

West Fargo Public Library Board of Directors

Meeting Date: Oct. 13, 2022

Time: 5:30 PM

Place: West Fargo Public Library Meeting Room 1

Roll Call: Liann Hanson (via Zoom), Alanna Rerick, Larry Schwartz, and Tony Stukel. Also attending: Ellen Rossow, Communications Specialist; Kirsten Henagin, Adult Services Manager; Alisha Reis, Office Coordinator; Donelle Richmond, Friends of the West Fargo Public Library Treasurer

1. Call to order

Hanson called the meeting to order at 5:30 p.m.

2. Approve order of agenda

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

3. Consent agenda - approve the following:

- a. Approval of Minutes – Sept. 15, 2022
- b. Approval of Financial Reports

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

4. Regular Agenda

Old Business

New Business

1. Collection Development Policy

A newly updated version of the Collection Development Policy was presented. Adult Services Manager Kirsten Henagin explained that not much was changed and that the update was largely formatting. With this update, the "Request for Reconsideration of Materials" form will be removed from the policy itself and a link to an updated online version of that form will be made available when that new form is complete. Schwartz asked that the board see that form before it goes live. Henagin walked through the procedure for reconsideration of materials for board input. Henagin emphasized that only physical items can be reconsidered due to the nature of the shared digital and consortium-wide collections available to patrons which the West Fargo Public Library is unable to single out for removal. Schwartz motioned to approve the updated Collection Development Policy and Stukel seconded. No opposition. Motion carried.

2. Technology Tutoring Impact Report

Henagin provided a 1-year review report to the board regarding the library's Technology Tutoring program. Through surveying and other conversation with participants, Henagin gathered "lots of great feedback." Henagin explained that reoccurring questions in tutoring sessions helped inform her schedule of events for the coming year. No action.

3. Friends of the West Fargo Public Library Report

Friends of the WFPL Treasurer Donelle Richmond provided an update about the nonprofit group. Despite helping fund a number of library programs and services, the group's bank balance increased by \$276 in 2022 to \$14,472.04. The group has plans to participate in Giving Hearts Day in February 2023 and to begin hosting book sales again in March 2023. The volunteers have set up Amazon Smile and Direct Your Dollars (Family Fare) accounts to begin passive fundraising for the group as well. They also recently updated their bylaws to include

duties such as liaising with the library board and have welcomed a social media manager. No action.

4. Director's Report

Library Communications Specialist Ellen Rossow shared a variety of highlights from September. No action.

- Library Director Betty Adams began her maternity leave in early October. Rossow will provide the Director's Reports in the interim.
- Staff heard positive feedback from patrons regarding Memory Care Kits and Storytime, among other things.
- Rossow informed the board of a safety concern that was made evident during a building-wide fire drill. A wheelchair-bound patron was unable to exit the building because the elevators shut down during the drill. The Safety Committee is exploring options for this such as a roll-out ramp.
- Fifteen volunteers donated 55.5 hours to the library in September.
- Library staff took part in a total of 31 classes, webinars or other trainings in September.
- Rossow shared an update about the library's collection. Over 600 weeded materials found new homes in September through the Free Book Friday program.
- Rossow provided a financial update, including that the library had used 61.5% of the 2022 budget by the end of September.
- Regarding library programs, Rossow explained that free movie screenings returned to the library with over 30 attendees in September. Adult Services staff hosted a handful of successful programs in September with many more slated for October, including events affiliated with the metro-wide One Book, One Community program and a new collection of career-preparedness programs and services. Mahjong returned to the library Oct. 4. Rossow's update on the Youth Services department included a note about the continued success of Storytimes and the library's participation in the West Fest parade. In October, the Youth Services team will offer a number of Halloween events and events specifically for teenagers.
- Rossow gave an update about the library's Library Card Signup Month campaign, which brought in 452 traditional signups in September. When combined with the over 1,100 West Fargo Public Schools students who opted in to using their student ID as a WFPL card this school year, the library added over 1760 new patrons in September.

5. Adjourn

Rerick moved to adjourn and Schwartz seconded. No opposition. Motion carried at 5:56 p.m. Next meeting: 5:30 p.m. Thursday, Nov. 10, 2022.