

Minutes of the Bismarck Public Library Board of Directors

Date: January 23, 2014

Present: Library Board Members: Mike Fladeland, President; Mike Schaff, Vice President; and Dave Ripley.

Also Present: Mary Jane Schmaltz, Director and Christine Kujawa, Assistant Director

Immediately following lunch, the January Board meeting was called to order by M. Fladeland, President, at 12:18 PM. The December minutes had been mailed out in advance. D. Ripley moved to approve the minutes. Seconded by M. Schaff. Motion carried.

The January vendor invoices and December financial reports had also been mailed out in advance. Following discussion, M. Schaff moved to approve the January 2014 vendor invoices. Seconded by D. Ripley. Motion carried. M.J. Schmaltz asked the Board to approve a transfer of funds within the 2013 budget. \$2,500 needs to be moved from adult books to computer service fees to cover computer support services. A second transfer of \$1,000 needs to be moved from repair/maintenance to computer service fees in the Bookmobile budget. M. Schaff moved to approve both transfers as presented. Seconded by D. Ripley. Motion carried.

Following discussion, D. Ripley moved to accept the financial reports through December 31, 2013. Seconded by M. Schaff. Motion carried.

In the Director's report, M.J. Schmaltz reported that:

*M.J. Schmaltz received an engagement letter from Eide Bailly. This letter should be signed by the Library Board President to employ their services for the audit that will cover the 2013 budget period. M. Fladeland signed the engagement letter to be sent back to Eide Bailly.

*M.J. Schmaltz reported that all 2013 projects were completed. The remainder of lighting will be done within the next year, depending on when the city has the funding to finish it.

*M.J. Schmaltz provided an update on her meeting with Rachael Neva and handed out copies of Hotwire Café's Profit & Loss statement for December 2013. Advertising within the library building will be increased. C. Kujawa gave a summary of the coffee shop survey and reported that the majority of responses were favorable. Following discussion, it was decided to continue the month-to-month lease with \$100/month rent. No other changes will be made at this time. MJ Schmaltz was directed to inform Rachael Neva that when and if she decides to discontinue her business, the Library Board would like at least 30 days notice.

*Advertising for the library director position will be starting within the week. The position will be advertised through the city, Bismarck Tribune, and online through various library associations. The position will be open until March 10 with a projected hire date of May 1.

* M.J. Schmaltz handed out the redesigned organization chart, one copy with just the position titles and another listing all staff names.

For the Foundation report, M.J. Schmaltz reported that Foundation members will be offering an employee appreciation lunch for library staff on February 13. Their annual fundraiser event will be on April 11.

For the Friends, C. Kujawa reported that the new president is Jason Matthews. They are starting to organize for the spring used book sale, March 6-8. They are working on a Little Free Library campaign and are in the beginning stages of planning for this.

D. Ripley moved to adjourn the meeting. Seconded by M. Schaff.

Respectfully submitted

Christine Kujawa
Assistant Director

Mary Jane Schmaltz
Director

Minutes of the Bismarck Public Library Board of Directors

Date: February 27, 2014

Present: Library Board Members: Mike Fladeland, President; Mike Schaff, Vice President; Liz Lucas, Dave Ripley and Dick Weber.

Also Present: Mary Jane Schmaltz, Director; Christine Kujawa, Assistant Director; Marilyn Barbie, Administrative Assistant; Rachel Neva, current lessee of the coffee shop; and Cassidy Rosene, prospective new lessee of the coffee shop.

Immediately following lunch, the February Board meeting was called to order by M. Fladeland, President, at 12:05 PM. The January 2014 minutes had been mailed out in advance. Following a spelling correction, M. Schaff moved to approve the minutes. Seconded by D. Weber. Motion carried.

The February 2014 vendor invoices and final December 2013 vendor invoices had also been mailed out in advance along with the January 2014 financial reports. Following discussion, M. Schaff moved to approve the February 2014 and final December 2013 vendor invoices. Seconded by L. Lucas. Motion carried. Following discussion, D. Ripley moved to accept the financial reports through January 31, 2014. Seconded by D. Weber. Motion carried.

M. J. Schmaltz introduced Rachel Neva, lessee of the coffee shop. R. Neva thanked the Board for their support during the time she has had the coffee shop. She wants to sell the coffee shop and has an interested party. R. Neva would train the new person and the new person would run it herself. They hope to have an agreement by the end of March. R. Neva then left the meeting.

M.J. Schmaltz introduced new arrival, Cassidy Rosene. She has worked in a local coffee shop for at least five years and is interested in owning her own. She would run it herself with some part time help. She would do additional marketing and would be willing to be open the times the Library is open. C. Rosene then left the meeting.

