

# Minutes of the Bismarck Veterans Memorial Public Library Board

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 Administrator Jason Tomanek

The March 28, 2024 Board meeting was called to order by D. Kindseth, President, at 12:01 p.m.

J. Tomanek introduced himself and discussed plans as an administrative support role, advocate, and resource. Library board members explained their functions and responsibilities.

The February 22 minutes had been mailed out in advance. M. LaLonde moved to approve the minutes. Seconded by J. Hughes. Motion carried.

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

2023 Year-end budget summary:

C. Kujawa provided a year end summary for the Library, Burleigh County Library, and Donations budgets. Year-end revenue balances remain in the library fund to be used for emergencies, one-time projects, and to balance the library budget, upon approval by the library board. City Finance Director Dmitriy Chernyak recommends maintaining a library fund balance of 3-6 months of essential operating expenses for emergency situations, rather than a set amount due to expense fluctuations, as well as adopting a fund balance policy.

Library Director's report:

- Trespass guidelines -
  - Library trespass notices on file at the police department, some dating back to 2001, have been removed with five remaining to expire within a year of issuance. Through tracking by designated library staff, and eventually software, upon expiration the police department will be notified.
- City contract procedures update-
  - C. Kujawa met with Bismarck City Attorney Jannelle Combs regarding library contracts.
  - The Bismarck-Mandan Security contract will expire at the end of July. Contract specifications will be updated, bids sought, and published in May to allow for adequate transition time, if necessary.
  - The Gifted Bean Coffee House contract will expire in December.
- Program updates-
  - Teen HQ has been having Crafternoons as well as video game events.

- The Library Foundation funded the recent Bluey Bash event, with over 150 in attendance.
- Eclipse glasses, crafts, and information were given to celebrate the rare solar eclipse in partnership with North Dakota's Gateway to Science.
- Families Around the World will be held April 22, celebrating diversity in a welcoming atmosphere to embrace cultural differences, also funded by the Library Foundation.
- Other-
  - Myhre Concrete Design, Inc. has scheduled the drive-thru concrete project to be done towards the end of April.
  - The 2024 ND Public Library Survey was completed and submitted using 2023 data and will be shared with the Board. It is required to receive State Aid to Public Libraries funding, with data used on state and federal levels.
  - The annual Public Libraries State Aid application will be completed soon to qualify for State Aid to Public Libraries funding.
  - Discussion of potential library board candidates is slated for the April 25 board meeting, S. Sorlie's term will end in June.
  - Foundation Executive Director Simon Moore will attend the April library board meeting.
  - The 2025 city budget schedule was discussed, the library board agreed to a special meeting on May 9 to review the 2025 budgets.
  - J. Tomanek advised that based upon results of the June 11 election, the budget schedule may change.

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

- Preparations were discussed for the April officer and director election; the Nomination Committee had a special meeting to assess roles.
- Erik Sakariassen is a returning member to the Foundation board.
- The Development Committee continues to plan for the Art of Books event to be held April 19.

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

- The spring book sale raised about \$21,000; they were very pleased.
- It's quite a commitment, 358 volunteer hours are needed for the sale, over 800 preparation hours since fall. Lots of happy volunteers make it come together.
- Funds raised supplement library programs and projects such as a new 3D printer, painting performance by Ali LaRock, etc. throughout the year.

The next regular Board meeting has been scheduled for Thursday, April 25, 2024 at 12:00 p.m.

The meeting adjourned at 1:00 p.m.

Respectfully submitted,

Bea Kaiser  
Administrative Office Manager

Christine Kujawa  
Library Director