

**West Fargo Public Library Board of Directors**

**Meeting Date: April 8<sup>th</sup>, 2021**

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

**Place: West Fargo City Commission Chambers & 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, Lauren Nephew, Youth 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 Commissioner George seconded to approve the order of the agenda. No opposition. Motion carried.

**3. Consent agenda – approve the following:**

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

a. Approval of Minutes – March 11<sup>th</sup>, 2021

b. Approval of Financial Reports

**Regular Agenda:**

**1. Presentation of 2020 Annual Report of the West Fargo Public Library**

- 2020 Annual Report was tabled to be presented at the May 13<sup>th</sup>, 2021 meeting. Schwartz moved and Anglin seconded to approve the tabling of the 2020 Annual Report. No opposition. Motion carried.

**2. Discuss Rescheduling of the June 10<sup>th</sup>, 2021 Library board meeting to June 17<sup>th</sup>, 2021**

- The Library will be celebrating their 50<sup>th</sup> Anniversary on June 10<sup>th</sup>, 2021. Library Board discussed and approved to reschedule the Library Board meeting from June 10<sup>th</sup>, 2021 to June 17<sup>th</sup>, 2021.

**3. Discuss process of accepting, reviewing and recommending applicants to fill open board seats**

- The Library Board will have two board openings in 2021. Schwartz and Anglin are in their first term of serving on the board, which means they are able to submit an application for reappointment. The open board positions will be posted publicly as well. The Library Board, Hansen and Shockley discussed the process of filling the positions as well as the timeline that is needed to review the applicants in order to have the new board members start in July. The current terms end in June. Prior to

the May Library Board meeting, the Library Director will receive and send the applications to the Library Board to review. The Board would discuss the top applicants at the May meeting and forward recommendations to the City Commission for approval.

#### 4. Director's Report

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

- The Library has four vacancies that are at various stages in the hiring process.
- The Deputy Director position closed April 5<sup>th</sup>. Starting the week of April 12<sup>th</sup>, interviews will be conducted with Commissioner George being a part of the hiring committee. The candidates will also be doing a virtual meet and greet with the library staff. The timeline to have this position filled is by the end of April.
- The 2022 budget request is in the process of being drafted. Hansen, Rerick, Commissioner George, Commissioner President Bernie Dardis, City Administrator, Tina Fisk, & Finance Director, Jim Larson will be meeting next week to discuss the library's annual budget planning process and begin discussing long term financial planning.
- The Friends of the Library met this month. A request for funds was approved for furniture and programming equipment to support the Little Red Reading Bus. A grant has also been secured through the North Dakota State Library to help fund the items as well. The Friends of the Library meetings are open to the public. The dates and times can be found on the library's Facebook page as well as on the library's website.
- Hansen gave an update on the community input project with Folkways. A draft survey question bank will be sent to the Library Board to provide feedback. Next step will be a meeting with city and library stakeholders, including Rerick and Commissioner George, to discuss and provide feedback directly to Folkways before the survey goes live to the public. The goal is to have the survey go live the week of April 26<sup>th</sup>.
- Lauren Nephew, Youth Services Manager, gave a programming update.

#### 5. Other Business

- No other business.

#### 6. Adjourn

- Schwartz moved to adjourn, Anglin seconded. No opposition. Meeting adjourned. Next meeting: May 13<sup>th</sup>, 2021.