

West Fargo Public Library Board of Directors

Meeting Date: Dec. 8, 2022

Time: 5:30 PM

Place: Commission Chambers at West Fargo City Hall

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

1. Call to order

Hanson called the meeting to order at 5:30 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 – Nov. 10, 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. Proposed Job Description Updates (Action)

- Adams requested the approval of changes to two Library Service Manager job descriptions.
- Adult Services Manager — Adams explained that the Adult Service Manager has been essentially performing the duties of a Patron Services Manager since that role, previously referred to as “Access Services Manager,” was removed by the former Director. The Adult Services Manager has been doing a lot of procedural updates and overseeing the Circulation Supervisors. Schwartz asked about future staffing plans. Because the addition of a Patron Services Manager is not feasible at this time, Adams requested the formal addition of Patron Services duties to the Adult Services Manager role on an interim basis. This temporary role of Adult and Patron Services Manager would exist for 2 to 3 years until internal procedures, training, and better communication are established within the Patron Services (Circulation) team and funding is secured for a Patron Services Manager role to be filled. Hanson asked about the history of this role. Adams explained that the Circulation staff have been without direct leadership for years. Hanson requested visuals.
- Collection Development/Technical Services Manager — Adams requested transitioning the Collection Development/Technical Services Manager role to just Technical Services Manager, allowing that person to focus on technology, processing of incoming materials, and maintenance of electronic resources. If approved, Collection Development would become the responsibility of all Library Services Managers and Librarians. This change would clarify the extent of

involvement each role has in collection development. Staff reportedly were already participating in the process, but it was largely being performed by Technical Services and was not outlined in their job descriptions. This change would give Library Service Managers and Librarians ownership of their collections. After being asked a series of questions from Hanson and Schwartz regarding the history of this role, and future staffing, Adams explained her desire is to rectify changes that were made in the past and to allow Library Service Managers and Librarians to more readily speak to what is available in the collection and why. Rerick suggested breaking this agenda item into two parts, while George voiced her approval of both items. Schwartz motioned to table discussion of Proposed Job Description Updates until the next board meeting. Rerick seconded. No opposition. Motion carried.

2. Severe Weather and Emergency Closure Policy (Action)

- Adams presented the updated Severe Weather and Emergency Closure Policy which was developed in line with the City of West Fargo's policies. Rerick motioned to approve the Severe Weather and Emergency Closure Policy. Schwartz seconded. No opposition. Motion carried.

3. Library Collections Relocation Request (Action)

- Henagin explained the library's plans to increase accessibility, enhance patron experience and optimize space through the reorganization of some of the library's collections. Through this adjustment, patrons would no longer need to take the elevator upstairs to explore the Large Print Section and the Adult Graphic Novel section would be more visible to patrons. The Children's Corner area of the library will also become more spacious, allowing for the dozens of weekly storytime families to fit in the space more easily, among other positive changes for staff and patrons. Board approval is not needed for the changes to occur. Henagin requested approval from the board to close the library January 15 through 17 to accommodate the changes. Schwartz moved to approve the library closure to accommodate the changes. Rerick seconded. No opposition. Motion carried.

4. Donation and Gifts Policy (Action)

- Adams requested the approval of a new Donation and Gifts Policy for the library. Hanson motioned to approve the Donation and Gifts Policy as proposed. George seconded. No opposition. Motion carried.

5. Director's Report

- Adams shared a number of highlights from November 2022. No action requested.
- The West Fargo Public Library received a 2022 ND Star Library Award based on 2021 annual report statistics.
- The library received a rave review on Facebook after Wendy, a library assistant, gave a group of kids an impromptu behind-the-scenes tour of the service desk.
- The library had a few issues in November. At one point the water was shut off to the library accidentally when an issue arose on the other end of the building. Library staff were also left with an unfortunate mess in one of the off-site book drops after someone tossed a half-full can of beer into the drop.
- In December, the library is hosting its annual Mitten Tree drive to collect winter gear for West Fargo kids.
- Adams provided a financial update, including that the library has only used 78% of its budget going into December.

- For Adult programming, the library saw 124 attendees at events in November.
- Adams gave a brief update on Youth programming as well, including a great turnout at a Teen Tiny Art class in late November and the fact that storytimes will be paused at the end of December.
- Adams will continue hosting Community Meet and Greet Events in 2023. The first will be from 4 – 6 p.m. Thursday, Feb, 16. Board members are welcome to join.
- Hanson shared a programming idea – Global Read Aloud.
- Hanson also mentioned Fargo Public Schools Policy 4250 as a sound reference policy regarding book challenges given the current political climate.

Other Business

Adjourn

Rerick moved to adjourn and Stukel seconded. No opposition. Motion carried at 6:32 p.m.
Next meeting: 5:30 p.m. Thursday, Jan. 12, 2023.