

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: October 27, 2022

Location: BPL Missouri River Room; 515 North Fifth Street

Present: Library Board Members: Mike Fladeland, Justin Hughes, and Sue Sorlie

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Office Manager; and guests County Commissioner Liaison Kathleen Jones and Doug Wiles, Interim Head of Public Works

Not Present: Library Board Members: Mike LaLonde, President; Dianna Kindseth, Vice President

The October 27, 2022 Board meeting was called to order by M. Fladeland, at 12:00 p.m.

D. Wiles explained the SitelogIQ (SIQ) facilities maintenance needs assessment. The City of Bismarck would fund the project as a 15-year loan, and budgeting would entail the same operational costs. He elucidated the estimated energy savings will pay for the project, with any annual shortfall to be reimbursed by SIQ. RFP's will be sought per City policy. C. Kujawa inquired about potential grant opportunity in relation to building efficiency to assist with repayment, D. Wiles did not foresee issue with that but referred her to Dmitriy Chernyak, City Finance Director. Following discussion, S. Sorlie moved to accept the SIQ plan for the library project for \$223,000. Seconded by J. Hughes. Motion carried.

The September 29 minutes had been mailed out in advance. S. Sorlie moved to approve the minutes. Seconded by J. Hughes. Motion carried.

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

2023 Salary Schedule:

C. Kujawa explained that the 2023 Salary Schedule, which had been mailed out in advance, figures were based upon salary surveys from comparable libraries. Following discussion, S. Sorlie moved to approve the 2023 Salary Schedule. Seconded by J. Hughes. Motion carried.

2023 Personnel Budget:

C. Kujawa went through the 2023 Personnel Budget for the Library and Bookmobile staff, which had been mailed out in advance. Recommended amounts were based upon performance, years of service, and salary survey results. Following discussion, J. Hughes moved to approve the 2023 Burleigh County Library/Bookmobile personnel budget. Seconded by S. Sorlie. Motion carried. Following discussion, J. Hughes moved to approve the 2023 Library part-time staff personnel budget. Seconded

by S. Sorlie. Motion carried. Following discussion, S. Sorlie moved to approve the 2023 Library full-time staff personnel budget. Seconded by J. Hughes. Motion carried.

In the Director's report C. Kujawa reported:

- Boilers-
 - An anonymous donor couple recognized the need, and generously gave \$130,000 to replace the boilers.
 - C. Kujawa is working with City of Bismarck Facilities Manager, Bruce Schirado to prepare bid language for publication, at which time trustees will be notified.
 - Per City policy, based on the estimated project cost, it will be published in the Bismarck Tribune three times over the course of 21 days. The city attorney will open the bids, the low bidder will be awarded the project, assuming it's within budget. Boilers will then be ordered and installed, with the old boilers removed accordingly.

- Labyrinth project and signage-
 - Hydroseed has grown and filled in nicely.
 - Integrity Landscapes has been lacking in communication, their proposal will not be pursued.
 - Rocks and Blocks Landscaping will assess a large rock for the area and determine delivery of it.
 - Mann Signs will create and affix a bronze sign to it with anticipated completion by year end.
 - River City Lawn & Landscaping has been contacted for 2023 landscaping.

- Staff updates-
 - With the approved 2023 budget, funding is secured for two additional full-time paraprofessional positions. One position is a Technical Services Associate, the timing of staffing changes has made this the ideal time to hire for this position and will be posted soon.

- Program highlights-
 - B.A.R.K. will resume on November 4, including Chief Morale Officer, Sky.
 - A video game tournament for teens will be held on November 12.
 - Introductory computer classes are scheduled through the fall season.
 - Classical guitarist Peter Fletcher will perform on Monday, November 14 at 7:00 p.m.

- 2023 Library Foundation grant request-
 - The Grants Committee and Finance Committee met yesterday and approved full funding for the proposed sculpture in the amount of \$32,000. They also approved the remaining \$24,000 needed for the main floor painting project. The committees will bring the recommendations to the Library Foundation Board meeting on November 4 for final approval.
 - C. Kujawa will contact Mann Signs to convene creation of the sculpture, with potential for a concrete slab yet this year.
 - C. Kujawa met with Bob Eckert Painting, with intent to begin the main floor on November 21. Preparation will include:
 - Us removing permanent art.
 - Providing paint colors.

- Meeting regarding questions pre-project.
 - Weekly discussions as to locations for us to prepare and move items if/when necessary.
 - Clear instruction of appropriate paint colors in designated areas.
 - Painting will be done overnight to reduce paint fumes.
 - Initially, C. Kujawa will be onsite overnights to monitor the project.
 - Completion is estimated to be 5-6 weeks, possibly by year end.
- Other-
 - \$42,000 in funding was lost due to a Burleigh County accounting error.
 - The County Commission met, apologized to the city, but not directly to the library, who was affected. Their consensus was that they didn't collect the funds so they cannot make amends via their general fund. No further discussion of funding sources was suggested.
 - Perhaps within the 2024 budget it can be calculated into the requested revenue to ensure the funding is recouped.
 - K. Jones apologized on behalf of the County Commission, assuring steps will be taken to eliminate future problems. She stated that the State's Attorney has been consulted and will be asked to attend a Library Board meeting to discuss the impact of this error.

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

- He reiterated the committee's grant request approvals.
- Appreciation of the boiler funds donation, this has been a concern for several years.

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

- The fall book sale held in October raised about \$18,000 of which \$15,000 has been pledged for the main floor painting project.
- The membership drive was successful and welcomed 40 new members.
- A picture book browsing shelving unit was funded and should be ready within a couple of weeks.

The regular Board meeting has been scheduled for Thursday, November 17, 2022 at 12:00 p.m.

The meeting adjourned at 1:21 p.m.

Respectfully submitted,

Bea Kaiser
Office Manager

Christine Kujawa
Director