

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

Location: BVMPL Missouri River Room; 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; Elizabeth Jacobs, Assistant Library Director; Bea Kaiser, Administrative Office Manager

The October 26, 2023 Board meeting was called to order by D. Kindseth, President, at 12:06 p.m.

The September 28 minutes had been mailed out in advance. M. LaLonde moved to approve the amended minutes. Seconded by M. Fladeland. Motion carried.

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

## 2024 Salary Schedule:

C. Kujawa explained that the 2024 Salary Schedule, which had been mailed out in advance, figures were based upon salary surveys from comparable libraries. Following discussion, J. Hughes moved to approve the 2024 Salary Schedule. Seconded by M. Fladeland. Motion carried.

## 2024 Personnel Budget:

C. Kujawa presented the 2024 Personnel Budget for Library and Burleigh County Library staff, which had been mailed out in advance. Recommended amounts were based upon performance, adjustments to the 2024 Salary Schedule, years of service, and salary survey results. Following discussion, J. Hughes moved to approve the 2024 Library and Burleigh County Library full-time and part-time staff personnel budget. Seconded by M. LaLonde. Motion carried.

## Request to move 2023 concrete project expense to 2024 library budget:

C. Kujawa explained that to maintain the integrity of the product, the concrete project may be delayed to 2024 due to scheduling, receipt of materials, and weather. Following discussion, M. Fladeland moved to transfer \$40,000 from the library fund to the 2024 budget for the project. Seconded by M. LaLonde. Motion carried.

## Update on trespass notice procedure:

C. Kujawa spoke with the Bismarck City Attorney and was told her office is creating guidelines regarding trespass situations. A letter will be sent to Mrs. Mattson regarding the status of her request.

In the Director's report C. Kujawa reported:

- Boiler replacement-
  - Installation and insulation have been completed. \$130,000 will be paid through the donation budget as designated, and the remaining \$9,900 will be paid through the library budget.
- Exterior sculpture-
  - Scott Bina reported that Mann Signs, Inc. plans to deliver and install the sculpture tomorrow morning.
- Missouri River Room updates-
  - The carpet was removed, new carpet installed, with some of the art and furniture being returned to the room. The invoice from Interiors By Design for \$9,975.88 was paid through the donations budget.
  - Tom Baker related items were given to Bismarck city administration to display appropriately in the Tom Baker room. Some historic Bismarck framed pieces are now on display in the city building.
- East-side window coverings-
  - The 6<sup>th</sup> Street window covering project, funded by Friends of the Bismarck Public Library, is complete. An article will be featured in the November library newsletter as well as a press release to the media and posts to social media.
- Restroom renovation-
  - C. Kujawa contacted City of Bismarck Facilities Manager Bruce Schirado to request assistance to publish an RFP for architecture services for this project. Services would include creating floor plans and designs and handling the RFP process for construction bids.
- Other-
  - Artist Walter Piehl delivered the commissioned art piece on Tuesday October 24; he plans to return next week to discuss mounting and display of the piece. C. Kujawa will organize a reception, with the date depending upon W. Piehl's availability.
  - Jana Maher, Youth Services Program Coordinator for Children has resigned effective December 15, the position has been posted.
  - C. Kujawa will attend the Library Director's Summit in Houston, TX November 7-12. An estimated 150 library directors from across the country will convene to discuss timely topics and situations, learn from one another, provide support, and network.

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

- The 2023 Pearce and Hero Award recipients were nominated and approved.
- Foundation meeting times have been updated; committee work will lessen the need to meet as often.
- Budget work for 2024 continues.

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

- The book sale raised \$24,709 with an additional \$902 in donations, making it a record sale. It takes many volunteers to make it a success, since March there have been 119 volunteers working 1200 hours.

The regular Board meeting has been scheduled for Thursday, November 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