

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: November 17, 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, Library Director; Elizabeth Jacobs, Assistant Library Director;
Bea Kaiser, Administrative Office Manager; and guest County Commissioner Liaison Kathleen Jones

The November 17, 2022 Board meeting was called to order by M. LaLonde, President, at 12:03 p.m.

The October 27 minutes had been mailed out in advance. D. Kindseth moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

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

In the Director's report C. Kujawa reported:

- Labyrinth project and signage-
 - The final design has been approved, Mann Signs, Inc. is creating the bronze labyrinth sign.
 - Upon completion, the sign will be affixed to the rock.

- Main floor painting project-
 - Last week the art and signage from the main floor walls were removed. E. Jacobs and C. Kujawa will determine which pieces will be retained upon project completion. Remaining art may be cataloged for circulation in the art print collection, placed in staff work areas, or sold in the next Friends of the Library book sale.
 - C. Kujawa met with the painting contractor to discuss scheduling and project details. She will supervise the work to begin on Monday, November 21, and as necessary.

- Staff updates-
 - The newly funded full-time Technical Services Associate position closed November 16. Human Resources will advise of the top five candidates, E. Jacobs and C. Kujawa will interview early next week. The new hire will start at the beginning of December to allow time for shadowing and cross-training.

- C. Kujawa is updating position titles and job descriptions. Wording regarding the support of intellectual freedom and commitment to DEI (diversity, equity, and inclusiveness) was added to each job description. For professional staff who order material, wording regarding handling challenges with willingness to assist administration with the reconsideration process is being added as well.
- Program highlights-
 - Classical guitarist Peter Fletcher performed on Monday, with approximately 40 people attending. A production company was hired to record it for our YouTube channel and to share it with Dakota Media Access to air on public access.
 - Teen events in December will include a Dungeons & Dragons craft and a video game tournament.
- Election results related to library support-
 - With some newly elected Burleigh County commissioners, it is hoped that a stronger cohesiveness will develop.
- Other-
 - The final draft of the strategic plan will be shared, any comments are requested to be submitted, final approval will be sought at the December Library Board meeting.

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

- The Foundation committed \$14,000 to the main floor painting project.
- Approval was granted for the proposed art sculpture.

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

- The 2023 FOL budget was approved, with plans to support programming, window graphics, and a second document station.
- An informational meeting for new members resulted in enthusiasm for volunteering and promoting library services.
- Some year-end funding includes a \$15,000 commitment towards the main floor painting project, and the purchase of a new holiday tree.

Other business:

- The EAP (Employee Assistance Program) through CHI St. Alexius Health is currently available for all full-time City of Bismarck employees.
 - This confidential counseling service is staffed by trained professionals who assist employees and families, evaluate problems, and take positive action to help resolve them.
 - The cost for the entire part-time staff is \$841.32 annually, and there would be no expense to the employee.
 - Included are up to eight counseling sessions, and three employee training sessions per year.
 - The City Attorney has reviewed the contract. The expense was not budgeted, but funds could be transferred from another account.

Following discussion, D. Kindseth moved to approve funding the benefit of EAP for part-time staff. Seconded by M. Fladeland. Motion carried.

K. Jones explained that the North Dakota Century Code impacts how Burleigh County can rectify the underfunding. She stressed communication amongst entities involved.

The regular Board meeting has been scheduled for Thursday, December 15, 2022 at 12:00 p.m.

The meeting adjourned at 12:42 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Office Manager

Christine Kujawa
Library Director