

**West Fargo Public Library Board of Directors**

**Meeting Date: December 10<sup>th</sup>, 2020**

**Time: 5:30 P.M.**

**Place: Zoom Meeting & streamed live on the City of West Fargo YouTube channel**

**Roll Call:**

Alanna Rerick, Jodie Haring, Steve Anglin, Larry Schwartz. Absent: City Commissioner Mandy George. Also attending: Carissa Hansen, Library Director, Melissa Richard, Communications Director, Amy Hitch, Circulation Supervisor, Chelsea Simdorn, Library Assistant, Lauren Nephew, Youth Services Manager, and Alisha Reis, Office Coordinator.

**1. Call to Order**

Rerick called the meeting to order.

**2. Approve order of Agenda**

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

**3. Consent Agenda Approve The Following:**

Schwartz moved and Anglin seconded to approve the following items from the Consent Agenda. No opposition. Motion carried.

- a. Approval of Minutes – November 12<sup>th</sup>, 2020
- b. Approval of Financial Reports

**Regular Agenda:**

**1. Appointment Of Representatives To The Mobile Library Task Force (Action)**

- Hansen recommended four applicants for appointment to the Mobile Library Task Force: Cailin Shovkoplyas (West Fargo School District resident), Paula Krogen (West Fargo Public Schools), Alison Ottesen (West Fargo Educational Foundation), Stephanie Shea (Friends of the West Fargo Public Library). Hansen also recommended that Jodie Haring serve as the representative from the Library Board. There were roughly 12 applications submitted by the public. Schwartz moved and Anglin seconded to appoint Hansen's recommendations to the Mobile Library Task Force. No opposition. Motion carried.

**2. Review And Input On Draft Organizational Value Statements For Inclusion In Strategic Plan**

- Hansen and Richard gave a presentation on the values that the Library staff devised throughout the fall. Hansen, Hitch and Simdorn presented the five values and their definitions. After each value was presented, the Library Board provided feedback and suggestions for further revisions.

### 3. Director's Report

Hansen presented the following items for the Director's Report:

- Update on services in the library during COVID. No changes have been made since last month in how the library is operating on-site services due to the pandemic. The Library is still offering curbside pickup and appointments. The Library's highest circulation in the last three Novembers was in November of 2020, even though access was very limited due to COVID.
- The Library's OverDrive electronic book collection will be integrated into the school library catalog of the West Fargo Public Schools, making the collection more easily accessible to students.
- Update on Folkways community input project. Last month, Folkways presented user personas to the Library Board. This month, Folkways conducted a workshop with the Library staff that focused on the user personas. The Library staff broke out into groups and chose from multiple "How might we" questions to come up with different programs and services that addressed needs and pain points presented by the user personas. Additionally, Folkways is still looking for residents to interview who are not library users.
- Lauren Nephew, Youth Services Manager, gave a programming update.

### 4. Other Business

- No other business

### 5. Adjourn

- Schwartz moved to adjourn, Anglin seconded. No opposition. Meeting adjourned. Next meeting: 5:30 P.M., Thursday January 14<sup>th</sup>, 2021.