

## Library Board Minutes

Date: May 14, 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, Lauren Nephew, Youth Services Manager, Sara Engler, Access Services Manager, and Joy Greger, library staff.

Absent: None.

Guests: None.

### **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 April 9, 2020 minutes.

B. Approval of the financial report and bills.

### **Regular Agenda:**

#### **1. Proposed donation of West Fargo Historical Center materials to NDSU Archives.**

-Hansen discussed the library's current capacity and is proposing the donation of the West Fargo Historical Center materials to the NDSU Archives by December 31, 2020.

-The collection encompasses about 265 cubic feet of various materials.

-Hansen spoke with NDSU about the donation and facility that would house the collection. She also talked with the ND State Historical Society.

-Hansen summarized the reasons behind the donation as well as stressed the importance of the materials and continued community access to the collection.

-Hansen is seeking the approval for the Library Director to initiate and complete a donation of approximately 265 cubic feet of material (plus electronic material) comprising the West Fargo Historical Center at the West Fargo Public Library to the NDSU Archives.

-Rerick asked Hansen to discuss her meetings with NDSU and the State Historical Society.

-Hansen stated that the Historical Society agreed that it would be better to have the materials located locally.

-Rerick asked if NDSU had enough room to take on all the material. Hansen said yes.

-Haring raised a concern about NDSU being financially able to keep and maintain these materials long term.

- Haring proposed that if NDSU was ever unable to maintain the collection, that the WF Library should be able to say where the materials would end up.
- Schwartz also urged Hansen to add a provision that the materials would be returned to the WF Library if NDSU ever had to get rid of the items.
- Hansen agreed to the added provision.
- Anglin asked about the current public usage of the materials.
- Hansen stated that the Library does not keep track of these statistics.
- Haring asked about any community members that this may impact.
- Hansen wanted to point out that no one would be losing access, but rather that the move would be increasing the number of hours that people could access the materials.
- Rerick expressed concerns about fully donating all the materials without more information.
- Hansen stated that the library can work with NDSU Archives to draw up a comprehensive agreement.
- Haring motioned for the Library Director to initiate a donation of approximately 265 cubic feet of material (plus electronic material) comprising the West Fargo Historical Center at the West Fargo Public Library to the NDSU Archives as outlined in the first three bullet points of the memo. Anglin seconded. Motion approved.
  - The bullet points from the memo provided to the Board are as follows:
    - Library Director reviews existing donor agreements to ensure those agreements are upheld as materials are considered for donation.
    - NDSU Archives staff visit the West Fargo Public Library for a review of the materials. Optionally, the Library Board members and the Library Director may also tour the NDSU Archives.
    - Based on this review, NDSU and Library staff will make determinations about what materials NDSU Archives will acquire, what materials the Library will retain, and what will be done with duplicate materials

## **2. Director's Report**

- Hansen talked about some of the steps the library has implemented to get people back to work in the building.
  - All visitors and unscheduled staff must be approved by Hansen.
  - Everyone must do a temperature check and sign a memo upon entry.
  - There is a cleaning schedule, masks are required, as well as reminders about hand washing and keeping distance from coworkers.
- The book drop in front of the library was opened. Items are quarantined for three days before being handled.
- People who are sick are told not to come to work.
- Hansen stated that in order for the library to get to the point where it is reopened to the public the staff would need to reconfigure the physical space to ensure social distancing. The library would also need to contract custodial support.
- Hansen has discussed the possibility of revising the lease with the City and the Schools to lower the rent so that the library can afford the cleaning services.
- Hansen also stated that she will watch the CDC guidelines about limiting the number of people in a building.
- Rerick thanked Hansen for contacting the schools about the custodial services.

- Hansen gave the Board a revised Financial Report based on requests from the last month. She asked if this more of what they were asking for.
- Rerick stated that she liked the overall report. She asked if there was a way to see how much was in the reserve account.
- Hansen stated that this report did not have the reserve account, but that she could add it for next month.
- Hansen gave an update on how the Library's Strategic Planning was going. She stated that it is on hold for now while everyone is dealing with COVID-19, but that she hopes it will pick back up sometime this summer.
- Hansen talked about the open positions that were put on hold due to COVID-19. She is now reviewing applications for the positions.
- Hansen stated that the library received another Arts Partnership Grant.
- Hansen gave an update on the remodeling project. She stated that the inspection has been completed and that the school approved the changes. She is looking to start the remodel the week of May 25. It should take about one month to complete.

### **3. Other Business**

- Sara Engler talked about the curbside services that started this week. There has been a lot of positive feedback from patrons.
- She stated that 166 items went out in the past 3 days, 190 requests have been made and 35 people have picked up items.
- She told the Board that a lot of materials are adult materials, and that she is thinking of putting together picture book kits to increase the circulation of children's materials.
- Hansen talked about potentially partnering with the Little Red Reading Bus more strongly than last year. She will update the Board next month.
- Hansen stated that programming videos have been viewed over 80 hours in April.
- Lauren Nephew talked about all of the exciting virtual summer reading program activities that the service managers have planned. The Summer Reading Program will kick off on June 1.
- Nephew demonstrated to the Board how patrons can keep track of all their reading, take part in activities, and earn badges on the library's Beanstack page.

- 4. Adjournment:** The next meeting is June 11, 2020 at 5:30 p.m. Anglin moved to adjourn the meeting. Gjerdevig seconded. Meeting adjourned.