

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: November 21, 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; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Administrative Assistant; Kathleen Jones, County Commissioner Liaison; and guest, Jared Mack, CPA from Eide Bailly, LLP

The November 21, 2019 Board meeting was called to order by B. Bartosh, President, at 11:58 a.m.

Jared Mack, CPA from Eide Bailly, LLP spoke regarding the 2018 Library audit report. Following discussion, J. Hinman moved to accept the 2018 Library audit report. Seconded by M. LaLonde. Motion carried.

The October 24 minutes had been mailed out in advance. M. LaLonde moved to approve the minutes. Seconded by P. Grantier. Motion carried.

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

The Gifted Bean Coffee House Concessionaire Agreement:

Following discussion, J. Hinman moved to approve the amended Coffee Shop Concession Agreement, with changes, thus renewing for an additional five years. Seconded by S. Sorlie. Motion carried.

In the Director's report C. Kujawa reported:

- Two kudos were received from patrons, appreciating staff assistance and our beautiful facility.
- The concrete project is finished, with rebar added for better quality. The pitch is optimal with water running away from the building and toward Avenue A.
- HVAC advertisements for bid will run in the Bismarck Tribune for three weeks as required.
- Bids are being sought for carpet cleaning service. Quotes will be brought to the Board for approval, which occurs on a five year interval.
- Rough Rider Industries will provide pricing on new chairs for the magazine reading area. The Foundation grant will fund this enhancement.

- Keli McDonald, Bookmobile Services Librarian, met with LDV, Inc. at the ABOS conference in Omaha, NE. They provided samples; she and her staff have selected carpet, wall coverings, and shelving options for the new Bookmobile. The Board was invited to view the final samples.
- Kevin Tengesdal, Community Relations Specialist, designed several draft bookmobile wraps based on feedback from K. McDonald, Bookmobile staff, and C. Kujawa. Together, they will continue to work towards the final design.
- A musical event, funded by the Friends of the Library, is planned for Tuesday, December 17 at 3:00 p.m. Performances will include harpist, Barb Steiner and guitarist, Wayde Schafer.

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

- The new Foundation Board member is Justin Hughes.
- The checking account has been changed to American Bank Center.
- The yearly grant in the amount of \$25,000 has been approved for the Library.
- Fundraising efforts continue for the Bookmobile. Bremer Bank's \$10,000 match has been attained; they also gave \$40,000 previously.
- The 2020 Foundation budget has been approved.

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

- The Friends Board adopted the updated strategic plan through 2024.
- Efforts will be made to increase membership involvement associated with the strategic plan.
- The 2020 budget was approved, which includes funding for meeting room chair replacement in the first half of 2020.
- Sponsorship fall events including Tai Chi, Winter LEGO Make & Take, and the film screening of "Neither Wolf nor Dog."

The regular Board meeting has been scheduled for Thursday, December 19, 2019 at 12:00 p.m.

The meeting adjourned at 12:42 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director