

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Location: BV MPL Missouri River Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Library Director; Bea Kaiser, Administrative Office Manager

Not Present: Library Board Member, Mike Fladeland, and Elizabeth Jacobs, Assistant Library Director

The May 25, 2023 Board meeting was called to order by M. LaLonde, President, at 12:01 p.m.

The April 27 minutes had been mailed out in advance. D. Kindseth moved to approve the minutes. Seconded by J. Hughes. Motion carried.

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

Concrete project – bid approval:

The proposals had been mailed out in advance. Following discussion, D. Kindseth moved to approve the lowest bid, submitted by Myhre Concrete Design, Inc. Seconded by J. Hughes. Motion carried.

Collection Development Policy update:

C. Kujawa and Traci Juhala, Head of Youth Services met with Julie Mees from the City Attorney's office, who is well-versed in First Amendment law. C. Kujawa requested that the Board consider changes to sections as a proactive implementation in accordance with HB 1205 which will go into effect in March 2024. Following discussion, J. Hughes moved to accept the amended proposed policy changes. Seconded by S. Sorlie. Motion carried.

2024 Financials:

- Donations Budget:
Following discussion, D. Kindseth moved to approve the 2024 Donation base budget. Seconded by S. Sorlie. Motion carried.
- Burleigh County Library/Bookmobile Budget:
Following discussion, D. Kindseth moved to approve the proposed 2024 Burleigh County Library/Bookmobile base budget. Seconded by S. Sorlie. Motion carried.
- City Library Budget:
Following discussion, J. Hughes moved to approve the 2024 City Library base budget. Seconded by D. Kindseth. Motion carried.

C. Kujawa stated that City Finance Director Dmitriy Chernyak anticipates the library remaining at its current 5.99 mill rate. Mill value will increase due to the growth of the city.

The Burleigh County Budget Committee will meet in the afternoon of June 19. The City Budget Committee will meet June 20th at 4:00 p.m. C. Kujawa requested a trustee in attendance at the meetings as well. D. Kindseth will coordinate with M. Fladeland to ensure trustee attendance.

In the Director's report C. Kujawa reported:

- Tree removal/concrete project-
 - City Forestry provided tree removal and stump grinding services for the drive-thru tree on May 17. They also trimmed a nearby tree to allow for the forthcoming placement of a double-sided light pole.
 - With approval secured for the concrete bid, Myhre Concrete Design, Inc. will be contacted for scheduling.
- Sculpture project-
 - Scott Bina of Mann Signs, Inc., and C. Kujawa attended the City Commission meeting on May 23. regarding the appeal for the sculpture. Commissioners Cleary and Zenker provided background information, and the Commission approved proceeding with the sculpture in a 5-0 vote. S. Bina will be in contact to discuss plans for the project's completion.
- 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.
- Light pole project-
 - The light poles remain on order, upon arrival Seifert Electric will install them. The LED upgrade, budgeted for \$40,000, will provide more efficient lighting and result in a safer environment in the parking lot.
- Other-
 - C. Kujawa will meet with River City Lawn & Landscaping L.L.C. on May 26 to review plans for the landscaping project.
 - Personnel:
 - Interviews will be held in the next couple of weeks for Head of Technical Services candidates.
 - The Technology Manager position has been posted.
 - The Youth Services Programming Coordinator – Teen HQ position has been filled, with a start date of July 10.
 - C. Kujawa is coordinating with some other Bismarck agencies to organize a Community Table event and mural unveiling to be held at the Grant Marsh bridge area on August 21 from 6-8 p.m. A press release will be issued when the date nears.
 - The Freedom to Read Foundation has elected C. Kujawa to their 11-person board of trustees, headquartered in Chicago, IL.
 - The Foundation's purpose is:
 - Promoting and protecting the freedom of speech and of the press;
 - Protecting the public's right of access to information;

- Safeguarding libraries' right to disseminate material; and
- Supporting libraries and librarians in their defense of First Amendment rights by supplying them with legal counsel or the means to secure it.
- Primary activities are:
 - The allocation of grants for litigation;
 - Direct participation in litigation dealing with freedom of speech and of the press.
 - Education component
- Most of the work will be done remotely, however attendance is expected at the biannual ALA conferences, which include day-long Foundation meetings and participation during the conferences as session speakers, etc.
- A media release will be sent out regarding this appointment.
- A patron trespassed in November of 2015 requested that the notice be rescinded. Due to the severity of the behavior and threat of violence involved, he was informed that the trespass notice will remain active. He then threatened to sue and contact Governor Burgum, if necessary.

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

- The Art of Books event was successful with 130 in attendance.
- Ann Crews Melton of the Consensus Council presented best board practices featuring topics of board composition and purpose.
- The sculpture location and sign ordinance issues are resolved and ready to proceed.
- Congratulations to C. Kujawa on the esteemed appointment to the Freedom to Read Foundation Board.

For the Friends of the Library (FOL), C. Kujawa reported:

- A youth book sale will be held in conjunction with the summer reading kick-off on June 2. Each youth participant will receive a coupon for a free book at the sale.
- Funding plans include:
 - Upgrade of technological equipment in the Story Room, and repair two computers in Youth Services.
 - Window coverings, including the artwork and installation, on the east side of the building.
 - Magician Jeff Quinn with summer-reading themed performances.
 - Sponsor a non-fiction book club.

Other Business-

- C. Kujawa explained that the siding and window project was overbudget by \$180,578.18. Previously the Library Board had approved funding up to \$200,000 to cover overages. Following discussion, D. Kindseth moved to approve the transfer of \$180,578.18 from the library fund to the City of Bismarck for final funding of the siding and windows project. Seconded by S. Sorlie. Motion carried.

The regular Board meeting has been scheduled for Friday, June 16, 2023 at 12:00 p.m.

The meeting adjourned at 1:04 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Office Manager

Christine Kujawa
Library Director