

West Fargo Public Library Board of Directors

Meeting Date: Nov. 10, 2022

Time: 5:30 PM

Place: Virtual via Zoom

Roll Call: Liann Hanson, Alanna Rerick, Larry Schwartz, Mandy George, and Tony Stukel. Also attending: Ellen Rossow, Communications Specialist; Kirsten Henagin, Adult Services Manager; Alisha Reis, Office Coordinator; Betty Adams, Library Director

1. Call to order

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

2. Approve order of agenda

Schwartz 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 – Oct. 13, 2022
- b. Approval of Financial Reports
- c. Approval of library closures for 2023

Rerick moved and George seconded to remove the Approval of the Financial Reports from the consent agenda. No opposition. Motion carried.

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

4. Regular Agenda

Old Business

New Business

1. Book Club Impact Report

Henagin provided a report about the impact of West Fargo Public Library Book Clubs on residents. In 2022, the library hosted four book clubs, with roughly 33 monthly attendees. Henagin surveyed attendees and received positive responses across the board about library staff, getting to socialize, hearing unique perspectives during discussions, and how attendees appreciate the exposure to a variety of books.

2. 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. While she was present at this meeting, Rossow provided the Director's Report.
- Staff heard positive feedback from patrons regarding the October One Book, One Community author talk, storytime, and technology tutoring. The library also continues to receive 5-star reviews on Google.
- Rossow provided an update about the safety concern for a wheelchair-bound patron that was made evident during a building-wide fire drill in the fall. The Safety Committee is exploring options, but after discussing with West Fargo Fire do not think a roll-out ramp is a feasible option. The Fire department encourages staff to leave the wheelchair-bound person in the building and to have fire personnel remove them.
- Eight volunteers donated 22.5 hours to the library in September.
- Library staff took part in roughly 25 classes, webinars or other trainings in September.

- Rossow shared an update about the library's collection. Over 880 weeded materials found new homes in September through the Free Book Friday program.
- Rossow provided a financial update, including that the library had used 70% of the 2022 budget by the end of September.
- Regarding library programs, Rossow explained that adult programs saw a record high for attendees in October. The number of attendees has not been this high since pre-COVID 2019. The One Book, One Community author talk at Concordia saw 620 in-person attendees which is also a record high.
- 366 items were donated to the Golden Drive Homeless Kids organization in Oct.
- The youth programming team saw a record high of 24 teens at their "Halloween Cupcake Wars" event.
- The library will be hosting a "Winter Reading Challenge" from Dec. 4 – Feb. 25. This challenge is for all ages and the goal is to have each participant read 15 minutes a day for 12 weeks. Prizes will be awarded.
- The library will also be hosting their fourteenth annual Mitten Tree Drive in December. The donations of new or like-new winter gear will be given to West Fargo students in need in January.

Other Business

1. Approval of Financial Reports

Rerick had motioned to move the financial reports from the Consent Agenda to allow for discussion of some line items that appeared to be overspent. She specifically asked about the Furniture Depreciation lines. Adams noted that it was her understanding that as long as one's budget is not over at the end of the year, the status of the individual lines is less important. Both Adams and Henagin were able to provide insight into the use of those lines and why they had gone over, which included the need for a new desk for the added Circulation Supervisor. Adams also had some questions for the City about if two separate Furniture Depreciation lines were actually needed and adjustments in the works. Upon hearing the response, Rerick moved to approve the Financial Reports and Schwartz seconded. No opposition. Motion carried.

Adjourn

Rerick moved to adjourn and Schwartz seconded. No opposition. Motion carried at 6:05 p.m.
Next meeting: 5:30 p.m. Thursday, Dec. 8, 2022.