Following discussion, D. Ripley moved to allow the Board President to appoint two Board members to meet with M.J. Schmaltz; C. Kujawa; Tara Holt, from the Library Foundation; and Cassidy Rosene to go over the coffee shop concession agreement. M. Schaff seconded the motion and volunteered to be one of the Board members on the committee. Motion carried. M. Fladeland then appointed himself as the second Board member.

In the Director's report, M.J. Schmaltz reported that:

*All the 2013 Library CIP and One-Time projects had been completed. She gave Board members a sheet outlining the projects and their completion and the Library's responsibility for the overage.

*The Library Director position closes March 10th. The initial interviews will be via Skype. The Board will then interview the top two or three candidates face-to-face.

*State law prohibits the use of e-cigarettes in public places. M.J. Schmaltz asked the Board to change the Library's Public Service Policy and Rules of Conduct to reflect this change. D. Ripley moved to change the Public Service Policy and Rules of Conduct to read, "*The Library is a tobacco free and e-cigarette free facility. Use of tobacco and e-cigarettes is allowed 50 feet from the Library entrance.*" Seconded by D. Weber. Motion carried.

*M. Schaff had met with Kathy Vander Vorst, Head of Teen Services, concerning the proposed new teen center. M. Schaff reported he had a good meeting with her. K. Vander Vorst would like to see the coffee shop remain open and would like to have an enclosed larger teen center near the location of the current teen center.

It was noted at this time that both D. Weber and L. Lucas would be going off the Board in June. The Board needed to be thinking of replacements.

For the Foundation, it was reported that their investments are doing well. The Foundation is working with Mann Signs Inc. on designing a new donation wall which will be just east of the entrance to the Children's area.

For the Friends, C. Kujawa reported that the Spring Used Book Sale would be held March 6-8th. The Friends are working on setting up "Small Book Libraries" in 10 neighborhoods. The Friends have already purchased the small library containers. Hopefully, these will be funded by businesses and will be stocked with donated books and later by those who take one and replace one.

There being no further business M. Schaff moved to adjourn at 1:33 PM.

Respectfully submitted

Marilyn Barbie
Administrative Assistant

Mary Jane Schmaltz
Director

Minutes of the Bismarck Public Library Board of Directors

Date: March 27, 2014

Present: Library Board Members: Mike Fladeland, President; Mike Schaff, Vice President; Liz Lucas and Dick Weber.

Also Present: Mary Jane Schmaltz, Director; Christine Kujawa, Assistant Director; and Marilyn Barbie, Administrative Assistant.

Immediately following lunch, the March Board meeting was called to order by M. Fladeland, President, at 12:07 PM. The February minutes had been mailed out in advance. Following a spelling correction, M. Schaff moved to approve. Seconded by L. Lucas. Motion carried. M.J. Schmaltz handed out copies of the minutes for the Special Board Meetings of March 21 and 22nd. Following review and a spelling correction, M. Schaff moved to approve. Seconded by L. Lucas. Motion carried.

The March 2014 vendor invoices and February 2014 financial reports had also been mailed out in advance. Following discussion, L. Lucas moved to approve the March vendor invoices. Seconded by M. Schaff. Motion carried. M.J. Schmaltz then asked the Board's approval of two transfers of funds within the 2013 budget for accounting purposes. L. Lucas moved to approve both transfers as presented. Seconded by M. Schaff. Motion carried. Following discussion, D. Weber moved to accept the financial reports through February 28, 2014. Seconded by L. Lucas. Motion carried.

In the Director's report, M.J. Schmaltz reported that:

*R. Neva, lessee of the Hotwire Café, reported that both parties interested in leasing the coffee shop had changed their minds. The coffee shop is showing a small profit.

*The Library would not be receiving any State Aid from the State Library for 2014 because the city and county mill levies were below the three year average in order to qualify for State Aid. The Library would not receive approximately \$70,000 from the City and approximately \$20,000 from the County as anticipated.

*The candidates for the position of Library Director are scheduled for face-to-face interviews April 2nd, 3rd and 4th.

*Both D. Weber's and L. Lucas's terms on the Library Board will be completed in June 2014. Names of two prospective candidates need to be forwarded to the City Commission in May for approval.

For the Foundation, it was reported that Cynthia Norland was elected President and Dick Weber was elected Vice President for the coming year. The donor wall plaque has been decided upon and will be installed as soon as possible. Gayle Schuck, Foundation Development Director, had turned in her resignation effective June 30th. The Foundation spring event, "*Spring Break*" will be held April 11th at the Library.

For the Friends, C. Kujawa reported the spring book sale grossed \$23,000. The annual spring Friends meeting will be held April 7th along with the dinner honoring Friends members and volunteers.

There being no further business, the meeting adjourned at 1:21PM.

