

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

**Meeting Date: March 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, Stephanie Shea, Alison Ottesen, Paula Krogen. Also attending: Carissa Hansen, Library Director, Kirsten Henagin, Adult Services Manager, Ellen Rossow, Communications Specialist. Absent: Cailin Shovkopyas.

**1. Call to Order**

Shea called the meeting to order.

**2. Approve order of Agenda**

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

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

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

- a. Approval of Minutes – February 3<sup>rd</sup>, 2021

**Regular Agenda:**

**1. Giving Hearts Day debrief**

- Rossow gave a debrief on the Library's 2021 Giving Hearts Day campaign, including what went well and what the Library will aim to modify during next year's campaign. The Library met the majority of its goals for Giving Hearts Day, including raising \$15,000 to support the Little Red Reading Bus and related programs.

**2. Review and approve summer 2021 LRRB route (action)**

- Staff outlined a draft route for the LRRB service, including how stops were chosen based on input from the Task Force and other community members. The Task Force discussed that the Tintes Park stop is the same location as a stop labeled as South Elementary in prior summers. The Task Force brought forward additional route considerations such as route signage, consistent bus parking spots at each stop, and the idea of establishing procedures for accommodating stop requests in the future. After discussion, Ottesen moved and Krogen seconded to approve the summer 2021 LRRB route draft. No opposition. Motion carried.

### 3. Planning for partner outreach opportunities to promote summer route and programs

- Hansen requested assistance from the Task Force in compiling individuals and organizations that the Library should contact to promote the summer route and programs. Hansen requested that the Task Force consider contacts who could help spread the word broadly to elementary families and also contacts who can help staff communicate most effectively with key audiences such as English Learner families.
- Shea encouraged the group to think of as many potential contacts as possible, including local groups and organizations that serve youth and parent audiences.
- Krogen suggested that the Library provide information that could be shared during school conferences, particularly with EL families. Krogen also noted the possibility of reaching out to local faith communities and the cultural liaison officers within the West Fargo Police Department.
- The Task Force and staff will work on compiling contacts over the next month.

### 4. Other Business

- No other business.

### 5. Adjourn

- Ottesen moved to adjourn, Krogen seconded. No opposition. Meeting adjourned. Next meeting: 5:00 P.M. Wednesday, April 7<sup>th</sup>, 2021.