

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

Date: May 28, 2020

Location: BPL Mezzanine Board Room; 515 North Fifth Street

Present: Library Board Members: Bob Bartosh, President; all via teleconference - Joyce Hinman, Vice President; Sue Sorlie, Pat Grantier, and Mike LaLonde

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director, both via teleconference; and Bea Kaiser, Administrative Assistant

The May 28, 2020 Board meeting was called to order by B. Bartosh, President, at 12:00 p.m.

The April 23 minutes had been mailed out in advance. M. LaLonde moved to approve the minutes. Seconded by S. Sorlie. Motion carried.

The vendor invoices for May 2020, along with the April financial reports had been mailed out in advance. Following discussion, J. Hinman moved to approve the May 2020 vendor invoices. Seconded by M. LaLonde. Motion carried. Following discussion, M. LaLonde moved to accept the April financial reports. Seconded by J. Hinman. Motion carried.

## 2021 Bookmobile Budget:

C. Kujawa explained the proposed budget and narrative. She met with County Commissioner Jones on May 19 and Commissioner Jones approved of the draft budget. Following discussion, M. LaLonde moved to approve the proposed bookmobile budget. Seconded by J. Hinman. Motion carried.

## 2021 CIP/One-Time/Priority Initiative Requests:

- One City of Bismarck Capital Improvement Project - Siding, window, and door replacement. J. Hinman moved to submit the Capital Improvement Project request paperwork to the City. Seconded by M. LaLonde. Motion carried.
- One-Time, Priority 1- Retrofitting of existing T12 and T8 light fixtures in the adult area on the main floor, including installation of LED direct wired energy efficient lamps. This would be funded through the Library's fund.
- One-Time, Priority 2 – Purchasing of bag filters for the Library's six air handlers, using revenue from the Library's fund. Following discussion, J. Hinman moved to approve both one-time initiatives. Seconded by P. Grantier. Motion carried.
- Priority Initiative - Adding a full-time paraprofessional Adult Programming Assistant position. Following discussion, P. Grantier moved to approve the initiative with changes. Seconded by J. Hinman. Motion carried.

New Bookmobile finances - updated:

C. Kujawa explained the updates to the Bookmobile project. Following discussion, J. Hinman moved to approve the updated financial plan. Seconded by M. LaLonde. Motion carried.

Gifted Bean – update:

Reporting on concerns expressed by Gifted Bean Coffee House owners Matt and Sandy McMerty, C. Kujawa proposed designating a portion of the 2020 Library Foundation grant to assist the business as a viable asset within the Library. Following discussion, J. Hinman moved to approve the grant proposal. Seconded by M. LaLonde. Motion carried. The Foundation Board meets on June 5 and will be informed of the designation.

In the Director's report C. Kujawa reported an update on COVID-19:

- Virtual Summer Reading Kick-Off Week, spearheaded by NDSL, includes libraries from around the state. Programs include story times, presenters, and programs.
- In addition, the Library will host a Virtual Summer Reading Program to be held in June and July, using Beanstack or paper options to track progress on reading challenges and to log reading. The \$3,000 Leach grant will be used for completion prizes, as well as the Bank of ND donation of \$10 to participants for their College Save Account.
- ND Council on the Arts provided a \$1,000 grant which will be used for art kits to be distributed in June.
- Virtual story times continue and will also take place in local parks with Miss Sparkles.
- Laura Rysavy, Teen Programming Coordinator, is working on teen summer reading options.
- April 2020 Overdrive checkouts have increased 48% over April 2019, year to date a 28% increase from May 2019.
- No contact curbside delivery started May 11, with the first two weeks averaging 343 orders. Patrons amassed 3,420 check-outs including renewals, and staffed pulled 2,698 items.

C. Kujawa also reported:

- The portable air conditioner in the Gifted Bean needs to be replaced, costing approximately \$400, which is an equipment expense of the Library.
- Lynn Bryntesen, Head of Maintenance, is working on grounds maintenance.
- The City Forester will inspect a tree today that may need removal from the north lawn.
- Work continues on the HVAC project with equipment being replaced. Air handlers have been off for several days, they anticipate having them functioning next week.
- She has not yet heard back from Aruna Seth regarding Peace Pole installation.
- Custom made sneeze guards have been ordered.
- The City budget committee meeting will be June 22 at 10 a.m., J. Hinman and B. Bartosh plan to attend. The County budget committee meeting will be on June 23 time TBD, J. Hinman and M. LaLonde will be present as well.

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

- Amber Schatz, Foundation Executive Director, has resigned and the position has been posted. The Foundation personnel committee will meet the third week of June.
- B. Bartosh reported that the contents from the Bismarck Shertzer residence have been emptied; a final cleanup by Quality Pack & Load will end the obligation on the premises. An appraisal of the farmstead will follow. A potential buyer has toured and expressed interest.

- Luke Leno, Trust Officer from American Bank Center, moved \$200,000 of \$250,000 in liquidated assets from the estate to Foundation endowment fund.
- Valuation estimates are still being sought for coins and guns from the estate.

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

- The annual meeting will be August 11, either in person or virtually.

A special Board meeting has been scheduled for Thursday, June 11, 2020 at 12:00 p.m. The regular Board meeting has been scheduled for Thursday, June 25, 2020 at 12:00 p.m.

The meeting adjourned at 1:04 p.m.

Respectfully submitted,

Bea Kaiser  
Administrative Assistant

Christine Kujawa  
Director