Respectfully submitted

Marilyn Barbie
Administrative Assistant

Mary Jane Schmaltz
Director

Minutes of the Bismarck Public Library Board of Directors

Date: April 24, 2014

Present: Library Board Members: Mike Fladeland, President; Mike Schaff, Vice President; Liz Lucas and Dick Weber.

Also Present: Mary Jane Schmaltz, Director; Christine Kujawa, Assistant Director; and Marilyn Barbie, Administrative Assistant.

Immediately following lunch, the April Board meeting was called to order by M. Fladeland, President, at 12:07 PM. The March minutes had been mailed out in advance along with the minutes of the special Board meetings held April, 2nd, April 3rd, April 4th and April 7th for the purpose of interviewing and selecting a new Library Director. D. Weber moved to approve all the minutes. Seconded by L. Lucas. Motion carried.

The April vendor invoices and March financial reports had also been mailed out in advance. Following discussion, M. Schaff moved to approve the April 2014 vendor invoices. Seconded by L. Lucas. Motion carried. Following discussion, L. Lucas moved to accept the financial reports through March 31, 2014. Seconded by D. Weber. Motion carried.

M.J. Schmaltz gave Board members a list of five prospective Library Board candidates to replace L. Lucas and D. Weber who would be completing their second terms on the Library Board the end of June. One candidate had to be eliminated because she was not a city resident. The Board will need to approve two prospective candidates at the May meeting so their names could be forwarded to the City Commissioners for their approval at the June City Commission meeting.

M.J. Schmaltz had agreed to stay on until June 30th to help with the transition of Christine Kujawa to Library Director and the hiring of the Assistant Director. C. Kujawa reported that the assistant director position was being advertised on the NDLA and MPLA list serves, the MN Job Line, the Bismarck Tribune and the Bismarck City web site. The closing date for application acceptance is May 21st.

In the Library Director's report, M.J. Schmaltz reported that:

*Rachel Neva, lessee of the coffee shop, has hired one full-time employee to work during the day. It was noted that R. Neva still intends to sell the coffee shop if she can find a buyer. Board discussion followed on whether the Library should subsidize the coffee shop in order to keep it open. If the Library Board decides to do this, an amount would need to be included in the 2015 budget.

*A \$12,262.84 check had been received from the Doris Orr Estate following the death of her son, Robert Orr. They were long-time library users and Bismarck residents. M.J. Schmaltz suggested giving this money to the Library Foundation. L. Lucas moved to give the money from the Doris Orr Estate to the Library Foundation for them to put into the savings account for Teen Services. Seconded by M. Schaff. Motion carried.

*A long-time reference librarian, Kathy Vander Vorst, will be resigning August 8, 2014 to move to Fargo where her husband has accepted a job.

*The AARP may not be coming back in 2015 to provide tax help. They no longer have as many volunteers. They have grown out of the space the Library provides for them and parking for volunteers and clients has become a real problem.

For the Friends, C. Kujawa reported that the annual meeting for the election of officers had taken place April 7th. Following the annual volunteer appreciation dinner, a local author, Mary Ellen Erickson, presented the program.

For the Foundation, it was noted that the April Spring event at the Library was a real success. They raised over \$5,800 for Teen Services.

There being no further business, the meeting adjourned at 1:25 PM.

Respectfully submitted

Marilyn Barbie
Administrative Assistant

Mary Jane Schmaltz
Director

Minutes of the Bismarck Public Library Board of Directors

Date: May 22, 2014

Present: Library Board Members: Mike Fladeland, President; Mike Schaff, Vice President; Liz Lucas, Dave Ripley and Dick Weber.

Also Present: Mary Jane Schmaltz, Director; Christine Kujawa, Director; and Marilyn Barbie, Administrative Assistant.

Immediately following lunch, the May Board meeting was called to order by M. Fladeland, President, at 12:10 PM. The April minutes had been mailed out in advance. M. Schaff moved to approve the minutes. Seconded by L. Lucas. Motion carried.

The May vendor invoices and April financial reports had also been mailed out in advance. Following discussion, L. Lucas moved to approve the May 2014 vendor invoices. Seconded by D. Ripley. Motion carried. Following discussion, D. Ripley moved to accept the financial reports through April 30, 2014. Seconded by L. Lucas. Motion carried.

In the Director's report, C. Kujawa reported that:

*She had attended a pre-bid meeting with City personnel and interested contractors for the installation of the upgrade to the generator. The bids would be closing June 3rd.

*The City Human Resource Department had sent out new employee evaluation forms for all City Departments. Library staff evaluations will be started in the next month or two. The new forms are intended to make the evaluation process simpler and smoother.

*The annual kick-off for the 2014 Summer Reading Program will be at the State Capitol grounds on May 30th. This is held in conjunction with the ND State Library and Morton-Mandan Public Library. An ice-cream social, sponsored by the Friends, is scheduled for August 11th at the conclusion of the summer reading program. The Teen Mini-Golf event will be held at the Library after hours on July 18th.

