

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: July 28, 2022

Location: BPL Missouri River Room; 515 North Fifth Street

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

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

Not Present: Library Board Member: Justin Hughes

The July 28, 2022 Board meeting was called to order by M. LaLonde, President, at 12:05 p.m.

The June 23 minutes had been mailed out in advance. D. Kindseth moved to approve the minutes. Seconded by S. Sorlie. Motion carried.

The vendor invoices for July 2022, along with the June financial reports had been mailed out in advance. Following discussion, M. Fladeland moved to approve the July 2022 vendor invoices. Seconded by D. Kindseth. Motion carried. Following discussion, M. Fladeland moved to accept the June financial reports. Seconded by D. Kindseth. Motion carried.

2023 budget updates:

- The City budgets are on track with no issues in the first two drafts, the preliminary budgets have been approved.
- The Burleigh County budget meeting was attended by M. Fladeland and C. Kujawa, the preliminary draft was approved. The next meeting will be August 1, C. Kujawa will attend seeking preliminary approval with final approval forthcoming.
- City Commissioner Liaison Anne Cleary met with C. Kujawa and former Liaison Nancy Guy regarding the Library as part of her new portfolio assignment.

Fines and lost processing fees:

- C. Kujawa summarized that the Board previously approved an increasingly common fines free policy, which included modification of collection agency usage, waiving fines, and processing fees. The impact may be a total loss of \$50,000 in revenue over the course of several decades, and not likely to be recompensed at this point. Being fines free, staff would waive these fines patron by patron as they come in. It would be more efficient to remove the fines at one time.
- C. Kujawa suggested allowing SirsiDynix to process a one-time removal of overdue fines and processing fees for patrons with up to a \$50 outstanding balance. Following discussion, D. Kindseth moved to approve allowing SirsiDynix to remove any fines or penalties totaling \$50 or less per patron. Seconded by S. Sorlie. Motion carried.

- D. Kindseth suggested evaluating the timing of late notices for cost effectiveness. C.Kujawa will check with Head of Circulation Matt Hovland on this.

Strategic plan discussion:

- C. Kujawa explained there will be another stakeholder meeting to address the mission statement in the future.
- The Library Board offered suggestions and requested clarification to the strategic plan document. C. Kujawa will revise and seek final approval in November or December to prepare for implementation in 2023.

In the Director's report C. Kujawa reported:

- Siding project-
 - C. Kujawa is waiting to hear back on the final punch list and walk-through.
 - One exterior light by the drive-thru needs to be replaced.
- IT Updates-
 - Per Patrick Trotter, Technology Manager, PCs acting as servers have been converted to virtual machines on new servers.
 - Most of the building has been re-cabled to support faster network speed.
 - Servers have been condensed to improve performance.
 - On August 15, High Point Networks will replace network switches and move security cameras to the new network video recorder.
 - Over the next couple of weeks P. Trotter will set up new public access computers.
- Staff updates-
 - Kate Waldera, Head of Reference Services is retiring after 37 years of service and her party will be on Friday, July 29 from, 3:00-5:00 p.m. Please plan to attend.
 - The job description of Adult Program Coordinator Sarah Matthews has been updated to combine K. Waldera's major tasks with those of S. Matthews. The new position title will be Head of Adult Services.
 - Part-time employee MacAllistar Kemmer has been hired to fill a new position titled Adult Services Associate II.
- Program updates-
 - Bismarck Lions Club offered free eye screenings for children today in study room A.
 - Tony Auckland, ND Cybersecurity Education and Public Awareness Manager will present "How to Stay Safe Online: A Cybersecurity Education and Public Awareness Program" today at 2:00 p.m. in meeting room B.
 - The traveling American Library Association (ALA) exhibit through August 22, Thinking Money For Kids, teaches youth about money and budgeting. While designed for ages 7-11, we have a series of related programs for all ages.
 - The Let's Talk About It: Women's suffrage book discussion series is also through ALA.
 - A Learn to Crochet - Intermediate class will be held as follow-up to the beginner class.
 - Teen Book Boxes include a free book, snacks, and crafts in the box.
- Other-

- Painting of the main floor is anticipated by year end.
- M. LaLonde photographed the new exterior of the Library, which has been updated on social media. He coordinated the framing of the exterior shot, which will be hung with the other Library building photos. Thank you to M.LaLonde for doing this.
- D.Kindseth requested a final accounting for the siding project.

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

- There will be no July meeting.

For the Friends of the Library, E. Jacobs reported:

- The annual member meeting will be held August 9. Michaelanne Jones's term will end, and officer elections will be held.
- The Event Committee is planning Librarypalooza on Thursday, August 11.

The regular Board meeting has been scheduled for Thursday, August 25, 2022 at 12:00 p.m.

The meeting adjourned at 1:24 p.m.

Respectfully submitted,

Bea Kaiser
Office Manager

Christine Kujawa
Director