

Library Board Minutes
May 9, 2019

Roll Call:

Sarah Volk, Karla Knutson, Larry Schwartz, Eric Gjerdevig and Steve Anglin. Also attending, Sandra Hannahs, Library Director, Mary Jo Moorhead, library staff, Carissa Hansen, Technology Services Librarian, Jenna Wilm, City HR Director, Tina Fisk, City Administrator, John Shockley, City Attorney, and Joy Greger, library staff.

Absent: None.

Agenda:

Volk called the meeting to order. The Guest Presentation has been moved to the top of the agenda. Schwartz moved to accept the amended Agenda. Knutson seconded the motion. Motion carried.

Minutes:

Schwartz moved to approve the February 21, 2019 Library Board Minutes. Anglin seconded. Motion carried.

Guest Presentation:

-John Shockley, City Attorney, is attending the meeting to discuss the role of the Library Board Members and to answer any of their questions.

-He started off by stating that the library is part of the City of West Fargo and that the Board is viewed as an independent administrative branch to manage such things as bills, books, and employees. Even though employees are library employees, they must follow all City policies as well.

-He stated that all appointments to the Board are made by the City Commission and that the purpose of the Board members is to set library policy so that the staff can administer it. The Board is to provide structure and direction to the library.

-He stated that everything that the Board members do that is related to the library is subject to Public Records. All meetings have to be open to the public and publicized in advance. The Board can go into executive sessions for certain situations.

-He stated that staff issues should not be addressed by the Board, with the exception of the position of the Director.

-Volk asked to discuss the frequency and possible City HR involvement in Hannahs performance reviews.

-Shockley answered that Board members are the direct supervisors of Hannahs and that it is their role to conduct her performance reviews. He stated that the Board is welcome to ask for HR assistance to ensure that the performance reviews are done correctly.

- Schwartz voiced his opinion that quarterly reviews for Hannahs are excessive. He also asked if the Board should interview staff members about Hannahs and include the answers in her performance review.

-Shockley suggested a possibility of short updates every six months and then an official review every year. Shockley cautioned seeking input from employees.

-Anglin asked to clarify if all 5 Board Members should have input on Hannahs performance review and how they would go about doing this without making it public record.

-Knutson asked if the Board should be looking at every alteration to job descriptions and library policy.

-Shockley stated that job descriptions should go through HR but that policy changes should be handled by the director. He also said that if the position is brand new, and could affect the budget, then it should be presented to the board.

- Hannahs discussed with Fisk and Wilm a written document that she had created of library information to hand out to library employees.
- Volk asked how the Board should deal with payment of bills.
- Shockley suggested that the Board could approve Hannahs paying budgeted expenditures up to a certain amount of money. Anything past this amount would have to be approved by the Board first
- Knutson asked when the Board can modify the agenda.
- Shockley stated that normally you should modify it before the Board approves it. However, you can modify it anytime as long as the chair approves.
- Knutson asked to remove 7.2 and 7.6 from the agenda. Anglin seconded. Items were removed from Agenda.
- Gjerdevig asked to move the discussion of new Board Members up the agenda.

-Financial Report:

- Anglin moved to approve the Financial Report. Schwartz seconded. Motion carried.

Director's Report:

Staffing/Training:

- Kathy Vander Vorst's last day on staff will be May 10.
- Molly Flaspohler assumed her position as Adult Services Librarian starting May 1.
- Carissa Hansen attended the annual Library Technology Conference at Macalester.
- Lauren Nephew attended a grant training day in Grand Forks on April 2.
- Staff attended autism training on April 18.
- Hansen attended CivicPlus training.
- Librarians will attend the City's leadership training to be held in June and July.

Programming:

- Popular February, March and April events included STEM story times, Afterschool Art, and Luck of the Irish.
- The library hosted the City Government Career Day on April 25.
- Second grade tours are underway and will continue into May.
- The library participated in the Senior Extravaganza, Schools Alive!, and Legacy's Reading Week classes.

Collection and Circulation:

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Library Hours:

- The library will switch to its summer schedule on Memorial Day weekend, with the first Sunday closing of the summer on May 26.

Policies and Procedures:

- Discussion of policies removed from agenda. They were deemed administrative decisions.

Technology:

- The library started lending our hotspots on February 19.
- A successful social media campaign was held during National Library Week.
- The library is preparing for installation of a print management system.
- Televisions are being installed in the lobby and above the fireplace to serve as digital signage.

-ODIN has signed a contract for the new ILS with Polaris. Implementation is scheduled for mid-December. Preparation for the project is already underway.

Facilities:

- The reps from HGA have sent information about space needs assessment and feasibility studies.
- The school will be conducting renovations over the summer. They also plan to electrify the main doors from the parking lot.
- City IT and electrical have been working with us to install additional outlets and dataports.

Miscellaneous:

- The NDCC plans to update the Standards for Public Libraries at their meeting.
- The library held a "Food for Fines" event to celebrate National Library Week, April 7-13.
- Patron Kevin Rezac donated a charging tower to the library.
- Sara Engler and Carissa Hansen attended a volunteer fair at NDSU
- The senior group (WFACP) held its annual Extravaganza on April 25.
- The Friends of the Library held their spring book sale on April 13-14, taking in \$1,313.00.
- The City will plant a tree in honor of former Library Director Miriam Arves on May 17.

Unfinished Business:

- Board discussed the applications for open Board positions. Of the three applicants, only two met the residence requirement. Both were found to be qualified for the position and will be recommended to the Commission. Gjerdevig will relay that information to the City and ask to have the Commissioners consider an appointment at the next Commission meeting.

New Business:

- Hannahs requested that the Board review purchases, rather than approving payment of the bills.
- Board moved that Hannahs would be able to pay any budgeted purchases that total \$25,000 or less without Board approval. Knutson approved the motion. Gjerdevig seconded. Motion passed.
- Board discussed the Strategic Plan and Space Needs Assessment. Board discussed having an internal Strategic Plan and continuing forward with the Space Needs Assessment.
- Gjerdevig motioned to approve the Space Needs Assessment with the option of delaying step number 7. Knutson seconded. Motion passed.
- Library will be accepting credit cards for payment of copies and fines. This will come with transaction fees.
- Hannahs discussed the 2020 Budget Proposal including two new positions, continuing education for staff, building rental, travel, service agreement contracts, technology, furniture, professional memberships, strategic planning, promotional activities, and ODIN.
- Schwartz moved to approve proposed budget. Anglin seconded. Budget approved.
- As the library moves to a new ILS system, Hansen would like to drop expired patrons from 2004-2017. To do this, the library would have to forgive fines. The Board decided that this would be an administrative decision.
- Knutson asked that the library stop shopping at Sam's Club and instead start shopping at Costco or another West Fargo business.

Announcements: -Next meeting is June 13 at 5:30 p.m.

Adjournment: Schwartz moved to adjourn the meeting. Knutson seconded. Meeting adjourned.