*The Part-Time Service Award Ceremony will be held on June 16th at 10 AM in the Missouri River Room to honor part-time staff who have reached their anniversaries of five-year increments. C. Kujawa invited Board members to attend.

*There were three qualified applicants for the Assistant Director position. C. Kujawa will set up interviews the first week of June. She and M.J. Schmaltz will do the interviewing.

*She had prepared Library Board orientation packets in compliance with the “*formal orientation for new board members*” standard of the North Dakota Coordinating Council’s *Standards for Public Libraries*. All standards must be in effect by 2017.

*The Board will need to decide if they want to subsidize the coffee shop with money as this will need to be included in the 2015 Budget. Discussion followed: Some ideas were 1) Hire a manager and the Library assume all responsibility, 2) Close the coffee shop and add vending machines. 3) Offer R. Neva a subsidy to continue operating the coffee shop. It was decided to appoint a two person committee of D. Ripley and M. Schaff to make a proposal to the Board on how to approach a budget for the coffee shop.

Pat Grantier’s and Joyce Hinman’s names will be forwarded to the City Commission as Library Board replacements for D. Weber and L. Lucas whose second three-year terms will be completed June 30, 2014. The June Library Board meeting was changed to June 24th at the Bistro to say good-bye to M.J. Schmaltz who will be retiring on June 30th after 43 years at Bismarck Public Library. L. Lucas reported that the Library Board would host the meeting and the two new Board members will be invited.

For the Foundation, it was reported that to date no applications had been received for the Foundation Development Director position. Gayle Schuck is retiring on June 27th after nine years as the Development Director. A retirement party will be held on June 27th from 1 PM to 3 PM in the Missouri River Room.

For the Friends it was reported that the Board will not meet in June and July. Over the summer the Friends Board members will initiate a strategic planning process.

There being no further business, the meeting adjourned at 1:27 PM.

Respectfully submitted

Marilyn Barbie
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: June 24, 2014

Present: Library Board Members: Mike Fladeland, President; Mike Schaff, Vice President; Liz Lucas; Dick Weber and future Board member, J. Hinman.

Also Present: Mary Jane Schmaltz, Director; Christine Kujawa, Director; and Marilyn Barbie, Administrative Assistant.

Immediately following lunch, the June Board meeting was called to order by M. Fladeland, President, at 12:10 PM. The June meeting was held at the Bistro Restaurant hosted by the Library Board. M. Fladeland noted this was M.J. Schmaltz last meeting as she was retiring June 30th. He welcomed new Board member Joyce Hinman and said this was also the last meeting for Liz Lucas and Dick Weber; both had completed six years as Board Members. The May minutes had been mailed out in advance. D. Weber moved to approve the minutes. Seconded by M. Schaff. Motion carried.

The June vendor invoices and May financial reports had also been mailed out in advance. Following discussion, M. Schaff moved to approve the June 2014 vendor invoices. Seconded by L. Lucas. Motion carried. Following discussion, D. Weber moved to accept the financial reports through May 31, 2014. Seconded by M. Schaff. Motion carried.

The first order of business was the election of officers for the new year starting July 1, 2014. D. Weber nominated M. Schaff for President. Seconded by L. Lucas. There were no further nominations. Unanimously approved. L. Lucas nominated M. Fladeland for Vice President. Seconded by D. Weber. There were no further nominations. Unanimously approved.

In the Director's report, Christine Kujawa reported that:

*A transfer was needed to reallocate funds within the Bookmobile budget so the bookmobile librarian and her assistant could attend the national bookmobile conference in San Diego, CA later this year. D. Weber moved that \$2,500 be taken from adult books and put in the travel line items. L. Lucas seconded. Motion carried.

*She was asking for three City of Bismarck Capital Improvement Projects for consideration by the City Commission to be completed between 2015-2019: 1) HVAC System Upgrade for an estimated cost of \$794,450; 2) Roof Replacement Project for an estimated cost of \$561,000; and 3) Additional Parking for an estimated cost of \$1,167,600. Following discussion, M. Schaff moved to include these requests in 2015. Seconded by L. Lucas. Motion carried.

*Rachel Neva, lessee of the coffee shop, had sent a letter to C. Kujawa requesting to close the coffee shop on July 4th & 5th for the Fourth of July holiday. L. Lucas moved that the coffee shop be allowed to close on July 4th & 5th providing she put up notices to that end as soon as possible. Seconded by M. Schaff. Motion carried.

*The bid opening for the upgrade to the generator was held June 10th. Only one bid was received from Skeels Electric Co. \$29,000 had been budgeted for the project. Work should start on July 15th with a projected completion date of August 15th.

