – Aug. 11, 2022
- b. Approval of Financial Reports

Hanson moved and Schwartz 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 and Aug. 11 Library Board meetings, Schwartz motioned to approve the change in board member email addresses from board member names to more generic email addresses based on their role on the board. Stukel seconded. No opposition. Motion carried.

New Business

1. Patron Code of Conduct Policy

Adams provided two small changes to what was originally presented in the agenda. Line 10 now reads "Consumption of odored food or drink or unreasonable amount of food or drink." Line 13 now reads "Leaving personal belongings unattended by oneself for an extended period of time or in a potentially unsafe manner; bringing in personal recreational equipment." Schwartz motioned to approve the Patron Code of Conduct Policy. Stukel seconded. No opposition. Motion carried.

2. Circulation Limits, Loan Periods and Fine Schedule Policy

Adams outlined two changes to this policy. DVD and AV limitations were removed. The non-resident library card fee was changed from \$5 to \$25 after discussion with the City of West Fargo and review of non-resident fees at other libraries in the region, state and nation. Schwartz moved to approve the Circulations Limits, Loan Periods and Fine Schedule Policy. Hanson seconded. No opposition. Motion carried.

3. Library Card Policy

Adams explained that the main difference between this policy and what is currently in use by the library is the clear delineation between an adult and youth card. Under the new policy, adult cards would be able to be obtained by those 18 years of age and older and anyone under the age of 18 would receive a youth card. Hanson motioned to approve the Library Card Policy. Stukel seconded. No opposition. Motion carried.

4. WFPL Outreach Services Delivery Memorandum of Understanding

Adams explained that this and the following memorandums of understanding are new policies

for the library composed based on staff recognition of need for formal agreements with outreach sites. Schwartz moved to approve the WFPL Outreach Services Delivery Memorandum of Understanding. Stukel seconded. No opposition. Motion carried.

5. WFPL Outreach Services Deposit Library Memorandum of Understanding

Hanson motioned to approve the WFPL Outreach Services Deposit Library Memorandum of Understanding. Schwartz seconded. No opposition. Motion carried.

6. Unattended Children Policy

Adams explained that this is another brand-new policy for the library. Hanson confirmed that children over the age of 13 are able to be in the role of “caregiver” while visiting the library. Hanson motioned to approve the Unattended Children Policy. Stukel seconded. No opposition. Motion carried.

7. WFPL and Youth Service Outreach Site Memorandum of Understanding

Stukel motioned to approve the WFPL and Youth Service Outreach Site Memorandum of Understanding. Schwartz seconded. No opposition. Motion carried.

8. Library Budget 2023 Final Revision

Adams shared that this final revision version of the budget reflects the need for funding for staffing over program and service expansions in 2023. Operating under budget so far in 2022 has allowed for some purchases that would have been budgeted in 2023 to take place now instead. Adams and staff are also actively looking for outside grant opportunities to supplement 2023 program and service expansions instead of using the library’s limited funding for that. The presented 2023 budget projects the library operating at a surplus of \$6,593. A point of discussion in the past, the FTE and funding for what was originally the Deputy Director position has been returned to the budget to allow for additional staff in 2023. Hanson moved to approve the Final Revision to the Library Budget for 2023. Stukel seconded. No opposition. Motion carried.

9. Director's Report

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

- Memory Care kits for outreach services sites have received a positive response from the community. Adams explained that the library hopes to expand the program in the future.
- The library is working to add three additional study spaces before the end of 2022.
- Patron database cleanup is underway.
- Teen interns have completed their time and Adams wanted to thank the board and community for their support of the teen internship program.
- Staff participated in a total of 22 continuing education trainings and public meetings in August including the four-hour all-staff training.
- The Collection Policy is being reviewed and updated for future Board approval.
- Only 51% of the budget was used by the end of August.
- Summer Boost ended in August. Despite decreasing the number of sites visited with the Little Red Reading Bus, the library saw an increase in participation at the sites. The library saw an increase in participation in Summer Boost across the board.
- Communications Specialist Ellen Rossow was one of six recipients of a scholarship for the national Library Marketing and Communications Conference in November.
- 21 of 23 staff attended the all-staff training Aug. 31 and have provided feedback.

10. Adjourn

Schwartz moved to adjourn and Hanson seconded. No opposition. Motion carried at 6:05 p.m. Next meeting: 5:30 p.m. Thursday, Oct. 13, 2022.