

Library Board Minutes  
February 21, 2019

**Roll Call:**

Sarah Volk, Karla Knutson, Larry Schwartz, Eric Gjerdevig and Steve Anglin. Also attending, Sandra Hannahs, Library Director, Mary Jo Moorhead, library staff, Carissa Hansen, Technology Services Librarian, Sara Engler, Circulation Librarian, Lauren Nephew, Children Services Librarian, and Joy Greger, library staff.

Absent: None.

**Introduction of Guests:**

Jennifer McMaster and Jane Dederig from HGA.

**Agenda:**

Volk called the meeting to order. Schwartz moved to accept the Agenda. Knutson seconded the motion. Motion carried.

**Minutes:**

Schwartz moved to approve the January 10, 2019 Library Board Minutes. Knutson seconded. Motion carried.

**Financial Report:**

-Bills discussed at the meeting included the following: Business Essentials (order of letterhead), HP Inc. (this should be \$1,506.78), JoAnn Stores (pay the bill again since the first had not been received), Larry Gauper and Mary Marohl (programs), Pitney Bowes Financial Services (fee from last year), Tribal Knowledge (program), and Verizon Wireless (should be \$665.04).

-Anglin moved to approve the Financial Report. Schwartz seconded. Motion carried.

**Director's Report:**

**Staffing/Training:**

-Chelsea Simdorn joined the library staff as a PT Technology Assistant (2/11/2019).

-Staff training day was held on February 18.

-Announcements have been posted for the position to be vacated by Kathy Vander Vorst. One Board member is needed to join the interview committee to select a new Adult Service Librarian.

-Melissa Richards (City Communications) presented a session on writing press releases to the librarians.

**Programming:**

-Popular January events included Hands-On Engineering, STEM explorers, Afterschool Art, and Mahjong.

-Hannahs discussed attendance figures for January.

**Collection and Circulation:**

-Hannahs discussed the circulation figures for January.

**Library Hours:**

-In addition to the scheduled holiday closings, the library closed at 5:30 on January 29 and was closed all day on January 30 and February 7 due to weather and road conditions.

**Policies and Procedures:**

-Minor revisions are proposed for Board approval.

**Technology:**

-Hotspots are now available for patron checkout, effective 2/19/19.

**Facilities:**

-The library has been experiencing a slow roof leak in the electrical room.

**Miscellaneous:**

-The library received a public records request for communications related to last year's LGBTQ exhibit.

-The library's WSI policy has been merged into the City policy. Future training sessions will be assigned by City HR, rather than library staff.

-The PD has been unable to recover the library's missing iPad.

-Quarterly staff reviews are underway and due by the end of March.

-The building's safety committee held their quarterly meeting on February 12.

-The NDSL Summer Reading Program workshop was re-scheduled to February 8 due to the severe weather closing on February 7.

-The Friends of the Library held a one-day bag sale on January 26. They took in \$920. ODIN has selected Polaris for the new ILS.

**New Business:**

-Hannahs discussed the meeting at City Hall today.

**-Guest Presentation:**

-Dedering started off the presentation by talking about how HGA got involved with the West Fargo Library and HGA's focus on mixed-use buildings.

-Dedering discussed how other cities have successfully adopted mixed-use buildings for their libraries.

-She also discussed library trends and how intergenerational learning is a goal and how mixed-use buildings really help to promote this.

-Dedering and McMaster showed a PowerPoint Presentation of other mixed-use libraries that they have completed in different locations across the country (Virginia, Wisconsin, and Minnesota).

-Dedering then talked about the importance of a Feasibility Study and the primary usage of the library. She also presented stats from the Milwaukee Library post remodel.

-The City recommended that HGA undertake a Feasibility Study in order to help answer questions, specifically about project costs including construction costs and soft costs.

-Volk asked what HGA needed from the Board in order to move forward. Dedering responded that it needs program information, such as the desired size of the building and how it will work on the inside. A size that was recommended was 50,000 feet. Board discussed whether or not 50,000 feet was appropriate for West Fargo and if it would work as a mixed-use space.

-Gjerdevig suggested that it would be important to decide if the library would like a stand alone or mixed-use building first, before proceeding with the Feasibility Study.

-Volk asked for an estimate of a Feasibility Study. HGA stated that a possible quote could be around \$50,000, but this is just an estimate and could vary greatly.

-Gjerdevig suggested that the Board have a more in-depth discussion at the next meeting about mixed-use versus stand alone building.

-Hannahs presented a proposed revision to the hotspot policy. The change would allow a patron to renew the hotspot for an additional three weeks, if there is no hold.

-Schwartz motioned to approve the revision. Knutson seconded. Revision approved.

-Hannahs proposed a revision to the equipment checkout policy. The change would require a patron to have had a library card for three months prior to check out of some technology check outs.

-Anglin motioned to approve the revision. Knutson seconded. Revision passed.

-Hannahs proposed a revision to the meeting room policy. The change would allow the library to be able to cancel another party's room reservation with four weeks advance notice.

-Schwartz motioned to approve the revision. Knutson seconded. Revision passed.

**Unfinished Business:**

-Hannahs stated that no one has applied for the Board openings.

**Announcements:** -Next meeting is March 14 at 5:30 p.m.

**Adjournment:** Schwartz moved to adjourn the meeting. Knutson seconded. Meeting adjourned.