

# 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, Justin Hughes, and Sue Sorlie

Also Present: Christine Kujawa, Library Director; Elizabeth Jacobs, Assistant Library Director; Bea Kaiser, Administrative Office Manager; and guest Bismarck City Commissioner Anne Cleary, library liaison

The February 22, 2024 Board meeting was called to order by D. Kindseth, President, at 12:03 p.m.

The January 25 minutes had been mailed out in advance. M. LaLonde moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

The vendor invoices for February 2024, along with the January financial reports had been mailed out in advance. Following discussion, M. Fladeland moved to approve the February 2024 vendor invoices. Seconded by M. LaLonde. Motion carried. Following discussion, J. Hughes moved to accept the January financial reports. Seconded by S. Sorlie. Motion carried.

Library holidays – days open when city is closed:

C. Kujawa requested that the library follows the same holidays designated in the city personnel policy. As a service to the community, the library is open some of the holidays, full-time staff would be compensated appropriately according to exemption status. Following discussion, M. Fladeland moved to accept the proposed policy change. Seconded by M. LaLonde. Motion carried.

Trespass guidelines discussion, continued:

Following the approval of the library Code of Conduct updates in January, library ban and trespass procedures were presented by C. Kujawa. The police department was consulted and agreed with the procedures. Utilizing library specific incident tracking software is being considered.

Library Director's report:

- 2023 year-end statistics – public library survey/annual report-
  - Staff assisted in providing statistics, and C. Kujawa is compiling them for the annual ND Public Library Survey with the ND State Library. Due at the end of March, it's a requirement for State Aid to Public Libraries funding.
  - The state library compiles and shares with the Institute of Museum and Library Services to create nation-wide statistics.
  - E. Jacobs will utilize the compiled statistics for the library's 2023 annual report.
- Staff updates-
  - The Youth Services Program Coordinator-Children position has been filled by a highly qualified candidate starting in late May to fulfill her teaching contract.
- Value Statement updates-

- To promote a welcoming environment, the value statement has been updated and shared with the leadership team for feedback. The value statement will be shared with the library board at a future meeting.
- Upcoming programs-
  - A vaccination event is being held today in room B in partnership with Bismarck-Burleigh Public Health.
  - Computer classes are continuing from January – March.
  - High Plains Fair Housing Center plans to continue their effort here.
- Other-
  - At the last Burleigh County Commission meeting, Tax Equalization Director Allan Vietmeier mentioned the library as a valuable resource for citizens to apply for the property tax credit.
  - Scores from the restroom architecture firm proposals were shared, EngTech ranked first. City of Bismarck Facilities Manager Bruce Schirado will begin the contract process.
  - The Bismarck Citizen Academy group will tour the library today, representatives from departments will explain library functions and answer questions.
  - A Director Employment and Performance policy was introduced at a city commission meeting, with plans to further acknowledge departments with boards of directors.
    - A. Cleary added that Janelle Combs, Bismarck City Attorney, will provide options and that the library board is to be involved in the process. She recognized the importance of both civil service protection and following state code.

For the Bismarck Library Foundation, Inc., J. Hughes reported:

- There was no meeting in February.
- The Development Committee met, and the Art of Books event will be held April 19.
- Executive Director Simon Moore has been meeting with Foundation board members.

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

- A donation drive will be held February 24 from 11 a.m. – 3:00 p.m. The book sale will be held March 7-March 9, with 160 volunteer slots to fill.
- A puzzle competition was held February 18 with 10 teams, registration was full within the first hour. The winning team completed a 500-piece puzzle in 29 minutes.
- HQ will be receiving a 3D printer funded by FOL.
- Setup fees for an updated library calendar, an online resource, were also funded by FOL.
- Winners from the bookmark design contest were chosen out of over 200 entries submitted.

The next regular Board meeting has been scheduled for Thursday, March 28, 2024 at 12:00 p.m.

The meeting adjourned at 12:59 p.m.

Respectfully submitted,

Bea Kaiser  
Administrative Office Manager

Christine Kujawa  
Library Director