

# Minutes of the Bismarck Veterans Memorial Public Library Board of Trustees

Location: BVMPL Missouri River Room; 515 North Fifth Street

Present: Library Board Members: Dianna Kindseth, President: Mike Fladeland, Vice President; Mike LaLonde, and Sue Sorlie

Also Present: Christine Kujawa, Library Director; Elizabeth Jacobs, Assistant Library Director; Bea Kaiser, Administrative Office Manager; and guests Bismarck City Commissioner Anne Cleary, library liaison; Jannelle Combs, Bismarck City Attorney; Bob Bartosh, Bismarck Library Foundation Treasurer; and Renee Newton, Dickinson Area Public Library Assistant Director

Not Present: Justin Hughes

The January 25, 2024 Board meeting was called to order by D. Kindseth, President, at 12:03 p.m.

The December 28 minutes had been mailed out in advance. M. LaLonde moved to approve the minutes. Seconded by S. Sorlie. Motion carried.

The vendor invoices for January 2024 and additional December 2023, along with the December financial reports had been mailed out in advance. Following discussion, M. Fladeland moved to approve the January 2024 and additional December 2023 vendor invoices. Seconded by M. LaLonde. Motion carried. Following discussion, M. Fladeland moved to accept the December financial reports. Seconded by M. LaLonde. Motion carried.

Annual leave year-end accrual policy:

C. Kujawa explained that historically annual leave was capped at 240 hours for full-time library employees for funding purposes, most of the rest of the city employees are capped at 360 hours. On January 12, she met with City Finance Director Dmitriy Chernyak, he stated that funds could be transferred, if necessary, from the library fund to cover the cost of any resulting overage. Following discussion, M. LaLonde moved to accept the proposed policy change. Seconded by S. Sorlie. Motion carried.

Board Bylaws update:

As annually reviewed, cosmetic changes and citing North Dakota Century Code verbatim were discussed. M. Fladeland moved to approve the amended bylaws updates. Seconded by M. LaLonde. Motion carried.

Library-City policy discussion:

The Board discussed the library following the city holiday schedule and inclement weather policy moving forward. The library will continue to be open some holidays that the city is closed, with full-time staff receiving equivalent pay or adjusting schedules based upon exemption status. The library may still close during inclement weather if the city remains open and full-time staff will work remotely or use accrued leave.

- A second meeting will be held next month regarding policy variances, requested attendance includes library board representation, A. Cleary, J. Combs, and C. Kujawa. No action will be taken at this time.
- There will be continued discussion regarding operational versus personnel policies.

Trespass guidelines discussion:

The library Code of Conduct updates were presented by C. Kujawa, including allowing for the library to serve trespass notices, with a specified length of time for the first trespass occurrence. The police department will not be called upon to assist unless problems escalate to the appropriate level.

Utilizing library specific incident tracking software is being considered. Following discussion, M. Fladeland moved to accept the amended Code of Conduct as proposed. Seconded by M. LaLonde. Motion carried.

The Director's report had been mailed out in advance, C. Kujawa added:

- Security update-
  - Previously Bismarck-Mandan Security, Inc. had elected to prematurely end the contract. J. Combs provided the ramifications of that action, they then decided to reverse that decision. The contract will end in July 2024, bids will be sought, with some changes and leeway within the contract.

For the Bismarck Library Foundation, Inc., B. Bartosh reported:

- There were no meetings in January.

For the Friends of the Library (FOL), E. Jacobs reported:

- The budget for program and project funding was approved for children, adults, teens, bookmobile, and mobile library activities. Larger projects are technology-related funding to enhance the audio/visual equipment in meeting room A.

The regular Board meeting has been scheduled for Thursday, February 22, 2024 at 12:00 p.m.

The meeting adjourned at 12:51 p.m.

Respectfully submitted,

Bea Kaiser  
Administrative Office Manager

Christine Kujawa  
Library Director