

## Library Board Minutes

Date: June 13, 2019

Time: 5:30 p.m.

Place: West Fargo Public Library

Lodoen Community Center, 109 3<sup>rd</sup> St. East, West Fargo, ND

### Roll Call:

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, and Joy Greger, library staff.

Absent: Sarah Volk.

#### 1. Call to Order:

Knutson called the meeting to order.

#### 2. Introduction of Guests:

Alanna Rerick, future Board member.

#### 3. Approval of Agenda:

-Gjerdevig motioned to add notes from the May Special Meeting to the Consent Agenda. Schwartz seconded. Motion approved.

-Knutson suggested removing Policy Revisions and Annual Report from the Consent Agenda and making it a part of the Director's Report. Gjerdevig motioned to move those items to the Director's Report portion of the Consent Agenda. Schwartz seconded. Motion passed.

-Schwartz moved to accept the amended meeting agenda. Anglin seconded. Amended meeting agenda approved.

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

#### Consent Agenda-Approve the Following:

- A. Approval of the May 9, 2019 minutes.
- B. Approval of the financial report and bills.
- C. Director's Report
- D. Minutes from the May Special Meeting.

#### Regular Agenda

1. Budget 2020: The City's Finance Director requested substantial cuts to the Library's 2020 budget.

-Hannahs asked Gjerdevig for clarification of some points from the City's Finance Director's recommendations.

-In reviewing budget revenues, Hannahs pointed out to the Board that due to the reduction in City funding, the West Fargo library will not be eligible for state aid in 2020.

-Hannahs also discussed how State Aid is determined for each library. It usually averages about \$38,000 for the West Fargo library.

-Hannahs and the Board examined in detail some of the specifics of the recommended cuts to the 2020 Library Budget.

- There had been a request for a Feasibility Study.
- There had been a request for a Lead Library Assistant.
- There had been a request for a part-time Program Assistant.
- Hannahs also pointed out that the 2019 salary allocation for part-time staff was about \$85,000, which is less than previous years.
- The Board raised several concerns that it appears as if the Library is disproportionately being asked to cut its budget and decrease its Reserve Fund when compared to other departments.
- The Board was extremely frustrated by the loss of the Feasibility Study. It has become apparent over the past few years that a new library is important, as well as necessary, and the Study is the recommended next step in moving towards this goal.
- Gjerdevig suggested finding a compromise and to think about how all of this will affect the 2021 Budget.
- Gjerdevig sparked a discussion on seeking other potential funding sources for the Feasibility Study, including private fund-raising or a request to the City Commission for non-budgetary funding. Gjerdevig stated that this could get the discussion for a new library in the public eye and start the momentum to move forward.
- Hannahs presented several items on the Budget that could be considered for potential reduction or deletion.
- After all the discussion concerning the 2020 Budget, the Board decided that they would like to attach an approved statement to the Budget that conveys their grave concerns about the all of the cuts and depleted Reserve Fund.
- Gjerdevig suggested raising library budgetary concerns at a City Commission meeting.
- Anglin motioned to offer a revision to the 2020 budget that cut money attached to the feasibility study, two new positions, and other specific lines Hannahs had pointed out (497 Technology; 640 Furniture; 650 Electronic Resources; 689 Promotional Activities; 901 Cataloging). Schwartz seconded. Revised Budget approved.

## 2. Space Needs Assessment

- As instructed at the May meeting, Hannahs contacted Anders Dahlgren about the space needs assessment. However, she has not signed the contract and will await confirmation of formal Board approval.
  - Schwartz moved to table this discussion to the next meeting. Anglin seconded. Discussion moved to next week.
  - Gjerdevig suggested that the results of this assessment could help garner support for a new library.
  - Schwartz moved to table the next two points until next month. Gjerdevig seconded. Items moved to next month.
3. Discussion of the Library's relationship with WFACP (senior group) was tabled until the July meeting.
  4. Discussion of the Beaton farm property was tabled until the July meeting.
  5. Adjournment: The next meeting is July 11, 2019 at 5:30 p.m. Schwartz moved to adjourn the meeting. Anglin seconded. Meeting adjourned.