

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

Date: August 25, 2022

Location: BPL Missouri River Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Office Manager; and guest County Commissioner Liaison Kathleen Jones

The August 25, 2022 Board meeting was called to order by M. LaLonde, President, at 12:03 p.m.

The July 28 minutes had been mailed out in advance. D. Kindseth moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

The vendor invoices for August 2022, along with the July financial reports had been mailed out in advance. Following discussion and due to the nature of the amount, M. Fladeland moved to approve the High Point Networks invoices. Seconded by S. Sorlie. Following discussion, M. Fladeland moved to approve the August 2022 vendor invoices. Seconded by S. Sorlie. Motion carried. Following discussion, M. Fladeland moved to accept the July financial reports. Seconded by S. Sorlie. Motion carried.

Policy updates:

- Display Policy-  
C. Kujawa explained that the proposed change clarified types of displays within the current policy. Following discussion, M. Fladeland moved to approve the proposed update. Seconded by S. Sorlie. Motion carried.
- Grounds Policy –  
C. Kujawa stated that the proposed change was a result of the approval of the display policy. Following discussion, M. Fladeland moved to approve the amended proposed policy. Seconded by D. Kindseth. Motion carried.
- Program Policy-  
C. Kujawa elucidated the importance of having a program policy and proposed a Library-Initiated Program policy. Following discussion, M. Fladeland moved to approve the proposed policy. Seconded by S. Sorlie. Motion carried.

2023 budget update:

- The Burleigh County final budget hearing will be held Wednesday, September 21 at 6:00 p.m., C. Kujawa and M. Fladeland will attend.

In the Director's report C. Kujawa reported:

- Siding project-
  - C. Kujawa, Lynn Bryntesen, Building and Grounds Manager, Industrial Enterprises, Inc., and the architect had the final punch list and walk-through this morning.
  - The architect will coordinate with Industrial Enterprises, Inc., and subcontractors for final repairs, which are minor.
  - The updated final budget from the architect will be forthcoming.
  
- Labyrinth-
  - Construction is underway, it's located on the north side. Signage was suggested.
  
- Main level painting-
  - C. Kujawa and local artist Mel Gordon are developing a color palette for the project. A design with assigned colors will provide clear instruction for the painters.
  - Bid language will be finalized and published in the Bismarck Tribune. The Library Board prefers that the City Attorney open the bids, which will be presented to the Board for approval in September or October.
  
- Marketing updates-
  - Matt Fern of The Creative Treatment completed a drone photo shoot of the new building exterior, staff were invited to participate as well, resulting in updated staff photos, building photos, and staff and building videos.
  - Existing commercials will be updated to include new drone footage.
  - Another photo/video shoot will occur in mid-September which will include staff and patrons for marketing purposes.
  - A new commercial will be created using said footage.
  
- Request for Reconsideration of Material-
  - C. Kujawa shared forms submitted by patrons concerned about a book in the children's collection, as well as the Collection Development Policy to review and proceed accordingly.
  - A complainant may request a board hearing, which is subject to open meeting laws.
  
- Program updates-
  - The Thinking Money For Kids exhibit has been disassembled, packed, and is ready for delivery to the next location.
  - Computer classes continue to be offered.
  - Movie nights provide a variety of motion pictures that can be appreciated on the big screen.
  - Book clubs will resume this fall.
  
- Other-
  - C.Kujawa reminded the Library Board that it was time to complete her annual evaluation. She provided the Library Board President and Vice-President with copies of her self-evaluation and a peer evaluation completed by E.Jacobs. M.LaLonde and D.Kindseth will coordinate the process.
  - A fish naming ceremony was held yesterday, Ruby and Professor Gills are happy additions to the aquarium. A special thanks to the Library Foundation who sponsored

the fish and selected the names submitted by Children's Library patrons. M.LaLonde presented the ocean-themed gifts to the two winners.

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

- Foundation staff has worked with Foundation Board member Mike Schaff on the Foundation's IRS designation to allow for funds that had previously been problematic to receive as directed by donors.
- The Executive Foundation Board will meet next week to discuss Pearce award nominations.

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

- The one-day outdoor book sale held at the end of July brought in \$4,000 in sales. The fall book sale will be held October 6-8 in the meeting rooms.
- Librariypalooza was attended by approximately 400 patrons and was deemed a success.
- They funded a new security camera that provides a 360-degree view, as well as hand-dryers in the lower-level public restrooms.

The regular Board meeting has been scheduled for Thursday, September 29, 2022 at 12:00 p.m.

The meeting adjourned at 1:17 p.m.

Respectfully submitted,

Bea Kaiser  
Office Manager

Christine Kujawa  
Director