

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

Location: BVMPL Missouri River Room; 515 North Fifth Street

Present: Library Board Members: Mike LaLonde, President; Justin Hughes, Mike Fladeland, and Sue Sorlie

Also Present: Christine Kujawa, Library Director; Elizabeth Jacobs, Assistant Library Director; Bea Kaiser, Administrative Office Manager; Library Board Member: Dianna Kindseth, Vice President via Zoom

The April 27, 2023 Board meeting was called to order by M. LaLonde, President, at 12:07 p.m.

The March 23 minutes had been mailed out in advance. D. Kindseth moved to approve the minutes. Seconded by S. Sorlie. Motion carried.

The vendor invoices for April 2023, along with the March financial reports had been mailed out in advance. Following discussion, J. Hughes moved to approve the April 2023 vendor invoices. Seconded by M. Fladeland. Motion carried. Following discussion, M. Fladeland moved to accept the March financial reports. Seconded by S. Sorlie. Motion carried.

Personnel Policy update:

C. Kujawa explained that in accordance with changes made by Human Resources and the City Attorney, the Library holiday policy must be updated regarding exempt staff. They will no longer receive earned annual leave for the holidays they work but may alter leave to another day. C. Kujawa also proposed closing on Good Friday, which is a City-observed holiday, and historically results in a 30% drop in visitors. Following discussion, M. Fladeland moved to accept the proposed policy changes. Seconded by J. Hughes. Motion carried.

Collection Development Policy update:

C. Kujawa requested that the Board consider changes to the Reconsideration of Library Materials section to provide a more extensive breakdown of the process. Following discussion, D. Kindseth moved to accept the amended proposed policy changes. Seconded by S. Sorlie. Motion carried.

2024 budget process:

Budgets were required to be submitted by April 24 for the 2024 budget. Trustees will be given time to review the Library, Burleigh County Library, and Donations budgets and narratives, with approval as an agenda item for the May Library Board meeting. The Burleigh County Budget Committee will meet in the afternoon of June 19, C. Kujawa requested a trustee in attendance as well. The City Budget Committee will meet the week of June 19<sup>th</sup>, the date and time hasn't been determined. The ALA conference is also that week. C. Kujawa requested moving the June Library Board meeting to allow her to attend as the conference is beneficial. Trustees agreed to hold the June Library Board meeting on Friday, June 16 at noon.

In the Director's report C. Kujawa reported:

- Snow budget-
  - \$16,000 was budgeted for 2023, to date \$8,930.96 has been spent, it's been the second heaviest snowfall in city history. Depending upon year-end weather, it may be necessary to transfer funds from another account to cover the expense.
- Roof/ice jam and interior water-
  - The roof repair estimate was received for \$8,055 and signed to proceed.
  - Arrow Service Team will provide an estimate for the interior repair.
  - All estimates and invoices will be sent to the North Dakota Insurance Reserve Fund claims adjustor.
  - Seifert Electric will work on the heat tape and check breakers in preparation for next winter.
- Drive-thru area concrete project-
  - Estimates have been requested for the concrete work from the City, Myhre Concrete Design, Inc., and Knife River Corporation, thus far one has been received.
  - City Forestry has been contacted about removing a tree and grinding the stump, which is scheduled for the week of May 15. The drive-thru and southwest parking lot will be closed during this process.
- Legislative updates-
  - HB 1205 was signed by Governor Burgum and will go into law.
  - SB 2360 was vetoed by the Governor yesterday morning, which was followed by a Senate floor vote with a 2/3 majority. It will go to the House floor, if the result is a 2/3 majority it will pass into law, if not the bill will fail.
  - Final bills and actions to be taken will be shared with legal representation, who will determine the next course of action, if any.
  - C. Kujawa is working with the City Attorney's office on the Collection Development Policy to ensure all elements of HB 1205, and possibly SB 2360, are included to maintain compliance. Questions and concerns from our youth services department will be shared with them to provide legal guidance.
- Request for Reconsideration-
  - A Request for reconsideration was received for a DVD. E. Jacobs reviewed the request, consulted the Collection Development Policy, and decided to remove the item. C. Kujawa reviewed the request and agrees with the outcome.
- Sculpture-
  - The original location isn't viable due to the discovery of a several decades old, large underground fuel tank where stabilizing poles would be placed. Public Works was consulted about removing the tank, determining it would be costly, produce the potential for damage, and would be labor intensive. The recommendation was to leave the tank as is.
  - Two other potential locations on the south side will be shared with Mann Signs, Inc. for input.
- Interior lighting-
  - C. Kujawa contacted the Public Works Director for an update on the SitelogIQ contract and projects discussed in October 2022. SitelogIQ's recommendation was that all library lighting needs to be replaced. She was told that the City Commission recently approved proceeding to the next phase of the SitelogIQ proposal. City Finance is determining the best course of action for funding arrangements.
- East window coverings-

- Friends of the Library will fund the coverings of the new windows on the east side of the building.
- An estimate is forthcoming from a local artist to create 12 pieces with common elements such as books and our logo graphic. High resolution photos will be given to Bismarck Sign Company, who will create and install the window coverings at a cost of \$2,170.

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

- The Art of Books event will be held April 28.
- The charity navigator designation of the best rating has been received. This determines that donations are used appropriately.
- The tax 3 classification process is near completion, just waiting on final approval from the IRS.
- The Nomination Committee recommended nominations for officers. Nikki Ferderer requested to step down as the Foundation President, J. Hughes accepted that role.
- Term limits have been established.

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

- The FOL Board is short of two members, anyone interested is encouraged to apply.
- Plans for the next Librarypalooza are underway, with a date of August 17.
- A youth book sale will be held in conjunction with the summer reading kick-off on June 2.

Other Business-

- C. Kujawa proposed changes to the Youth Library Cards, Borrowing Limitations, and Holidays sections of the Public Service Policy. Following discussion, J. Hughes moved to accept the amended proposed policy changes. Seconded by S. Sorlie. Motion carried.

The regular Board meeting has been scheduled for Thursday, May 25, 2023 at 12:00 p.m.

The meeting adjourned at 1:19 p.m.

Respectfully submitted,

Bea Kaiser  
Administrative Office Manager

Christine Kujawa  
Library Director