

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: December 19, 2019

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

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

Not Present: Bob Bartosh, President

The December 19, 2019 Board meeting was called to order by J. Hinman, Vice President, at 11:55 a.m.

The November 21 minutes had been mailed out in advance. M. LaLonde moved to approve the minutes. Seconded by P. Grantier. Motion carried.

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

In the Director's report C. Kujawa reported:

- Winter Harmonies, held on Tuesday, December 17, received positive comments from patrons.
- The mural artist began priming walls today, and expects to finish prior to month end.
- HVAC estimates came in at \$621,059.36, below the \$800,000 budgeted by the City.
- Carpet World is in the process of replacing the carpet on both sets of the Library Administration stairs, totaling \$3,646.32.
- A damaged unit heater in the Circulation book drop is being fixed by H. A. Thompson & Sons, at a cost of \$2,575.
- She is working on annual salary reimbursement for Foundation staff, totaling \$47,390.33.
- Carpet cleaning service bids were received and presented for approval. Following discussion, P. Grantier moved to approve awarding the carpet cleaning service to the lowest bid, Arrow Service Team, for one year with the option to extend to five years. Seconded by S. Sorlie. Motion carried.

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

- Foundation Executive Director, Amber Schatz, received a \$28,000 Leach grant to be distributed as \$3000 for the summer reading program, and \$25,000 towards the new Bookmobile.
- The Art of Books fundraiser date will be selected on January 7, and announced thereafter.

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

- Book sorting has continued every other week on Thursdays, from 11:00 a.m. to 1:00 p.m.
- There will be no Friends Board meeting in December.

The regular Board meeting has been scheduled for Thursday, January 23, 2020 at 12:00 p.m.

The meeting adjourned at 12:17 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director