*M. Schaff and D. Ripley had met and put together a report on the coffee shop based on the monthly Profit and Loss Statements that the director receives each month. The coffee shop averages about \$65,000 in yearly expenses. Discussion followed. It was suggested eliminating the monthly rent and having the coffee shop pay the property taxes. Also, it was suggested putting \$6,500 in the 2015 budget to cover coffee shop related expenses such as supplies, advertising, etc. It was decided to include \$6,500 in the 2015 budget for expenses to be approved at the special budget meeting in July.

*In order to approve the 2015 budget by the City deadline, it will be necessary to have a special meeting. It was decided the Board will meet Tuesday, July 15th at 4 PM in the administration area. The regular July meeting will be held July 24th.

For the Foundation, it was reported that the search for a new executive director will continue as both candidates who had applied withdrew their names. Gayle Schuck had agreed to stay on for the interim on a very limited basis.

For the Friends, C. Kujawa reported that the Friends were looking for sponsors for the *Little Free Libraries* to be set up in various community locations. Each sponsorship costs \$750 and the sponsor's name will be listed on the box. Eight sponsors are needed. Many people have applied for a Library in their community.

Gifts were presented to L. Lucas and D. Weber thanking them for their six years on the Library Board. A retirement gift was also presented to M. J. Schmaltz for her 43 years at Bismarck Public Library.

M. Schaff moved to adjourn.

Respectfully submitted

Marilyn Barbie
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: July 15, 2014 (Special Board Meeting)

Present: Library Board Members: Mike Schaff, President; Mike Fladeland, Vice President; Pat Grantier; and Joyce Hinman

Also Present: Christine Kujawa, Director; and Marilyn Barbie, Administrative Assistant.

This meeting was called for the purpose of reviewing the proposed 2015 Library, Bookmobile and Memorial budgets. The meeting was called to order by M. Schaff, President, at 4:06 PM.

First, C. Kujawa, Library Director, presented the Bookmobile budget. She was asking for the addition of a part-time Bookmobile Assistant to work up to 25 hours a week. This person would help drive the Bookmobile and help with clerical work. If either the Bookmobile Librarian or her assistant are absent, the Bookmobile cannot go out because they need a second driver. Also, this would give the Bookmobile Librarian more time in the office to do outreach programs, order materials, etc. It would also be possible to add evening and weekend routes.

C. Kujawa explained that the Memorial budget is set up to spend monies out of this account and, also, have the ability to spend funds that may be donated throughout the year.

Next, C. Kujawa went through the Library budget line item by line item. She was asking for a 5% total salary increase; a 3-4% increase for everyone across the board with .5% to be distributed according to merit and need, and .5% to be used during the year if needed. C. Kujawa said it was necessary to increase the base salaries for part-time employees in order to be competitive in the current local market.

She was requesting six One-Time Expenditures; these would be funded out of the Library's reserve general fund balance. 1) \$6,500 to assist in covering the costs of the Library's café, 2) \$5,000 for inclusion in the City's lawn mowing bid, 3) \$18,000 to update the staff break room, 4) \$4,100 to fund parking lot updates, 5) \$5,200 to fund 2015 special assessment costs for road and street repairs and maintenance, and 6) \$13,600 to fund computer upgrades. She was also requesting a Priority Initiative of \$11,000 to increase the starting wages of the Pages(shelvers) and half of the Circulation Assistant positions (based on longevity) to a competitive wage.

Board discussion followed. Several typos were corrected. Also, the Board suggested reducing the Repair/Mtce-Building Fund from \$63,000 to \$60,000 and taking \$3,000 and adding it to the Travel and Training Line items in order for staff to take advantage of professional training. J. Hinman moved to approve the proposed Library, Bookmobile and Memorial budgets with the amendments noted. Seconded by M. Fladeland. Motion carried.

It was noted that next Board Meeting would be the regular meeting on July 24th.

Marilyn Barbie
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: July 24, 2014

Present: Library Board Members: Mike Schaff, President; Mike Fladeland, Vice President; Pat Grantier; Joyce Hinman and Dave Ripley.

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; and Marilyn Barbie, Administrative Assistant.

Immediately following lunch, the July Board meeting was called to order by M. Schaff, President, at 12:10 PM. The new Assistant Director, Elizabeth Jacobs, was introduced and welcomed. The June minutes had been mailed out in advance. J. Hinman noted that she had been at the June meeting. M. Fladeland moved to approve the minutes with the correction. Seconded by J. Hinman. Motion carried.

The July vendor invoices and June financial reports had also been mailed out in advance. Following discussion, J. Hinman moved to approve the July 2014 vendor invoices. Seconded by M. Fladeland. Motion carried. Following discussion, D. Ripley moved to accept the financial reports through June 30, 2014. Seconded by J. Hinman. Motion carried.

