

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: September 29, 2022

Location: BPL Missouri River Room; 515 North Fifth Street

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

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

Not Present: Library Board Member: Mike Fladeland and Elizabeth Jacobs, Assistant Director

The September 29, 2022 Board meeting was called to order by M. LaLonde, President, at 12:08 p.m.

The August 25 minutes had been mailed out in advance. D. Kindseth moved to approve the minutes. Seconded by S. Sorlie. Motion carried.

The vendor invoices for September 2022, along with the August financial reports had been mailed out in advance. Following discussion, D. Kindseth moved to approve the September 2022 vendor invoices. Seconded by S. Sorlie. Motion carried. Following discussion, S. Sorlie moved to accept the August financial reports. Seconded by D. Kindseth. Motion carried.

Main level painting bids:

C. Kujawa advised two bids were received. After discussion, S. Sorlie moved to approve the bid from Bob Eckert Painting for main level painting services. Seconded by J. Hughes. Motion carried. The project will be paid via the Donations fund.

Library Director 2022 evaluation:

M. LaLonde and D. Kindseth completed C. Kujawa's performance evaluation. Following discussion, S. Sorlie moved to approve the 2022 evaluation for C. Kujawa. Seconded by J. Hughes. Motion carried.

2023 budget update:

- The Burleigh County and Bismarck City Commissions approved the 2023 budgets; fringe benefits expenses increased; budget reports with approved figures were shared with the Trustees.

Exterior siding project updates:

- C. Kujawa shared total project expenditures, the overage of \$180,578.18 will be transferred from the Library Fund as was previously approved.

In the Director's report C. Kujawa reported:

- Labyrinth project and signage-

- Construction is complete and the hydroseed around the perimeter is growing.
- C. Kujawa is working with Integrity Landscapes on obtaining a large rock for the area. Mann Signs will affix a bronze sign to it with anticipated completion by year end.
- Main level painting-
 - C. Kujawa and local artist Mel Gordon will meet September 30 to finalize paint colors.
 - Bob Eckert Painting will be contacted to coordinate a painting schedule.
- Staff updates-
 - The Head of Technical Services resigned; E. Jacobs is the interim head of the department. Plans are to post the position in the first quarter of 2023.
 - With the approved 2023 budget, funding is secured for two additional para-professional positions. Upon Library Board approval of the 2023 personnel budget, the process for advertising, interviewing, and hiring will begin.
- Request for Reconsideration of Material-
 - C. Kujawa confirmed that the Library will be applying for the Library Collection Grant offered by the Northwest North Dakota Community Foundation through the Andrist Trust.
- Program updates-
 - Observe the Moon Night will be held October 1 from 6:30-8 p.m.
 - Bismarck Lions Club offered free vision screenings for children this week.
 - Introductory computer classes are scheduled through the fall season.
 - Resume Rescue with Leah Hargrove offers assistance in creating and updating resumes that stand out.
- 2023 Library Foundation grant requests-
 - C. Kujawa is preparing the 2023 Foundation grant request. Projects included main level painting and an exterior south side sculpture. Mann Signs will provide an estimate, which will be shared with the Library Board for approval.
 - Also Foundation -
 - C. Kujawa drafted the Foundation staff annual evaluations and performed the evaluations with the Foundation president.
 - Foundation employee salary data is being compiled; year to date, year-end projections, and 2023 salary scenarios to share with the Personnel Committee, Finance Committee, and Foundation Board.

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

- Paperwork has been submitted to the IRS regarding the 501c3 designation. They are awaiting notification of approval.
- The Executive Foundation Board discussed Pearce award nominees. Plans also include developing procedures for a separate award for major business donors, called the “Weber Award,” in memory of Dick Weber.
- The Development Committee has begun planning the spring event.

For the Friends of the Library, C. Kujawa reported:

- The fall book sale will be held October 6-8 in the meeting rooms; movers will be here September 30-October 1 to move boxes of books to the meeting rooms.

The regular Board meeting has been scheduled for Thursday, October 27, 2022 at 12:00 p.m.

The meeting adjourned at 12:57 p.m.

Respectfully submitted,

Bea Kaiser
Office Manager

Christine Kujawa
Director