

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: February 25, 2021

Location: BPL Missouri River Room; 515 North Fifth Street

Present: Library Board Members: Bob Bartosh, President; Mike LaLonde, Vice President; Mike Fladeland and Dianna Kindseth; via teleconference - Sue Sorlie

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

The February 25, 2021 Board meeting was called to order by B. Bartosh, President, at 12:00 p.m.

The January 28 minutes had been mailed out in advance. M. Fladeland moved to approve the amended minutes. Seconded by M. LaLonde. Motion carried. The February 18 minutes had been mailed out in advance. M. Fladeland moved to approve the minutes. Seconded by S. Sorlie. Motion carried.

The vendor invoices for February 2021 and additional December 2020, along with the January financial reports had been mailed out in advance. Following discussion, M. LaLonde moved to approve the additional December 2020 vendor invoices. Seconded by M. Fladeland. Motion carried. D. Kindseth moved to approve the February 2021 vendor invoices. Seconded by M. LaLonde. Motion carried. Following discussion, M. LaLonde moved to accept the January financial reports. Seconded by M. Fladeland. Motion carried.

In the Director's report C. Kujawa reported:

- Finances
 - It is anticipated that the 2020 budget will be complete and ready for review at the March Board meeting.
- Covid-19 update
 - A media release has been drafted regarding the return to regular hours on March 1.
 - Supervisors have schedules fully staffed.
 - Meeting rooms will remain closed and inside programming is deferred for now.
 - Weekend janitorial cleaning bid was awarded to Dana Zeller, who will start March 5. She also has the vacuuming contract and has been doing a fine job.
- HVAC project update
 - Energy Tech Systems, Inc. will assist with installation of a computer to manage HVAC controls. C. Kujawa, E. Jacobs, and Lynn Bryntesen, Head of Maintenance, will then be trained in controlling the system.
- Siding Project
 - Per Trevor at EngTech, their team has met with several contractors and materials suppliers. A meeting with the Committee will be scheduled to present material samples for color selections, review costs, finalize drawings, and bid projections. He will present at the March Library Board meeting.

- Personnel
 - The Technology Coordinator position will reopen in April or May. E. Jacobs, C. Kujawa, Kate Waldera, Head of Reference Services, and Troy Hamre, Interlibrary Loan Manager are covering IT tasks in the interim.
 - A fulltime paraprofessional position is open in Circulation.
 - Volunteer Eldon Herman passed away on February 11; he served for close to 20 years.
- CDLN
 - C. Kujawa is working with the new bookkeeper on gaining access to QuickBook files through the former bookkeeper. She is also working on ND SOS access and will be requesting a 2020 financial review with the new bookkeeper.
 - A quote is being sought from SirsiDynix on additional server migrations.
 - C. Kujawa is meeting with NRG Technology Services to discuss wiping and recycling several outdated servers.
- Foundation
 - C. Kujawa is working with the Personnel Committee and City HR on filling the Executive Director position.
 - The draft of the spring 2021 newsletter is near completion.
- Annual Tasks
 - C. Kujawa is compiling 2020 statistics for the ND State Library Annual Report requirement for State Aid.
 - The North Dakota State Library annual State Aid to Public Libraries application requires additional effort coordinating with the City Finance Director and County Auditor to review and approve the application.
- Trial Update
 - Tim Mattson's trial will be held Monday, March 1 at 11:30 a.m. The City Attorney will meet with potential staff witnesses at 2:30 p.m. February 25.
- Restroom Project
 - The estimate from EngTech for all restrooms to be renovated was \$300,000. Upon finalization of the 2020 budget, C. Kujawa will review the Library Fund to determine the amount of funding available for a one-time project.
- Awards
 - The Library has received a Star Library Award and a Future-Focused Library Award from the North Dakota State Library and the North Dakota Library Coordinating Council. C. Kujawa received congratulations from Mayor Bakken, and she was invited to speak at the City Commission meeting regarding the awards.

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

- The Foundation Executive Director position has a very qualified candidate, to interview February 26.
- B. Bartosh explained the American Trust Center attorney drafted a Personal Representative Deed which will convey the farmstead from the Shertzer Estate to Bismarck Library Foundation. Luke Leno, Trust Officer at American Trust Center, has been appointed as the Personal Representative of the Shertzer Estate. He will execute the Personal Representative Deed on behalf of the Shertzer Estate. Remaining funds will be moved in March or April. He is planning on taking the coins and stamps to Minneapolis on February 25 for appraisals.

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

- The spring book sale will not be held in March. Donations will be accepted, and volunteers continue to sort, for upcoming outdoor sales.
- LEGO kits were funded for children who might not otherwise have access to them. This effort was covered by two news stations.

Other:

- The McMerty family is appreciative of the return to regular hours for the Gifted Bean Coffee House.

The regular Board meeting has been scheduled for Thursday, March 25, 2021 at 12:00 p.m.
The meeting adjourned at 12:38 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director