

West Fargo Public Library Board of Directors

Special Meeting Date: Dec. 29, 2022

Time: 6 PM

Place: Virtual via Zoom

Roll Call: Liann Hanson, Alanna Rerick, Larry Schwartz, Mandy George, and Tony Stukel. Also attending: Betty Adams, Library Director; Ellen Rossow, Communications Specialist

1. Call to order

Hanson called the meeting to order at 6 p.m.

2. Approve Order of Agenda

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

3. Regular Agenda

1. Proposed Job Description Updates (Action)

- Adams requested the approval of changes to Library Service Manager job descriptions.
- Adams pointed out a slight change in the description of the agenda item, the usage of the term "Patron Services" instead of "Access Services." Despite the change in terminology, this title is still reflective of the duties being temporarily added to the Adult Services Manager role.
- Adams explained that all three Library Service Manager job descriptions are included in the agenda item due to collection development tasks being divided up among them.
- Schwartz moved to take discussion of these changes off the table to allow discussion after it was tabled at the Dec. 8 meeting. George seconded. No opposition. Motion carried.
- In response to a question from Schwartz, Adams explained that discussion was had with the appropriate staff one on one and in a large group setting and that staff response was positive.
- In response to an inquiry from Rerick about the relationship between these changes and the current Technical Services Manager vacancy, Adams explained that she was not given a reason for the departure, but it appeared pre-meditated.
- Adams continued to explain the requested changes. She also shared proposed future additions to the Adult Services team, including the combination of part-time program assistants into a full-time program assistant and the addition of an Adult Services Librarian. These requests will be formally made in January 2023.
- Adams then explained the current workflow for collection development as well as the proposed change, which allows Library Service Managers and Librarians to have the ultimate say for the materials in their respective collections.
- George provided positive feedback on the presentation. Schwartz agreed that the proposed plan had promise.
- Hanson motioned to approve the job descriptions as presented. Stukel seconded. No opposition. Motion carried.

Adjourn

Rerick moved to adjourn and Schwartz seconded. No opposition. Motion carried at 6:18 p.m.
Next meeting: 5:30 p.m. Thursday, Jan. 12, 2023.