

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, Justin Hughes, and Sue Sorlie

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

Not Present: Dianna Kindseth, President

The December 28, 2023 Board meeting was called to order by M. Fladeland, Vice President, at 12:08 p.m.

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

Trespass guidelines discussion:

C. Kujawa explained that the feedback she has received from colleagues nationwide reflects varying lengths of trespass duration. The city attorney's office has not yet produced the promised guidelines memo and the status remains unchanged.

Library policy discussion:

C. Kujawa noted that city HR and the city attorney have taken the stance that the governing library board, appointed by the city commission, lacks authority to oversee personnel policies. Although this is an established practice exercised for numerous decades, and by other ND libraries as well, they maintain city ordinance overrides state law. Guidance and interpretation received from the state librarian disagrees, based on state statute. It may be necessary to seek an opinion from the State Attorney General.

- The city commission will meet January 9 to vote on the authority to hire/terminate city department directors, a function of the library board in regards to a library director.
- Additional aspects are impacted in personnel policies such as salary schedules, holidays, etc.
- A meeting will be held in the Missouri River Room on January 4 at 10 a.m. with D. Kindseth, J. Hughes, Bismarck City Commissioner Anne Cleary, Acting City Administrator Jason Tomanek, Leanne Schmidt HR Director, City Attorney Jannelle Combs, C. Kujawa, and B. Kaiser. The purpose will be to seek further understanding and clarification of library policy.

In the Director's report C. Kujawa reported:

- Walter Piehl art reception summary-
 - The event was well attended, with over 200 in attendance.

- City ethics guidelines-
 - J. Combs presented ethics training and guidelines at the December 12 city commission meeting. As a result, lunch will no longer be provided to the library board who volunteer their time, without compensation, over the lunch hour meeting.
- Other-
 - Twelve days of crafts will be held starting December 18.
 - Cardio drumming will be held December 21 to celebrate the Winter Solstice.
 - LEGO take and make will be held December 27.
 - The holiday sing-along originally planned for December 26 was postponed due to inclement weather and will be held in January.
 - Ballroom Basics dance classes, taught by Northern Plains Dance, have been very well attended.
 - The mystery book club is growing.
 - Macrame class registrations fill quickly, it's a popular art program.
 - Bismarck-Burleigh Public Health has a grant for pop-up vaccinations, we will partner with them to offer vaccinations at the library.
 - The library values statement is being reviewed by library administration with input requested from all staff. Updated language will be proposed to the library board at a future meeting.
 - An anonymous donor has given a generous gift of \$50,000 to go towards programs, with any remaining funds towards kickstarting the restroom renovation.
 - Bismarck Mandan Security, Inc. submitted notice of contract cancellation. The city attorney reviewed the contract, informed of the ramifications of that action, and will review upcoming bid language.

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

- The December annual luncheon and meeting was held offsite, with the primary topic being the hiring and transition of the Foundation executive director.
- The sculpture on the south side of the building is done.
- The nominating committee is in the process of nominating and evaluating Foundation board candidates.
- The meeting schedule will fluctuate and will no longer be held at a monthly timeframe.

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

- The board does not meet in December.
- End of year funding included macrame classes, yoga, craft equipment/supplies, and metal book carts for the circulation department.

The regular Board meeting has been scheduled for Thursday, January 25, 2024 at 12:00 p.m.

The meeting adjourned at 1:14 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Office Manager

Christine Kujawa
Library Director