

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: March 19, 2020

Location: BPL Mezzanine Board Room; 515 North Fifth Street

Present: Library Board Members Present via Teleconference: Bob Bartosh, President; Joyce Hinman, Vice President; Pat Grantier, and Sue Sorlie

Also Present: Christine Kujawa, Director; Bea Kaiser, Administrative Assistant; Kate Waldera, Head of Reference Services; and Kevin Tengesdal, Community Relations Specialist

Not Present: Library Board Member Mike LaLonde; and Elizabeth Jacobs, Assistant Director

The March 19, 2020 Special Board meeting was called to order by B. Bartosh, at 10:00 a.m.

C. Kujawa relayed the concern expressed by staff at the morning informational meeting today. Based upon other closings, the staff requested that the Library be closed to the public effective Friday, March 20. Following discussion, J. Hinman moved to approve the recommendation to close the Library to the public effective Friday, March 20, with the Executive Director or Assistant Director of the Library having the authority to reopen at the appropriate time. Seconded by S. Sorlie. Motion carried.

The Board commended staff cohesiveness, and the significance of C. Kujawa directing operational staff in providing much needed services and necessary internal tasks.

In the event that the City and/or Governor advise that only essential staff remain at work sites, C. Kujawa requested authority to assemble a “skeleton crew” of essential Library staff to continue to work at the Library. Full-time staff would have the option of serving in this group or staying home utilizing accrued leave. Part-time staff not in this group would have the option of staying home without pay or being reassigned to an essential City department to continue working. Essential City departments include Police, CenCom, Public Health, Public Works, and Utilities. The Board stated that C. Kujawa has the authority to handle this and gave their blessing on moving forward with it.

City Department Directors will meet at 12:00 p.m. today; C. Kujawa will continue to provide updates as they arise to the Board members and staff.

The regular Board meeting has been scheduled for Thursday, March 26, 2020 at 12:00 p.m.

The meeting adjourned at 10:12 a.m.

Respectfully submitted,

Bea Kaiser

Christine Kujawa

Administrative Assistant

Director