

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; Justin Hughes, Mike LaLonde, and Sue Sorlie

Also Present: Christine Kujawa, Library Director; Elizabeth Jacobs, Assistant Library Director; and Bea Kaiser, Administrative Office Manager

Not Present: Mike Fladeland, Vice President

The August 24, 2023 Board meeting was called to order by D. Kindseth, President, at 12:05 p.m.

The July 27 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 August 2023, along with the July financial reports had been mailed out in advance. Following discussion, S. Sorlie moved to approve the August 2023 vendor invoices. Seconded by J. Hughes. Motion carried. Following discussion, J. Hughes moved to accept the July financial reports. Seconded by M. LaLonde. Motion carried. C. Kujawa noted that the amount of State Aid funds has decreased this year based upon the new process and calculation.

Missouri River Room carpet replacement:

C. Kujawa shared the bid from Interiors by Design for \$9,973.00 to replace the outdated carpet in the Missouri River Room. Following discussion, M. LaLonde moved to accept the carpet bid as presented. Seconded by S. Sorlie. Motion carried.

In the Director's report C. Kujawa reported:

- Building and grounds updates-
 - The landscaping project is complete, including sprinkler repairs, dirt, mulch, grass seed, drainage issues addressed, and plants added. Private donor funds of \$8,557 will be used, with the remainder of \$6,575 from the library budget.
 - LED light pole installation in the parking lot will begin tomorrow.
 - The boiler project is near completion, they're onsite and need to be tested, followed by Lindtech Services, Inc. providing training on the units.
 - Seifert Electric will submit a bid to remove and replace non-functioning heat tape, needed to protect the building from ice damage.
 - Bismarck Sign Company is working to replace the exterior letter that had come loose from the building, and check for any other issues.
 - The North Dakota Insurance Reserve Fund will reimburse a portion of the claim filed for damage in Youth Services. The remaining expense will come from the building repair expense account.

- Personnel updates-

- Staffing changes are working out well.
 - Alison Hiatt and Chris Remme will attend the September Library Board meeting.
 - All supervisors will conduct and submit annual evaluations by next week for their staff.
 - C. Kujawa completed her self-evaluation; E. Jacobs submitted the supervisor/peer evaluation. Both were emailed to the board president and vice president; it has since been determined that M. LaLonde will fill in as the vice president is unavailable.
- 2024 Budget Schedules-
 - Tuesday, September 12, 5:15pm: City – Budget Ordinance will be adopted by the City Commission, C. Kujawa will attend.
 - Wednesday September 20, 6 pm (tentative): County – Will approve the final budget, C. Kujawa and D. Kindseth will attend.
- Other-
 - Bismarck Sign Company updated the Bookmobile vehicle wrap to reflect the legal name and logo; Capital RV will install the awning. Both will be paid through the Donations budget from the Bookmobile pledges.
 - C. Kujawa was on the planning committee for the Community Table event. About 300 attendees enjoyed the mural, speakers, dancers, and visiting one another. The meal expenses were paid through donated funds honoring Bill Pearce to be used for special events.

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

- Foundation Executive Director Beth Schatz Kaylor will be resigning by the end of 2023, the position has not been posted yet.
- The Foundation was notified of a monetary gift which has required discussions pertaining to distributions to beneficiaries; it appears the Foundation will receive approximately \$67,000.

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

- A donations drive will be held September 11 from 10 a.m. to 5:00 p.m. to acquire items for the upcoming fall book sale.
- A membership drive continues through September 30, with 10 new members to date in August.
- Librarpalooza was successful with approximately 400 in attendance, promoting services of the library and a welcoming atmosphere.
- The annual membership meeting was August 1, elections were held, and the nine-member board is now full.

Other Business:

- Public Information Specialist Kevin Tengesdal designed a mailer which will be sent to all residential addresses in Bismarck, bids were received from local printing shops. Following discussion, M. LaLonde moved to approve the bid from Image Printing, Inc. as the lowest bid. Seconded by J. Hughes. Motion carried.

The regular Board meeting has been scheduled for Thursday, September 28, 2023 at 12:00 p.m.

The meeting adjourned at 12:58 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Office Manager

Christine Kujawa
Library Director