



Mobile Library Task Force  
Regular Meeting Agenda  
5:00 p.m. Wednesday, March 3rd, 2021  
Join the meeting via Zoom

<https://us02web.zoom.us/j/86816413551?pwd=ODMvdkR4b1FQSHpNSnBDTGhreU9zZz09>

1. Call to Order
2. Approve order of Agenda
3. Consent Agenda - Approve the Following:
  - 3.I. Approval of Minutes - February 3, 2021

Documents:

[Mobile Library Task Force Minutes 20210203.pdf](#)

4. Regular Agenda
  - 4.I. Giving Hearts Day debrief
  - 4.II. Review and approve summer 2021 LRRB route (action)

Documents:

[Little Red Reading Bus Route Schedule 2021.pdf](#)

- 4.III. Planning for partner outreach opportunities to promote summer route and programs
- 4.IV. Other Business
- 4.V. Adjourn

**Mobile Library Task Force, West Fargo Public Library**

**Meeting Date: February 3<sup>rd</sup>, 2021**

**Time: 5:00 P.M.**

**Place: Zoom meeting:**

<https://us02web.zoom.us/j/86816413551?pwd=ODMvdkR4b1FQSHpNSnBDTGhreU9zZz09>

**Roll Call:** Jodie Haring, Cailin Shovkoplyas, Alison Ottesen, Paula Krogen. Also attending: Carissa Hansen, Library Director, Kirsten Henagin, Adult Services Manager, Lauren Nephew, Youth Services Manager. Absent: Stephanie Shea.

**1. Call to Order**

Haring called the meeting to order.

**2. Approve order of Agenda**

Ottesen moved and Krogen seconded to approve order of the agenda. No opposition. Motion carried.

**3. Consent Agenda Approve The Following:**

Ottesen moved and Krogen seconded to approve the consent agenda. No opposition. Motion carried.

- a. Approval of Minutes – January 6<sup>th</sup>, 2021

**Regular Agenda:**

1. Overview of outcomes for the Summer Reading Program & LRRB route

- Hansen gave an overview of staff's work gathering input from community members and the outcome creation process. There was a more detailed document attached to the agenda that was provided to the Task Force. Henagin and Nephew also provided more details on the process.

2. Discuss and review summer 2021 route options

- Hansen shared the route option matrix and the process for creating an overall list. Looking to narrow down the list and discuss options. Staff and the Task Force will finalize the list at a later date. The past route and staff research on locations were presented and discussed. A list will be put together with a similar number of stops that were done in 2019. Next step will be to plot out stops on a map, the 2019 route and stops to meet underserved populations, then come together to discuss at the March meeting

3. Review of Giving Hearts Day donor thank-you plan

- Giving Hearts Day is Thursday, February 11<sup>th</sup>, 2021. Hansen will send out an email asking if anyone is interested in taking a photo with the LRRB on Giving Hearts Day to celebrate and promote the bus. Help was asked of the Task Force to write

thank-you notes after the event. The Friends of the Library will also be asked to help write thank-you notes. The library will put together a card kit with a list of names for cards and volunteers can bring them back to the library once filled out.

#### 4. Other Business

- Ottesen asked about the LRRB former website domain expiring and if it needs to be renewed. The renewal is not needed as the domain is now owned by the City.

#### 5. Adjourn

- Krogen moved to adjourn, Ottesen seconded. No opposition. Meeting adjourned. Next meeting: 5:00 P.M. Wednesday, March 3<sup>rd</sup>, 2021.

# Little Red Reading Bus Route Schedule

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Saturday</b>
9 am – Horace		9 am – Maplewood*	9 am – Goldenwood	9 am – Harwood
10:30 am – Rendezvous		11 am – West Fargo High*	10:30 am – Shadow Wood	10:30 am – Wilds Park
	5 pm – Tintes		5 pm – Willow Park	
	6:30 pm – Village West		6:30 pm - Elmwood	
<b>Lead WFPL Staff</b>				
Sarah Davis (Lead) AM	Youth Program Asst. (Lead) PM	Sarah Davis (Lead) AM	Lauren Nephew (Lead) AM Youth Program Asst. (Lead) PM	Sarah Davis / Lauren Nephew (Lead) Weekend

**NOTES:**

Each stop is 1 hr. in duration.

\*\* - Wednesday route times to be determined after lunch at West Fargo High School is scheduled. Maplewood stop time is dependent on that secondary stop being scheduled.

Special Program Stops include POW/MIA Plaza, Lights Plaza and Grace Gardens dependent on special programming events at these locations.

Additional staff per stop would include a secondary WFPL staff and at least two volunteers per route.