

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: September 22, 2021

Location: BPL Missouri River Room; 515 North Fifth Street

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

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

Not Present: Library Board Member: Bob Bartosh, President

The September 22, 2021 Board meeting was called to order by M. LaLonde, Vice President, at 12:08 p.m.

The August 26 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 2021, along with the August financial reports had been mailed out in advance. Following discussion, M. Fladeland moved to approve the September 2021 vendor invoices. Seconded by D. Kindseth. Motion carried. Following discussion, M. Fladeland moved to accept the August financial reports. Seconded by S. Sorlie. Motion carried.

Sale of surplus items:

The Library has surplus furniture with a combined value of less than \$3,000. Following discussion, M. Fladeland moved to accept the sale of the items on BisManOnline or a comparable method. Seconded by S. Sorlie. Motion carried.

2022 Budget Updates

- The City Commission passed the 2022 Library budget on September 14.
- The Bookmobile 2022 budget passed after much discussion at the County Commission meeting held September 15. It was the desire of some of the Commissioners that private funds be sought for future funding. C. Kujawa and M. Fladeland provided testimony at the meeting stressing it is a government service and should be continued to be funded accordingly.

In the Director's report C. Kujawa reported:

- Facility Contract Services –

- Superior Cleaning has been provided a daily task binder and we will continue to monitor vacuuming and weekend janitorial services.
- Siding Project-
 - Meeting minutes and field reports continue to be received and shared with the Library Board.
 - Brick work on the north side may start by the end of this week.
 - Industrial Enterprises, Inc. reported that the project is on schedule with an estimated completion date of December 31.
- Anonymous Donation-
 - An anonymous couple generously donated an additional \$50,000 this year, totaling \$100,000 for 2021.
 - Various projects to benefit a wide variety of Library needs were approved by the couple and will be funded through this gift.
- 2022-2027 Strategic Plan-
 - C. Kujawa and E. Jacobs are creating a RFP for consultants, once a consultant is secured; planning for focus groups, survey, all-staff training, and strategic plan meetings will proceed.
- Other-
 - City Commissioner Nancy Guy will be honored with the NDLA Library Champion Award at the NDLA Awards Banquet. C. Kujawa will present the award, along with the cards of appreciation from the Library Board and staff.
 - Board members may sign the condolence card for the family of Bill Pearce and contribute to the flower arrangement if they wish.
 - C. Kujawa presented to a Cub Scout group on local government services and the importance of citizen involvement. Photographs and information were updated on social media.
 - The Lion's Club requested information on Library services and activities, E. Jacobs will present on October 12.
 - A circuit breaker for the chiller unit will need to be replaced at a cost of \$4,000. Seifert Electric will complete the work after hours so as to not interrupt services.
 - C. Kujawa's evaluation will be completed by M. Fladeland and M. LaLonde; they will arrange a time to meet.

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

- The last Foundation meeting was held via Zoom.
- Carol Russell had an estate sale with \$2,330.99 donated to the Library Foundation.
- Foundation staff has moved upstairs.
- B. Bartosh is still working on estimates for the Shertzer coins and stamps.

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

- The regular fall sale will be resumed October 7-9. Volunteers will begin setting up on Saturday, October 2.
- Summer outdoor sales raised approximately \$15,000.

Other:

- The Library will apply for Internet grant funding for circulating hot spots to be available.
- D. Kindseth will not be attending the October 28 Board meeting, nor will K. Jones.

The regular Board meeting has been scheduled for Thursday, October 28, 2021 at 12:00 p.m.

The meeting adjourned at 1:08 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director