M. Schaff noted that it was time to do a 3 month evaluation on C. Kujawa. The first year the Board does a 3, 6 and 12 month evaluation of the Director. M. Fladeland had spoken to Bob McConnell, Head of City Human Resources, about the evaluation process. Several Library staff department heads will be asked to do an evaluation of C. Kujawa. She will do a self-evaluation and then M. Schaff and M. Fladeland will meet individually with the staff members and then C. Kujawa to discuss her evaluation.

In the Director's report, C. Kujawa reported that:

*The coffee shop Profit and Loss Statement indicated that the coffee shop was pretty much staying the same.

*The plaza had been sealed and will need to have a second coat applied next year. The City Public Works department had done restriping of the parking lot but hadn't finished and will be returning to finish. At the same time, they will move the large planters back on the plaza and remove the cement benches on the south side of the building.

*The work on the upgrade to the generator began July 21st and is expected to be completed by August 15th.

*The Assistant Director, Elizabeth Jacobs, began on July 14th. The Head of Circulation position closed on July 21st. Eight applicants had been received; the top five will be interviewed by C. Kujawa and E. Jacobs. The new Interlibrary Loan Manager position closed. There were eleven applicants; five will be interviewed by Kate Waldera, Head of Reference, and Sarah Matthews, Interlibrary Loan and Reference Librarian.

*The annual staff evaluation process has started. C. Kujawa and E. Jacobs will evaluate all the department heads and the rest of the staff will be evaluated by their supervisors.

C. Kujawa reported she had a 2015 Budget matter to discuss. Following the advice of City Hall personnel, she had put \$145,240 in the Health Insurance line item. It was later learned that the amount should have been \$114,391. She asked the Board to adjust the amounts. P. Grantier moved to reduce the Health Insurance in the 2015 Library budget to \$114,391. Seconded by M. Fladeland. Motion carried.

C. Kujawa will be meeting with the City Finance Committee on Monday, July 28th to review the 2015 budgets. She asked that two Board members accompany her. The meeting with Burleigh County Commissioners is scheduled for August 20th.

For the Foundation, it was reported that Gayle Schuck was working very limited hours until a new Executive Director could be hired. The Pearce Award for Service to the Library will be presented to Erik Sakariassen, a long-time Foundation Board member and previous Library Board member, on November 1st.

For the Friends it was reported that the end of the summer Ice Cream Social will be held August 1st on the library plaza at 6:30 PM. Ten *Little Free Libraries* have been placed in the Bismarck community. The Friends are sponsoring two of them.

There being no further business, the meeting adjourned at 1:02 PM.

Respectfully submitted

Marilyn Barbie
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: August 28, 2014

Present: Library Board Members: Mike Schaff, President; Mike Fladeland, Vice President; and Pat Grantier.

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; and Marilyn Barbie, Administrative Assistant.

Immediately following lunch, the August Board meeting was called to order by M. Schaff, President, at 12:09 PM. The minutes from the Special Board Meeting July 15 and the minutes from July 24th had been mailed out in advance. M. Fladeland moved to approve the minutes from July 15th. Seconded by P. Grantier. Motion carried. Following a spelling correction, P. Grantier moved to approve the July 24th minutes. Seconded by M. Fladeland.

The August vendor invoices and July financial reports had also been mailed out in advance. Following discussion, M. Fladeland moved to approve the August 2014 vendor invoices. Seconded by P. Grantier. Motion carried. Following discussion P. Grantier moved to accept the financial reports through July 31, 2014. Seconded by M. Fladeland. Motion carried.

The first order of business was the review of C. Kujawa's three month evaluation. The President asked C. Kujawa and E. Jacobs to excuse themselves. The evaluation had been done by M. Schaff and M. Fladeland. They had met individually with five staff members and, then, C. Kujawa. The results were very positive. C. Kujawa had been hired at \$82,000. A recommendation was made to increase her salary to \$86,000 beginning August 31, 2014. C. Kujawa had also asked for a 3% increase starting January 1, 2015. Following discussion, M. Fladeland move to increase C. Kujawa's salary to \$86,000 August 31, 2014 with a 3% increase to follow January 1, 2015. Motion carried.

In the Director's report, C. Kujawa reported that:

*The \$6,500 has been approved by the City Finance Committee for the 2015 budget to help defray the costs to the concessionaire for repairs and maintenance of the coffee shop. Ideas were discussed to try and make the coffee shop more profitable.

*The update to the generator was completed on August 17th. The final invoice was \$26,210. The City's Public Works Department came back and finished striping the parking lot.

*Matt Hovland began his duties August 18th as Head of Circulation Services. Troy Hamre began work on August 25th as the Interlibrary Loan Manager and will also work at the information desk. The staff evaluations have been completed.

