

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

Date: February 28, 2019

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Administrative Assistant; and guests Amber Schatz, Foundation Executive Director; and Aruna Seth

The February 28, 2019 Board meeting was called to order by M. Schaff, President, at 12:02 p.m.

A. Seth explained the proposed Peace Pole to be donated, citing several in the Bismarck community. Eight languages will be represented on a metal pole, designed to withstand the elements. The estimated delivery is approximately 8 weeks; installation will be the responsibility of the Library.

J. Hinman moved to approve the donation. Seconded by B. Bartosh. Motion carried. C. Kujawa will advise A. Seth of the donation acceptance.

The January 24<sup>th</sup> minutes had been mailed out in advance. P. Grantier moved to approve the minutes. Seconded by S. Sorlie. Motion carried.

The vendor invoices for February 2019 and additional December 2018, along with the January and 2018 year-end financial reports had been mailed out in advance. Following discussion, J. Hinman moved to approve the February 2019 and additional December 2018 vendor invoices. Seconded by B. Bartosh. Motion carried. Following discussion, J. Hinman moved to accept the January financial reports. Seconded by B. Bartosh. Motion carried. Following discussion, P. Grantier moved to accept the 2018 year-end financial reports. Seconded by J. Hinman. Motion carried.

Internet Access and Computer Use Policy:

E. Jacobs explained that the current policy is restricted to individuals age 18 and older who hold a current BVMPL card. She proposed that the policy be expanded to include that same group possessing a card from another CDLN library. Following discussion, J. Hinman moved to amend the Internet Access and Computer Use Policy as it relates to laptop checkout. Seconded by P. Grantier. Motion carried.

In the Director's report C. Kujawa reported:

- The Bookmobile campaign booklet, once completed, will be shared with potential donors.
- The Burleigh County Commission meeting will be Monday, March 4<sup>th</sup>. Topics of discussion will include a report of 2018 Bookmobile activities, as well as an intention of a RFP for a replacement vehicle. B. Bartosh, Mike LaLonde, Dick Weber, Jesse Sailer, A. Schatz, and

J. Hinman will be in attendance.

- After the County Commission meeting, the RFP for Bookmobile bids will be published. Bids will be opened on the morning of March 29<sup>th</sup> by B. Bartosh, C. Kujawa, and K. McDonald, Bookmobile Librarian. The Library Board will meet March 29<sup>th</sup>, and the following week Foundation Board meets. Plans are to kick off the Bookmobile campaign at the Foundation spring event on April 12<sup>th</sup>.
- A security services RFP draft was shared; any suggested comments are requested by March 8<sup>th</sup>. The RFP is necessary per advice of the City Attorney and per Bismarck City Code. Once published, C. Kujawa will receive bids, to be opened with the City Attorney who will determine qualified submissions. The final selection will be made by a selection committee consisting of C. Kujawa, E. Jacobs, and B. Bartosh. C. Kujawa will ask City Commissioner Nancy Guy if she wants to serve on the committee.
- Painting is completed for the lower level project. Electricians will put additional lights in next week. Once tables are received, books will be shifted, and the new seating area will then be arranged.
- The Library mascot should arrive soon, with plans to introduce at the Foundation spring event where the Eides are being honored. Their generous contribution funded this effort.
- Kudos to security, a patron sent a letter of appreciation regarding how an incident was handled.

For the Bismarck Library Foundation, Inc., A. Schatz reported:

- She is researching grants for Bookmobile fundraising.
- Plans are being made for the spring event to be held on April 12<sup>th</sup>.
- Local artist, Ali LaRock will do a live painting at the event.

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

- Book sale preparations are underway, including moving and set up crews. The sale will be held March 7<sup>th</sup> – March 9<sup>th</sup>.

The regular Board meeting has been scheduled for Friday, March 29, 2019 at 12:00 p.m.

The meeting adjourned at 12:47 p.m.

Respectfully submitted,

Bea Kaiser  
Administrative Assistant

Christine Kujawa  
Director