

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

Date: June 3, 2019

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

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

The June 3, 2019 Board meeting was called to order by M. Schaff, President, at 12:02 p.m.

The April 25 minutes had been mailed out in advance. B. Bartosh moved to approve the minutes. Seconded by P. Grantier. Motion carried.

The vendor invoices for May 2019, along with the April financial reports had been mailed out in advance. Following discussion, J. Hinman moved to approve the May 2019 vendor invoices. Seconded by B. Bartosh. Motion carried. Following discussion, B. Bartosh moved to accept the April financial reports. Seconded by P. Grantier. Motion carried.

2020 Base Bookmobile Budget:

C. Kujawa explained the proposed budget and narrative, noting that K. Jones and Keli McDonald, Bookmobile Services Librarian, reviewed the budget. Following discussion, J. Hinman moved to approve the proposed bookmobile budget. Seconded by P. Grantier. Motion carried. The County Commission meeting will be on July 15, she requested a Board member be present as well.

2020 CIP/Priority Initiative:

- 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 B. Bartosh. Motion carried.
- One-Time, Priority 1- Utilizing bookmobile funds, \$218,707 in reserve, to be applied to the purchase of a new bookmobile.
- One-Time, Priority 2 – Upgrading the Library’s Mitel phone system through the City of Bismarck. Following discussion, B. Bartosh moved to approve both initiatives. Seconded by P. Grantier. Motion carried.

Code of Conduct policy change:

C. Kujawa proposed a modification requested by Vern Mastel, Technology Coordinator, regarding prohibited tampering with Library electronics. Following discussion, J. Hinman moved to approve the proposed policy change including other suggested clarifications. Seconded by P. Grantier. Motion carried.

CDLN Bookkeeping:

C. Kujawa explained that she is working in conjunction with the City Finance Department to set up a budget for CDLN in line with the 2020 budget schedule. BVMPL is the largest CDLN member, thus the interest in the continued commitment. Following discussion, B. Bartosh moved to approve moving CDLN invoicing to the Library. Seconded by S. Sorlie. Motion carried.

Discussion on board members for open position:

C. Kujawa sought suggestions for a replacement as M. Schaff's term will be ending effective June 2019. The Board discussed potential new members, and requested that she contact the individuals to inquire about interest in the position. The candidate will be invited to the June Board meeting, where voting will occur to fill the vacancy.

In the Director's report C. Kujawa reported:

- She is working on the budgets.
- CDLN will be set up as an activity in the City finance software.
- The top most exterior walls facing 6<sup>th</sup> Street have loose panels. The owner and an engineer from Industrial Enterprises Inc. will fix the problem, but must wait for a representative from the panel company to inspect, expectedly this week.
- ACI, Inc. was selected as the top architect for the HVAC project. They will be presented to the City Commission for approval. ACI, Inc. will then seek bids for the engineering work.
- The 2018 Annual Report was designed and drafted by Elizabeth Jacobs, Assistant Director.
- Mosaic art is finished on the main level by the adult computers.
- B. Bartosh, C. Kujawa, and K. McDonald met with LDV to discuss the bookmobile specifications. LDV will update and provide the specifications prior to ordering the chassis/body. Estimated arrival will be February/March 2020.
- She has been invited by the Kiwanis Club to present on bookmobile services next week.
- The ALA Conference in Washington, DC is June 21-25 and will be attended by C. Kujawa and Traci Juhala, Head of Youth Services.
- Laura Rysavy, Teen Programming Coordinator, was featured as a Hidden Hometown Hero in the May/June edition of Bismarck Magazine.

For the Bismarck Library Foundation, Inc., B. Bartosh reported:

- Fundraising continues for the new bookmobile, with confidence the amount can be reached.

For the Friends of the Library, C. Kujawa reported:

- Book sorting continues for the next book sale.

The regular Board meeting has been scheduled for Thursday, June 27, 2019 at 12:00 p.m. at the Broadway Grill and Tavern located at 100 W Broadway, Bismarck.

The meeting adjourned at 1:11 p.m.

Respectfully submitted,

Bea Kaiser  
Administrative Assistant

Christine Kujawa  
Director