

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

Date: December 15, 2022

Location: Via teleconference – Due to weather conditions

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; and Bea Kaiser, Administrative Office Manager

The December 15, 2022 Board meeting was called to order by M. LaLonde, President, at 12:03 p.m.

The November 17 minutes had been mailed out in advance. D. Kindseth moved to approve the minutes. Seconded by S. Sorlie. Motion carried.

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

2023-2030 Strategic Plan:

- Following discussion, D. Kindseth moved to approve the final draft of the 2023-2030 Strategic Plan. Seconded by S. Sorlie. Motion carried.

In the Director's report C. Kujawa reported:

- Main floor painting project-
  - A few days have been missed due to holidays and the recent snowstorm.
  - Painting of the soffit popcorn texture takes a bit longer to complete.
  - C. Kujawa is communicating with the painting company owner to relay information to the painters.
  - Although initially the owner estimated 5-6 weeks for the project, it may be longer.
- Boiler replacement-
  - Communication with Public Works on this project has been challenging. After receiving the anonymous donation to replace the boilers in the third week of October, C. Kujawa immediately contacted Facility Maintenance requesting assistance with the bid listing and RFP. This is still in a state of uncertainty.
  - The boilers were bid a year ago, with no funds to replace them at that time, so the process should be similar.
  - Last week Building and Grounds Manager Lynn Bryntesen was told that the bid language was ready and should be published in the Bismarck Tribune last Tuesday, it

was not. C. Kujawa contacted Public Works this morning and was told there were other tasks that would come first, when it was ready she would be notified.

- If the bid isn't published in the Bismarck Tribune by the end of next week, plans are to contact the new Public Works Director.
- Staff updates-
  - Matthew Engel was hired for the full-time Technical Services Associate II position. Previously he worked part-time in the mailroom, and prior to that at the Morton Mandan Public Library.
  - Margaret Oberlander is retiring effective December 16, and her party will be that day. We will celebrate her 24 years of part-time service to the library.
  - All staff have been notified of their 2023 salary increases, and the information was submitted to the City Human Resources department.
  - All Staff job descriptions and position titles have been reviewed, updated, and submitted to the City Human Resources department for processing.
- Other-
  - Library budget-
    - Due to the Burleigh County mistake \$42,000 was lost, as well as \$24,000 thus far in interest on investments due to market fluctuations.
    - There will be another state aid distribution fund payment.
    - Snow days and holidays will result in savings for wages, security, and utilities. This should aid in balancing the budget at year-end.
  - Portfolios were discussed at the last Burleigh County Commission meeting. Initially Commissioner Schwab offered to take all of Commissioner Jones's portfolio assignments. Commissioner Matthews requested the County Library, which was agreed to. C. Kujawa will meet with her in the near future.
  - B. Kaiser and Public Information Specialist Kevin Tengesdal have created and ordered the New Year cards, which will be mailed to all of our major stakeholders, including local, state, and federal politicians.
  - Certification for the 2023 library levy-
    - C. Kujawa explained her discussion with City Finance Director Dmitriy Chernyak as to her understanding of the logic that the City approved 5.99 calculated to a value of \$2,759,181. He agreed, although noted there were some minor differences between 2023 City Ordinance and Burleigh County's calculation. He attributed it to the timing of abatements but was comfortable with minor differences between calculations and rationale for said differences.

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

- Year-end investments were reported as looking healthy.

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

- The FOL Board does not meet in December.
- A bookmark contest was held with 149 entries. Winners were chosen, bookmarks will be printed and distributed in January.

The regular Board meeting has been scheduled for Thursday, January 26, 2023 at 12:00 p.m.

The meeting adjourned at 12:36 p.m.

Respectfully submitted,

Bea Kaiser  
Administrative Office Manager

Christine Kujawa  
Library Director