

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: September 26, 2019

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Bea Kaiser, Administrative Assistant

Not Present: Elizabeth Jacobs, Assistant Director

The September 26, 2019 Board meeting was called to order by B. Bartosh, President, at 12:02 p.m.

Laura Rysavy, Teen Programming Coordinator, provided information on programs offered, attendance, and usage of the Teen HQ.

The August 22 minutes had been mailed out in advance. J. Hinman moved to approve the minutes. Seconded by M. LaLonde. Motion carried.

The vendor invoices for September 2019, along with the August financial reports had been mailed out in advance. Following discussion, J. Hinman moved to approve the September 2019 vendor invoices. Seconded by M. LaLonde. Motion carried. Following discussion, J. Hinman moved to accept the August financial reports. Seconded by S. Sorlie. Motion carried.

Grounds Policy Update:

C. Kujawa requested that the current Grounds Policy be updated to include animals being the responsibility of the owners. Following discussion, J. Hinman moved to amend the Grounds Policy to the suggested revision. Seconded by M. LaLonde. Motion carried.

In the Director's report C. Kujawa reported:

- The City Commission met September 24 and approved the 2020 budget as recommended. Included appropriations: The Library will have access to Bookmobile savings, the phone system will be upgraded through the City, \$70,000 for preliminary design costs for the exterior siding project, and \$200,000 was budgeted for the HVAC project.
- The roof had three minor leaks, the flashing was determined to be the culprit, and was fixed.
- The coffee shop concessionaire agreement had been emailed to the City Attorney three times, she is awaiting a response.
- The Foundation requests an annual grant letter; she will share it with Dick Weber on the Grants Committee. The letter was shared with the Board.
- She is working with the Foundation President on evaluations for Foundation staff.

- The Meeting Room Mural draft was submitted by the artist. Work on the meeting room mural is slated for December and January.
- Brady Martz & Associates has donated \$200 to fund the 2019 Santa Story times.
- Three quotes were requested to correct the drive-thru concrete. One has been submitted in the amount of \$18,900. She explained, assuming no unforeseen expenses, funds are sufficient in the Building Repair/Maintenance account. Following discussion, P. Grantier moved to proceed with the project. Seconded by M. LaLonde. Motion carried.
- She will check on the status of the Peace Pole.

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

- Fundraising efforts continue for the Bookmobile, with a press conference planned the beginning of November.
- Nancy Spilde has resigned; a replacement will need to be found.
- The next Foundation meeting has been postponed a week and will be held October 11.

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

- The fall book sale will be held October 3-5, movers arrived today to prepare. Donations were temporarily declined due to the lack of space, but will resume after the sale.

Library Director 2019 evaluation & salary review:

- Following discussion, P. Grantier moved to accept the evaluation for C. Kujawa. Seconded by M. LaLonde. Motion carried.
- Following discussion, J. Hinman moved to approve the salary increase for C. Kujawa to become effective on October 1, 2019. Seconded by P. Grantier. Motion carried.
- Following discussion, M. LaLonde moved to approve a one-time 7% salary increase for Library Director C. Kujawa, and will result in an annual salary of \$112,003.00 or a \$7,327.19 increase from the current salary of \$104,675.81. This amount is justified as a result of her most recent evaluation as well as consideration for her positive long term performance as Library Director. Seconded by S. Sorlie. Motion carried.

The Board expressed wishes to talk to Matt and Sandy McMerty at the October Board meeting regarding the renewal of the lease agreement.

The regular Board meeting has been scheduled for Thursday, October 24, 2019 at 12:00 p.m.

The meeting adjourned at 1:14 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director