

Library Board Minutes

Date: April 9, 2020

Time: 5:30 p.m.

Place: Live on City of West Fargo Facebook & YouTube

Roll Call:

Alanna Rerick, Jodie Haring, Steve Anglin, Larry Schwartz, and Eric Gjerdevig. Also attending, Carissa Hansen, Library Director, and Joy Greger, library staff.

Absent: None.

Guests: Tina Fisk and Melissa Richard.

1. Call to Order:

-Rerick called the meeting to order.

2. Approval of Agenda:

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

Consent Agenda-Approve the Following:

A. Approval of the March 12, 2020 minutes.

B. Approval of the financial report and bills.

Regular Agenda:

1. Discussion of financial overview and Library's current finances. -Tina Fisk.

-Fisk provided history of the library's mill levy. It has been dropping since 2018.

-In 2017 the library's budget was estimated at \$1.3 million but the actual budget came in around \$965,000, which added quite a bit of money to the reserve fund. The library's reserve fund was already quite high.

-The previous director stated that she was trying to build up the reserve fund for another building.

-The fund should not have reached that amount, so the City reduced the library's mills.

-The mills went from 9.29 in 2017 to 7.28 in 2018 to 5.49 in 2019. The City added a mill back into 2020.

-Fisk recommended that the reserve fund should be around \$700,000. She stated that each department should have enough for three or four months of operation.

-Hansen has expressed concern about the library having to delve into the reserve during 2020 budget.

-Fisk recommended that the library create the most fiscally responsible budget it can and then Fisk would sit down and look at it to see what the City can do to adjust its financial contribution

-Haring asked Fisk what was the most mills that the library could awarded.

-Fisk stated that it was around 9.6 or 9.8.

- Haring asked about what the options were for the library?
- Fisk stated that the City wants to go up only 2 mills if possible but that they are looking at the alteration of number of mills the library receives. She stated that there may have to be a transfer from another revenue source to help the library.
- Gjerdevig recommended good communication about the library budget with the Commission and the public.
- Fisk agreed. She stated that she wants to concentrate on total expenditures and communicate the reason for the decreases.

2. Review proposal from Signature Design for Library office remodeling.

- Hansen spoke at previous meetings about some remodeling in the library.
- Hansen wants to partner with Signature Design and Remodel for two offices. Hansen shared a blueprint with the board to show which offices would be remodeled.
- Hansen summarized the plan, in which there are two main goals. First, she wants most of the staff to have offices in a similar area. Second, she stated that technical services needs a more functional office space.
- Hansen stated that few of the rooms that are going to be repurposed were used for storage and so are in need of a remodel and carpeting.
- Hansen wants to create a more functional work flow and better staff proximity to increase work efficiency.
- Hansen has spoken with the schools and is moving forward on obtaining their approval, which needs to be in writing.
- Hansen created a budget analysis which repurposed \$10,000 in funds for new furniture and equipment and used the library budget's surplus funds from vacated positions.
- Hansen is seeking approval from the Board to contract with Signature Design for \$14,280 to create two office spaces.
- Schartz motioned to approve. Gjerdevig seconded. Motion approved.

3. Director's Report

- Hansen summarized all the work the staff has been doing since the building closed.
- Hansen spoke about all the hard work and creativity of the staff.
- On March 23 WFPL at Home launched online. Hansen pointed out that the library can now be found on Next Door and on its own YouTube channel.
- Hansen discussed the weekly story times, crafts, weekly STEM challenges, Kirsten's Happy to Help Vlog, Online Book Club, applications for e-cards, and circulation of online materials.
- Several media outlets have featured the library. Hansen asked the Board members to share and view the library's content.
- Hansen asked the Board which expenditures that they would like to see every month.
- Rerick wanted to focus more on major expenditures rather than the small purchases.
- Gjerdevig and Haring agreed with Rerick. The Board should see a little bit more on the finances that were seen today, but not a lot more.
- Anglin suggested that Profit and Loss and Balance sheets would be helpful.

-Hansen outlined the rest of the 2021 budget process.

- a. Draft staff request, which has already been done.
 - b. Draft budget sheet by next week.
 - c. Department heads will workshop with the City.
 - d. The projected budget presentation date is July 15. This means the Board will have to review a draft of the budget at the May meeting and make recommendations. The Board will then look over and approve the preliminary draft at the June meeting.
 - e. August 4 is projected date for Commission to approve the preliminary budget.
- Hansen stated that there is no firm re-open date for the library.
- Hansen has started working with staff to come up with a plan on how best to re-open the building and resume services.

4. Other Business

- Rerick asked about the “Participation: View live on Facebook” line on the top of the meeting agenda.
- Hansen confirmed that this how the meeting was advertised and the video will be put on YouTube later.
- Anglin asked Gjerdevig about the City’s perspective on the pandemic and possible re-opening.
- Gjerdevig stated that it is still a guessing game at this point. All the City Commission meetings are available online.

5. Adjournment: The next meeting is May 14, 2020 at 5:30 p.m. Meeting adjourned.