

## **West Fargo Public Library Board of Directors**

**Meeting Date: May 13<sup>th</sup>, 2021**

**Time: 5:30 P.M.**

**Place: West Fargo City Commission Chambers and streamed live on YouTube**

### **Roll Call:**

Alanna Rerick, Jodie Haring, Steve Anglin, Commissioner Mandy George, Larry Schwartz. Also attending: John Shockley, West Fargo City Attorney, Carissa Hansen, Library Director, Tina Fisk, City Administrator, Kirsten Henagin, Adult Services Manager, and Alisha Reis, Office Coordinator

#### **1. Call to order**

Rerick called the meeting to order.

#### **2. Approve order of agenda**

Schwartz moved and Anglin seconded to approve the order of the agenda. No opposition. Motion carried.

#### **3. Consent agenda - approve the following:**

Commissioner George moved and Schwartz seconded to approve the consent agenda. No opposition. Motion carried.

- a. Approval of Minutes – April 8<sup>th</sup>, 2021
- b. Approval of Financial Reports

### **Regular Agenda:**

#### **1. Update on future facilities options and partnerships (Tina Fisk, City Administrator)**

- Fisk provided an update on the partnership between the library, city and potentially the schools on a joint building. Next step will be to present to the City Commission what the needs are and why it is needed. After the idea is proposed to the City Commission, the next step would be to hire an architect to help with the planning process. The Library Board provided feedback on the possible partnership for a facility. Fisk advised the Board to consider and start planning for how a library building could be funded.

#### **2. Review and recommend candidates for Library Board of Directors (Action)**

- Library Board discussed the top three candidates for the two open seats on the board. The next step is to put the Board's recommended candidates on the agenda at the upcoming City Commission meeting on June 7 to seek their approval of appointment. The candidates would be official members on the Board at the July 8<sup>th</sup>, 2021 Library Board meeting. Schwartz made a motion to recommend Liann Hanson & Tony Stukel to the West Fargo City Commission for appointment to the West Fargo Public Library Board of Directors. Schwartz moved and Commissioner George seconded. No opposition. Motion carried.

### 3. Board orientation dates and schedule

- Hansen presented an onboarding orientation outline for new & existing board members. The purpose of the orientation is to help board members understand the different roles that make up the library, relationships to other city entities, financial & legal processes, etc. Hansen will be putting together an orientation guide that will accompany the training and present the document at next month's board meeting. The Library Board provided feedback on the onboarding orientation outline.

### 4. Review 2022 budget request schedule

- Rerick presented the library's 2022 budget process schedule. A budget team has been put together to create a bilateral relationship between the city and the library so both entities can make educated decisions regarding the library's budget. The timeline for the budget process aligns with the Finance Department's budgeting schedule for the City. Hansen will have a draft budget to review at the June meeting. The Library Board provided feedback on the budget schedule.

### 5. Discussion of public transit related to library services

- Schwartz presented the concern of public transportation between Fargo and West Fargo. A colleague of Schwartz's was not able to apply for a job at the West Fargo Public Library due to minimal public transit in West Fargo. Schwartz made a motion for the Library Board to send a collective letter to the Fargo-Moorhead Metropolitan Council of Governments and advocate for better public transportation services to and from the library, making the library a bus stop. Schwartz moved and Haring seconded. No opposition. Motion carried.

### 6. Presentation of 2020 West Fargo Public Library Annual Report

- Hansen presented the 2020 annual report to the Library Board.

### 7. Director's Report

Hansen presented the following items for the Director's Report:

- The community survey with Folkways has been up for 2 ½ weeks and will run through the month of May. As of May 12<sup>th</sup>, there have been 532 responses. The library's goal is to reach 1,000 responses. There has been great advertising for the survey from TV to radio coverage. Staff have also been doing substantial community outreach to ask people and organizations for help spreading the word. Once all of the information is compiled, this will be the last major step in the community input project and Folkways will work with the library to review and analyze the results from the full project.
- WFPL welcomes a new Deputy Director of Public Services, Maria Kramer. Maria will be starting the first or second week of June.
- Kirsten Henagin, Adult Services Manager, gave a programming update.

8. Other Business

- No other business

9. Adjourn

- Schwartz moved to adjourn, Anglin seconded. No opposition. Meeting adjourned.  
Next meeting: 5:30 P.M., Thursday June 17, 2021.