

Library Board Minutes

Date: February 13, 2020

Time: 5:30 p.m.

Place: West Fargo Room

West Fargo City Hall, 800 Fourth Ave E., West Fargo, ND

Roll Call:

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

Absent: None

1. **Call to Order:**

-Rerick called the meeting to order.

2. **Approval of Agenda:**

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

Consent Agenda-Approve the Following:

- A. Approval of the January 9, 2019 minutes.
- B. Approval of the financial report and bills.

Regular Agenda:

1. Presentation of strategic planning framework and timeline.

-Hansen discussed that the purpose of the collaboration with Folkways is to get public input on what the public wants/needs from the library and how the library can meet those needs.

-Hansen also spoke about how this input will influence what kind of building is necessary as well.

-Hansen summarized what has already been done so far with the Strategic Planning.

-Schwartz asked if any surprises have arisen so far. Hansen talked about low number of staff members and the library's low budget for professional development.

-Hansen discussed the timeline. The main driver is the community input component that spans from March to June.

-Hansen has created a Strategic Planning Committee that she would like to be part of strategy sessions to work with input from Folkways.

-Hansen is asking for assistance with getting the word out about the community input component.

-Hansen and Rerick will give updates at each Board Meeting after which the Board will give advice on how to proceed.

-The project with Folkways is a pilot project for the City. Hansen asked Tina Fisk if the City would share the cost.

- Hansen stated that Folkways will be at the City Commission meeting on March 2 and stated that it would be helpful for the Board members to also be present at the meeting.
- Hansen and Gjerdevig discussed the Space Needs Assessment and how to address it when it comes up during the City Commission meeting.
- Schwartz moved to approve the Timeline and Framework presented by Hansen. Anglin seconded. Motion approved.

2. Presentation of contract with Folkways for public input component of strategic planning.

- Hansen asked the Board if they had any questions about the contract.
- Hansen followed up on Haring's inquiry about tangible collectables.
- Haring asked about how Folkways would reach out to people who do not use the library.
- Hansen stated that in the strategy sessions they will brainstorm how to reach these groups of people. They will also extend invitations to these groups for community engagement events.
- Hansen has Folkways presenting in July to the City Commission, but it was not in the contract. Haring suggested having that articulated in the contract.
- Anglin asked about the Cultural Liaison Officer and his potential roll in reaching out to groups who do not frequent the library.
- Rerick asked what happens if the City does not agree to help pay for the Folkway project.
- Hansen stated that she would have to return to the budget to see what areas she could pull money from.
- Schwartz asked about the possibility of a grant, such as an Institute of Museum and Library Services Grant, to help pay for this. Hansen stated that it could be a possibility.
- Schwartz motioned to approve the contract with Folkways. Gjerdevig seconded. Contract Approved.
- Schwartz motioned to approve a budget amendment to move \$6,000 from the book line of the library budget to pay for the Folkways Contract. Anglin seconded. Motion passed.
- Hansen asked for the Board to pass on any names that they know of that would be considered stake holders. Folkways will start with interviewing them.

3. Discussion of initial building planning meeting with City, Board, and Library staff.

- Hansen has been discussing with Tina Fisk and Jim Larson about setting a target date for completion of the project.
- Hansen wants to set realistic goals and possible locations.
- Board discussed the RFI presentation by John Shockley at the City Commission meeting.
- Gjerdevig brought up a concern that the library appears to be third on the list of priorities behind the fire department and City Hall. As a result, he suggested that the Board should push for the Library building project and City Hall building project to be one collaborative building project.
- Board further discussed comments made about P3's by various City employees.

-Board discussed concerns of putting a new library up for a vote alongside some of the other projects like the fire department or City Hall.

-Board discussed pros and cons of collaborating with the City on a building project.

-Rerick asked about any updates about Beaton Farmland. As of this time, there are no updates.

-Board discussed involvement in the City's RFI. Hansen stated that yes, the library would like to be involved. Board is in support of this involvement.

-Board discussed their feelings about how a vote for a new library would turn out. A major concern was what would happen if the library was put to a vote, and it was voted down. It could be very difficult for the library to get a new building if this happened.

-Board stated that they would like more information before pursuing a collaboration with the City more concretely.

4. Director's Report.

-Hansen will be at a conference in Nashville February 25-29.

-Library is closed February 17 for President's Day.

-Hansen is on the Complete Count Census Committee. They are strategizing ways to advertise the Census to hard to count groups.

-The library's 50th anniversary is June 3, 2021.

-Interviews were held for Adult Services Manager. Library closed applications for Office Coordinator and Communication Specialist. Interviews will be held next week.

-Hansen is still working on getting quotes for some remodeling at the library.

-Upcoming programs include Hands on Engineering for Kids, the movie Crazy Rich Asians, the movie A Beautiful Day in the Neighborhood, and Lego and Game Night.

-In 2019, the library had over 15,000 people in attendance for programming.

5. Adjournment: The next meeting is March 12, 2020 at 5:30 p.m. Schwartz moved to adjourn the meeting. Anglin seconded. Meeting adjourned.