

Minutes of the Bismarck Veterans Memorial Public Library Board of Trustees

Location: BVMPL Missouri River Room; 515 North Fifth Street

Present: Library Board Members: Mike Fladeland, Vice President; Mike LaLonde, and Sue Sorlie

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

Not Present: Dianna Kindseth, President; Justin Hughes

The November 26, 2023 Board meeting was called to order by M. Fladeland, Vice President, at 12:00 p.m.

The October 26 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 November 2023, along with the October financial reports had been mailed out in advance. Following discussion, S. Sorlie moved to approve the November 2023 vendor invoices. Seconded by M. LaLonde. Motion carried. Following discussion, M. LaLonde moved to accept the October financial reports. Seconded by S. Sorlie. Motion carried.

In the Director's report C. Kujawa reported:

- Library web site redesign-
 - A city web site upgrade involves working with city administration to join in this effort to improve functionality, resulting in more options and an attractive layout. In addition to being cost efficient, it also allows us to have our own design and full control over content and layout. Currently, the library is on a subsite through the city's main web site, it will update to a department within the overall structure of the city's site. We'll adhere to the city's approved template but will have control to make our own design decisions as long as it's within the template so there's an overall consistency to the site. The city has agreed to pay for our portion of the upgrade. Despite this being a major upgrade, our ongoing annual support fee will decrease by about 50%.
- Exterior art updates-
 - Positive feedback about the window coverings and sculpture has been received, including media coverage from KFYZ and The Bismarck Tribune.
- Walter Piehl art update-
 - The art reception will be held on Thursday, December 7 from 6-7:30 pm. Notices of the event include a media release, print invites to a select group of library supporters, as well as sharing via email to certain people and organizations, and online via social media.
 - Several staff have accepted duties involved to showcase the piece and make the event a success.
- Trespass guidelines update-

- The letter in response to Tim Mattson was reviewed by D. Kindseth and J. Hughes prior to mailing.
- The city attorney's office has not yet provided the guidelines they were working on.
- C Kujawa asked several library directors at the Library Director's Summit about their trespass guidelines and will share this feedback with the board and city attorney's office.
- Other-
 - Per our request, Myhre Concrete has rescheduled our concrete project for spring 2024.
 - The library's 2024 foundation grant request of \$56,000 was approved at their November meeting.
 - C. Kujawa is organizing the interview and hiring process for the foundation's upcoming executive director vacancy.
 - The Library Director's Summit in Houston, TX was well worth the time and expense to attend. C. Kujawa would like to continue attending annually. An estimated 150 library directors from across the country attended. Panel discussions with experienced library directors on various topics were followed by group discussion.
 - C. Kujawa volunteered at the annual Freezin' for a Reason outreach event organized by Missouri Valley Coalition of Homeless People on behalf of the library as a member of MVCHP.

For the Bismarck Library Foundation, Inc., M. LaLonde reported:

- Interviews will be held for the executive director vacancy.
- The December annual luncheon and meeting will be held offsite.
- A new snowblower was funded through donations from The Fraternal Order of Eagles and Bismarck Mandan Elks Lodge.

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

- The board will meet Tuesday to discuss the 2024 budget.
- E. Jacobs will get staff input regarding needs prior to the budget approval.
- A bookmark contest is being sponsored.

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

The meeting adjourned at 12:26 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Office Manager

Christine Kujawa
Library Director