*The North Dakota Library Association's annual conference will be held in Bismarck on September 17, 18, and 19. Many of the BPL staff are attending and are also involved in hosting the event.

*The meetings with the City's Finance Committee concerning the 2015 budget went well. C. Kujawa will attend the hearings with the City Commission on September 25th.

*The October board meeting was changed to October 30. Also, the November and December board meetings will need to be changed because of the Thanksgiving and Christmas holidays respectively.

For the Foundation, C. Kujawa reported that one candidate was interviewed for the Executive Director position and they were waiting to hear back from the candidate.

For the Friends, E. Jacobs reported that September 13th was the kick-off for the *Little Free Libraries*. It would be held at the former Governors' Mansion. The fall book sale will be held October 2, 3, and 4th.

There being no further business the meeting was adjourned at 1:22 PM.

Respectfully submitted

Marilyn Barbie
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: September 25, 2014

Present: Library Board Members: Mike Schaff, President; Pat Grantier; Joyce Hinman and Dave Ripley.

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Marilyn Barbie, Administrative Assistant; and Nora Frueh, Eide Bailley LLP.

Immediately following lunch, the September Board meeting was called to order by M. Schaff, President, at 12:10 PM. The August minutes had been mailed out in advance. D. Ripley moved to approve the minutes. Seconded by P Grantier. Motion carried.

The September vendor invoices and August financial reports had also been mailed out in advance. Following discussion, J. Hinman moved to approve the September 2014 vendor invoices. Seconded by D. Ripley. Motion carried. Following discussion J. Hinman moved to accept the financial reports through August 31, 2014. Seconded by P. Grantier. Motion carried.

C. Kujawa, M. Schaff and D. Ripley had met with Matt and Sandy McMerty who are interested in purchasing the coffee shop from Rachel Neva. Everyone was very impressed with their professionalism, experience and enthusiasm. The Board reviewed the Concessionaire's Agreement that had previously been reviewed by Charley Whitman, City Attorney. Following discussion, J. Hinman moved to approve the Concessionaire's Agreement with the McMertys with a start date of October 1, 2014. Seconded by D. Ripley. Motion carried.

At this time C. Kujawa introduced Nora Frueh from Eide Bailly LLP to present the 2013 library audit that is done in conjunction with the City of Bismarck. She reported that the audit was a clean audit with no internal control issues. Following the exit of the auditor, D. Ripley moved to accept the 2013 Bismarck Public Library audit as presented. Seconded by P. Grantier. Motion carried.

In the Director's report, C. Kujawa reported that:

* One of the staff was handling the 2014 United Way campaign. E. Jacob's first newsletter had gone out and was very nice. The fall schedule had started including story times, library movies and computer classes.

*Following precedent, she had sent a letter to the Hazelton-Moffit-Braddock school district asking for a stipend to pay for bookmobile services for their students who were not Burleigh County residents.

*The Burleigh County Commission meeting for approval of the 2015 budget was tonight.

*Skeels Electric, who was doing the electrical work for the upgrade to the generator, had noticed a couple of fuses burnt out; they replaced the fuses but the fuses immediately blew out again. Skeels then suggested ordering a new connector box to see if that was the problem.

For the Foundation, it was reported that they had interviewed one person for the Executive Director position but that person was looking for full time employment. They were re-advertising the position with a closing date of October 1st. The Pearce Award was being given to Eric Sakariassen, a long-time member of the Foundation and a former library board member on November 1st.

For the Friends it was reported that the fall book sale would be held October 2, 3 and 4th. Traditionally, this was the largest book sale of the year.

The October Board meeting was changed to October 30th. Because of the upcoming holidays, the November meeting will be held November 20 and the December meeting on December 18th.

There being no further business, the meeting adjourned.

Respectfully submitted

Marilyn Barbie
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: October 30, 2014

Present: Library Board Members: Mike Schaff, President; Mike Fladeland, Vice President; and Pat Grantier.

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; and Marilyn Barbie, Administrative Assistant.

The October Board meeting was called to order by M. Schaff, President, at 12:18 PM. The September minutes had been mailed out in advance. M. Fladeland moved to approve the minutes from September 15th, a special Board Meeting, and September 25th. Seconded by P. Grantier. Motion carried.

The October vendor invoices and September financial reports had also been mailed out in advance. Following discussion, P. Grantier moved to approve the October vendor invoices. Seconded by M. Fladeland. Motion carried. Following discussion, M. Fladeland moved to accept the September financial reports. Seconded by P. Grantier. Motion carried.

