

**L.D. Fargo Public Library Board of Trustees  
July 19, 2021 Meeting Minutes  
Held at City Hall and online through Zoom**

**Members Present:** Shaun Bollig, Liesa Kerler, Robin Untz, Kristi Wendt, Wendy Brockert, Tonya Olson, Steve Wilke, and Gerard Saylor

**Members Absent:** None.

**Call to Order:** Shaun Bollig called the meeting to order at 4:32 p.m.

**Approval of agenda:** Liesa Kerler moved and Kristi Wendt seconded approval of the agenda; motion carried.

**Approval of minutes:** Wendy Brockert moved and Tonya Olson seconded approval of the June 21, 2021 minutes; motion carried.

**FEH Design Presentation**

Presentation by Aaron Davis and Patrick Schnell. FEH was hired to study the building's physical condition and services and to look at options to expand the library and renovate the interior. Project was completed in Spring, 2020. Final report included details on the existing building and two options for building expansion. Through public engagement the final expansion designs were F.2 and G.

F.2 design keeps historic feel of the Fargo library. Proposed two story addition and adding a second story to the 1965 addition. The new section has the exposed timbers and masonry of original building with the same feel as the original. Not a copy of original building and respectful of historical feel.

G. This design has the most interest. Addition is a more modern shape with a one-story addition shaped as an s-curve. Not much change to the existing space. The materials would "respect existing architecture"

Preliminary budgets presented by FEH were developed over a year ago and pre-pandemic. Full costs for F.2 design was \$5.9-6.3M. G cost \$5.4M-5.7M (including land purchase to the West).

The report's **Next Steps** section recommends

1. Presentation to City Council. (Presentation made in 2020.)
2. Develop a funding strategy.
3. Keep public informed on the process and needs.
4. Conduct community survey to gauge support and gather input.

Discussed the importance of a broad community survey that is designed for Lake Mills. The survey should also inform and educate the respondents and community. There is always a lack of awareness of a public project. A well-designed survey informs as much as instructs. Successful tool by FEH to gauge interest and possible financial support

Digital surveying is more successful lately. Library can also use paper surveys. Standard survey questions to gather demographics, geographic information, services used by

customers. Can also use push questions to inform - "Did you know our library size is 70% smaller than national standard for service population"  
Free form response sections allows more engagement for all the 90+% of people unable to attend workshops and Charrettes.  
Properly phrased questions can educate and inform. For instance, questions can correct misconceptions on raising taxes for instance and gauge fundraising support.

FEH works with the Library Board to develop all questions. Library Board or staff give final permissions before sending out surveys.

Surveys will be advertised in multiple ways. Announcements can be posted in official mailings like tax notices. We need to begin informing the public of the library's need for expansion and the current process.

Library Board asked for a "Discussion and Decision" item on next month's agenda for next steps in the process.

### **Discussion and Action on Library Hours**

Discussion on operating hours related to physical circulation, building visits, comparable libraries, and hours of Jefferson County libraries.

Motion by Robin Untz and Kristi Wendt seconded to change library hours to 9AM-8PM Monday-Thursday, 9AM-5PM Friday, 9AM-1PM Saturday effective September 7, 2021. Motion carried.

### **Public Comment and Correspondence**

None.

### **Approval of Monthly Expenditures**

A brief discussion and update about the new window AC unit. Tonya moved and Wendy seconded to approve bills. Motion carried.

**Public Comment & Correspondence:** none

**Director's Report:** Report included building updates, personnel news, collection updates, technology news, programming news, news from Bridges Library System, news from the Friends of the L.D. Fargo Library, budget news and updates and Covid-19 related news.

**Set next meeting date:** August 16, 2021 at 4:30 p.m.

**Adjourn:** 5:29PM