

West Fargo Public Library Board of Directors

Meeting Date: February 11th, 2021

Time: 5:30 P.M.

Place: West Fargo City Commission Chambers & streamed live on YouTube

Roll Call:

Alanna Rerick, Jodie Haring, Steve Anglin, Many George, Larry Schwartz. Also attending: John Shockley, West Fargo City Attorney, Carissa Hansen, Library Director, Joe Burgum, Folkways representative, 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

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

3. Consent Agenda Approve The Following:

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

- a. Approval of Minutes – January 14th, 2021
- b. Approval of Financial Reports

Regular Agenda:

1. Folkways Update on Community Input Project

- Folkways provided an update on the community input project with a major milestone of an event audit being completed. They spoke about three high level categories that would help the library team succeed in making communication to the public and programming more successful. Folkways also spoke about the upcoming community-wide survey. The Library Board provided feedback for the survey.

2. Proposed Staffing Changes And Budget Adjustment

- Hansen presented proposed changes to staffing and a corresponding budget adjustment in the amount of \$35,000 for 2021. Modifications need to be made in order to better align two vacant positions with the needs of the library. The proposal included changing the vacant positions of Library Specialist and Access Services Manager to Technical Services Specialist and Deputy Director of Public Services respectively, and related adjustments to the Library Service Manager and Director position descriptions. After discussion, Schwartz moved and George seconded to approve the proposed staffing changes and adjustment to the 2021 budget. No opposition. Motion carried.

3. Adjustment To 2021 Budget To Support 2021 LRRB Expenses

- Hansen brought forward an adjustment to the 2021 budget in an amount of ten thousand dollars (\$10,000) to support 2021 LRRB operating expenses. Schwartz moved and Anglin seconded to approve the adjustment to the 2021 budget to support 2021 LRRB operating expenses. No opposition. Motion carried.

4. Director's Report

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

- WFPL participated in Giving Hearts Day, February 11th. WFPL staff visited locations throughout West Fargo to help promote the campaign to raise funds for the LRRB summer book mobile route & the Ready to Read program. Some of these locations included Willow Park School to meet with students and Legacy Elementary to meet with Beth Slette and Stephanie Shea. Additional stops were made at three Champion match sponsors who supported \$1000, Gate City Bank, Capital Credit Union & High Point Networks.
- Monday, February 15th, the library will be closed due to President's Day.
- Lauren Nephew, Youth Services Manager, gave a programming update.

5. Other Business

- No other business.

6. Adjourn

- Schwartz moved to adjourn, Anglin seconded. No opposition. Meeting adjourned. Next meeting: 5:30 P.M., Thursday March 11th, 2021.