

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Location: BVMPL Missouri River Room (MRR); 515 North Fifth Street

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

Also Present: Christine Kujawa, Library Director; Bea Kaiser, Administrative Office Manager; and guest Jacob Fulton of the Bismarck Tribune

Not Present: Elizabeth Jacobs, Assistant Library Director

The July 27, 2023 Board meeting was called to order by D. Kindseth, President, at 12:02 p.m.

The June 16 minutes had been mailed out in advance. M. LaLonde moved to approve the amended minutes. Seconded by S. Sorlie. Motion carried.

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

Collection Development Policy Update:

C. Kujawa requested that the Board consider updating sections resulting in a more concise policy and review process. Following discussion, J. Hughes moved to accept the amended proposed policy changes. Seconded by M. LaLonde. Motion carried.

In the Director's report C. Kujawa reported:

- Building and grounds updates-
 - Landscaping work has begun, including sprinklers being fixed, dirt poured, and grass seed planted. Plants will be added when temperatures subside to promote successful growth.
 - The boilers have been removed and the two replacement boilers are on site, any necessary cleanup in the mechanical room from draining the fuel oil will be done before the project ends.
 - The new parking lot lights have been shipped and the electrician will be scheduled.
 - The drive-thru cement project is still on schedule for this fall with Myhre Concrete Design, Inc.
 - Planning has begun for updating the MRR. This will include one vendor to remove the wallpaper and add wall texture and paint; and one vendor to replace the outdated carpet.

- Personnel updates-
 - Alison Hiatt, previously working in the Burleigh County Library department, has begun her new position as the Head of Technical Services.

- Mariah Ralston, previously part-time in Adult Services, was hired full-time to replace A. Hiatt's vacancy. M. Ralston's vacancy has been posted.
- Chris Remme was hired as the Technology Manager and is starting August 7.
- Art updates-
 - The exterior sculpture is in production and scheduled to be installed toward the end of August.
 - Two of the twelve window paintings are completed, placement may occur in Spring 2024.
 - C. Kujawa met with Walter Piehl about having a commissioned art piece for the main floor, which he feels confident can be finished by the end of 2023.
- Annual employee evaluation update-
 - E. Jacobs and C. Kujawa have started the annual employee evaluation process for all staff, including the Foundation staff.
 - C. Kujawa will complete her self-evaluation; E. Jacobs will submit the supervisor/peer evaluation. Both will be given to the board president and vice president, then the evaluation time will be scheduled for the end of August, with the president to report on the evaluation at the September meeting.
 - Following this process, C. Kujawa and B. Kaiser will start working on the 2024 personnel budget, with a request for board approval at the October meeting.
- 2024 Budget Schedules-
 - Tuesday, July 25, 5:15pm: City – Draft #2 of budget and recommendations were discussed.
 - Tuesday, August 22, 5:15pm: City – Budget Ordinance will be introduced by the City Commission.
 - Wednesday September 20, 6 pm (tentative): County – Will approve the final budget.
- Other-
 - C. Kujawa was interviewed by Mayor Mike Schmitz for his public access show Bismarck Insights. The interview highlighted her background as the library director, and library services and programs.
 - C. Kujawa worked with the City's community relations person to add a link to the library's web site under their "I Want To" section. This provides an additional digital access point to our site and increases our reach.
 - These action items further promote outreach opportunities and engagement with the community.

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

- The Foundation was notified of a monetary gift which will require further discussion pertaining to distributions at their next meeting.

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

- The book sale held on the library plaza on July 15 netted \$2,800 with an additional \$150 in donations.
- A membership drive will be held August 1 – September 30.

- Librarypalooza will be held August 17 from 6-8 p.m. with many events to celebrate the library and promote a sense of belonging in our community.

The regular Board meeting has been scheduled for Thursday, August 24, 2023 at 12:00 p.m.

The meeting adjourned at 12:38 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Office Manager

Christine Kujawa
Library Director