

Library Board Minutes

Date: January 9, 2020

Time: 5:30 p.m.

Place: West Fargo Public Library

Lodoen Community Center, 215 3rd St. East, West Fargo, ND

Roll Call:

Alanna Rerick, Jodie Haring, Steve Anglin, and Eric Gjerdevig. Also attending, Carissa Hansen Library Director, Mary Jo Moorhead, library staff, Sara Engler, Circulation Librarian, and Joy Greger, library staff.

Absent: Larry Schwartz

1. Call to Order:

-Rerick called the meeting to order.

2. Introduction of Guests:

- Jim Larson, Finance Director, and Melissa Richard, Communications Director.

3. Approval of Agenda:

-Gjerdevig moved to accept the meeting agenda. Anglin seconded. Meeting agenda approved.

-Anglin motioned to approve the Consent Agenda. Gjerdevig seconded. Consent Agenda approved.

Consent Agenda-Approve the Following:

A. Approval of the December 12, 2019 minutes.

B. Approval of the financial report and bills.

Regular Agenda:

1. Proposed Library reorganization.

-Hansen is seeking Board approval for the elimination of two part-time positions (Technology Assistant and Marketing Assistant) and one full time position (Administrative Assistant).

-Hansen is seeking Board approval for the creation of two full time positions of Office Coordinator and Communication Specialist.

-Funding will come from staff turnover and the elimination of the two part-time positions.

-Hansen has met with all those in the eliminated positions and they have been notified that they can apply for the new positions.

-Board discussed the specifics of the positions and the Board's roll in the library's reorganization.

- Gjerdevig motioned to approve the creation of two new positions and elimination of the three positions. Haring seconded. Motions passed.

2. Review of the library's 10-year staffing plan.

-Hansen provided the Board with her plan for the library's staffing and how she got the numbers for her plan.

-Hansen pointed out important areas of library growth such as programming and patron centered customer service.

- Hansen discussed how she saw the library's future hierarchy with having Library Service Managers and librarians working under these managers. This would allow the library to move towards a more patron centered customer service model.
- Board discussed these ideas with input from Jim Larson.
- Board had some recommendations for Hansen on how to improve upon this idea.

3. Discussion of West Fargo building projects and financing- Jim Larson.

- Larson is present to discuss the landscape of West Fargo building projects.
- Larson discussed the pros and cons of different possibilities of funding such as loans, P3 (Public Private Partnership), TIF (Tax Increment Financing), grants, partnerships, and private donors.
- Gjerdevig asked about whether or not a P3 would work if the library was in a mixed use building. Larson explained that for various reasons it probably would not work.
- Larson stated that the library needs the strategic plan to move forward with its fundraising needs.
- Larson emphasized the importance of the library's ability to pay over its ability to borrow.
- Larson stated that having a location is one of the most critical parts of moving forward with this project.
- Board discussed the pros and cons of using the Beaton Land as a possible location. Zoning issues and the authority to sell land that has been dedicated being cons that need to be addressed.
- Haring brought up that input from the community is essential in moving forward with the building project.
- Larson suggested trying to secure the property, without stating with absolute certainty that the library will build on that site.
- Board discussed the size of the property and whether or not it would be the right size for a new library.
- Hansen and Larson confirmed that the City came up with the idea of using the Beaton Farm land for the library.
- Anglin asked if this could lead to a partnership with the City.
- With the Beaton Farm, Larson said that most likely there would be about two acres of land available and the library would be a standalone structure.
- Rerick suggested it may be a good idea for the City to move forward with book marking the land since the price would be extremely promising.
- Hansen brought up concerns about the feasibility of the library being a part of a mixed use building.
- Larson suggested forming a Building Committee to help with the progression of the project and fundraising.
- Haring asked about a potential timeline for the bonding route and vote. Larson stated that it could take about six months depending whether or not an election is coming up or if the library is calling for a special election.
- Rerick talked about an article in the Board Trustee's Manual entitled Capital Planning: Before you Begin. She asked that the Board members read this so they can discuss it at the next meeting.

-Board thanks Larson for attending the meeting.

4. Discussion of the Library's strategic planning and public input- Melissa Richard
 - Richard had a PowerPoint presentation entitled the West Fargo Public Library Strategic Planning.
 - Hansen met with Folkways, a group founded by Joe Burgum, and several other members of the community.
 - From this meeting they talked about a three pronged approach including a digital survey, in person input sessions and engaging people that attend current programs.
 - This is a plan for moving forward over the next three years, which may or may not include a new library.
 - Richard talked about the main drivers of the plan: internal expertise (staff), community input (Folkways, community members, and stakeholders), Board guidance, and data input (what is available and necessary).
 - Richard stressed that this is an open ended plan and the forgone conclusion is not a new building.
 - Plan development should take 3-6 months. Steps include the following: vision session, develop plan framework and shared vision statement, present vision statement to Library Board, create smart goals to support vision statement, create strategies for goals, present plan to library board, and create tactical plans for implementation.
 - Richard discussed Plan Implementation Best Practices which included talking about the vision and plan frequently.
 - Rerick asked who oversees the Strategic Planning. Hansen will oversee with Richard assisting her.
 - Board thanks Richard for attending the meeting.

5. Director's Report
 - The Adult Services Manager position closes next week.
 - A new library assistant started yesterday. The second library assistant position will be posted.
 - Library will post for the two new full time positions soon.
 - Hansen is looking to move around offices, which may include some light remodeling.
 - The Library will be closed on January 20 for staff development.
 - Programming: 74 attended the New Year's blast party and 339 items were donated for the mitten tree (triple the number from last year and almost all the items were handmade).
 - Upcoming events include the Friends of the Library book sale the weekend of January 18 & 19, STEM story time on January 18, and an all-day pine weaving class.
 - Two of the most popular features of the new computer system are the auto-renewal aspect and the fact that people can place direct holds on items in any library in the consortium.

6. Adjournment: The next meeting is February 13, 2020 at 5:30 p.m. Anglin moved to adjourn the meeting. Gjerdevig seconded. Meeting adjourned.