

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Location: BVMPL Administrative Meeting Room; 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; Bea Kaiser, Administrative Office Manager; and guests Alison Hiatt, Head of Technical Services and Chris Remme, Technology Manager

Not Present: Mike Fladeland, Vice President

The September 28, 2023 Board meeting was called to order by D. Kindseth, President, at 12:00 p.m.

The August 24 minutes had been mailed out in advance. M. LaLonde moved to approve the amended minutes. Seconded by J. Hughes. Motion carried.

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

2023 Donation budget increase request:

C. Kujawa explained that some of the revenue in the Donations fund is meant to be used for projects this year and requested that \$363,500 be added to the 2023 Donations budget. Following discussion, M. LaLonde moved to accept the amended 2023 Donation budget as presented. Seconded by S. Sorlie. Motion carried.

Library Director 2023 evaluation:

S. Sorlie and D. Kindseth completed C. Kujawa's performance evaluation. Following discussion, J. Hughes moved to approve the 2023 evaluation for C. Kujawa. Seconded by M. LaLonde. Motion carried.

Staff reports: Chris Remme and Alison Hiatt:

C. Remme and A. Hiatt introduced themselves, providing professional backgrounds and updates regarding their respective departments.

2024 Budget updates:

C. Kujawa stated that the Burleigh County and Bismarck City Commissions approved the 2024 budgets. The County budget meeting was attended by Keli McDonald, Head of Burleigh County Library, C. Kujawa, and D. Kindseth. Messages of appreciation and favorable feedback have been received on the presentations made by K. McDonald and C. Kujawa on the impact of the Burleigh County Library to its patrons.

In the Director's report C. Kujawa reported:

- Parking lot poles-
 - The project is complete, approval of the donation fund transfer allows for the \$35,545 invoice to be paid.
- Boiler replacement-
 - Sealing and insulation is in process. Upon completion, a walk-thru with punch list will be done, followed by payment, also from the donation fund transfer.
- Teen HQ office space-
 - Proper office space and phone line has been created for the Youth Services Programming Coordinator. Previously, a small desk was available in HQ with a separate office space distant from the primary workspace. The update was funded using pledged donations from the 2016 construction of this area.
- Concrete work-
 - Myhre Concrete Design, Inc. has been contacted to inquire about the status of the scheduling for the southwest concrete project, originally planned for fall. This will be funded through the library budget.
- Exterior sculpture-
 - The sculpture, funded by the Bismarck Library Foundation, has been fabricated by Mann Signs, Inc. and is being painted.
- Missouri River Room updates-
 - The wallpaper was removed, followed by texturing and painting. The carpet was taken out with new carpet being installed today.
- Walter Piehl art piece-
 - The commissioned piece is in process with occasional updates of the process by him.
- Other-
 - The city-wide mailer to all physical Bismarck addresses was very successful, with positive feedback. It's something to consider again in the future, depending upon available funding.
 - C. Kujawa shared her 2024 Bismarck Library Foundation grant request, the Foundation's generosity assists in many areas that would be cost prohibitive on the library's budget alone.
 - The art window coverings have been installed on the 6th Street windows, very attractive and eye-catching.

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

- Foundation Executive Director Beth Schatz Kaylor has been busy applying for grants.
- A monetary gift via a trust, which has required discussions pertaining to distributions to beneficiaries, may take a year before it is finalized.
- The Shertzer estate has been an ongoing process and will have the final distribution soon.

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

- The donations drive was held September 11, was well organized and acquired many items for the upcoming fall book sale.
- Twenty-five new members were gained through the membership drive.
- The book sale will be held October 5-7, it takes many volunteers to make it a success.
- Window coverings, digital collections, and adult and teen programming were funded by the FOL in 2023.

Other Business:

- The spouse of Timothy Mattson called C. Kujawa requesting that her husband's trespass order be rescinded. C. Kujawa will contact Ms. Mattson to let her know that the request is being reviewed and will advise of the final decision when determined.

The staff was polled, and due to the severity of the event that led to his trespass order, all but one of the employees stated Mattson's trespass notice should not be rescinded. C. Kujawa has sought advice from the Bismarck City Attorney as well as the Police Department. The Library Director handles operations, including when behavior extends beyond what is acceptable, which may rise to the level of the Library Board depending on the situation.

The regular Board meeting has been scheduled for Thursday, October 26, 2023 at 12:00 p.m.

The meeting adjourned at 1:30 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Office Manager

Christine Kujawa
Library Director