In the Director's report, C. Kujawa reported that:

*The Board needed to start planning for the Strategic Plan to be held in January or February 2015. Paul Griffin from The Consensus Council, who had mediated the last strategic planning process, had agreed to mediate again. M. Schaff, E. Jacobs, and C. Kujawa will meet with Paul Griffin on November 17th to discuss the process and set a date in January or February.

*She had completed the 2015 salary schedule and gave it to Board members for review. Board consensus was that the budget was within the guidelines set forth previously.

*One of the staff, who is confined to a wheel chair, had spoken to C. Kujawa about reserving one of the staff parking spots because she needs a spot where she can park her van and exit on the passenger side with enough room to lower the wheel chair. C. Kujawa said the end spot on the south side was large enough and will be painted blue indicating a handicap spot. She had spoken to the City Attorney and he agreed this was a good solution. Board consensus was to go ahead.

*She had given a speech on the past, present, and future direction of the Library at the annual PEO reciprocity luncheon. Participants seemed to enjoy learning about current services and programs as well as what the Library is planning for the future, especially the teen center.

*The Gifted Bean Coffee Shop was doing well. They had been featured in an article in the Bismarck Tribune and were doing more advertising. The signage on the outside of the building needs to be changed to the new concessionaire. Discussion followed on who should pay for the signage. M. Fladeland made a motion that the Library pay 50% of the signage up to \$500. Seconded by P. Grantier. Motion carried.

For the Foundation, it was reported that a new executive director had been conditionally hired, Cameo Skager. Her name will be presented for Board approval at the Foundation meeting in November.

For the Friends, E. Jacobs reported that the October sale had grossed \$24,634. A mini-book sale and membership drive is being planned for December 11, 12 and 13 to reduce the inventory that was left over from the last sale.

The meeting adjourned at 1:05 PM.

Respectfully submitted.

Marilyn Barbie
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: November 20, 2014

Present: Library Board Members: Mike Schaff, President; Mike Fladeland, Vice President; Pat Grantier; Joyce Hinman; and Dave Ripley.

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; and Marilyn Barbie, Administrative Assistant.

The November Board meeting was called to order by M. Schaff, President, at 12:07 PM. The October minutes had been mailed out in advance. P. Grantier moved to approve the minutes following a correction by J. Hinman. Seconded by M. Fladeland. Motion carried.

The November vendor invoices and October financial reports had also been mailed out in advance. Following discussion, M. Fladeland moved to approve the November vendor invoices. Seconded by J. Hinman. Motion carried. Following discussion, J. Hinman moved to accept the October financial reports. Seconded by D. Ripley. Motion carried.

C. Kujawa gave Board members copies of an updated 2015 Salary Schedule. D. Ripley moved to accept the 2015 Salary Schedule. Discussion followed. Following some mathematical corrections, M. Fladeland seconded the motion to approve the 2015 Salary Schedule with the corrections. Motion carried.

In the Director's Report, C. Kujawa reported that:

*Foot traffic in the coffee shop was increasing. She had received a letter from Matt McMerty, owner, requesting to be closed the day after Thanksgiving in addition to Thanksgiving Day. He also, asked that they be allowed to close all day December 24th and December 31st in addition to December 25th and January 1, 2015. The Board agreed as long as advanced notice was given and signs were put up.

*The wallpapering and painting of the story room was all that was left to repair the hole in the wall where a lady had driven into the side of the building. Knife River was going to reset the sunken manhole in the parking lot.

*Because the Marcive project had been completed in 2013, there was additional money in the 2014 budget. Instead of waiting until 2015 to start the remodeling of the staff lounge, C. Kujawa would like to get started on that before the end of the year using the extra money in the 2014 budget. Board consensus was to go ahead.

*A new handicapped spot had been reserved for a staff member who is in a wheelchair.

M. Schaff reported that he, C. Kujawa, and E. Jacobs had met with Paul Griffin from the Consensus Council to discuss the strategic plan which will be held early in 2015. Paul Griffin had facilitated the last strategic plan in 2011. C. Kujawa and E. Jacobs will be putting together a

survey for the staff and public asking what the priorities for the Library should be in the next four years. The Library Board, key staff personnel, representatives from the Foundation and the Friends, and patrons will be asked to participate. C. Kujawa will put together a draft survey for Board input before she sends it out.

For the Foundation, it was reported that the new executive director, Cameo Skager, began work on November 18th. Gail Schuck will work with her for a time. It was suggested that C. Skager be invited to the December meeting.

For the Friends, E. Jacobs reported that the Cabin Fever Book Sale will be held in Room A on December 12th and 13th. There will be a pre-sale on December 11th in the evening for Friends members only. Non-members can pay for membership at the door.

It was suggested to add library advertising in the e-mail notices that are sent to patrons including the coffee shop, upcoming events, etc.

There being no further business, the meeting adjourned at 1:10 PM.

Respectfully submitted.

Marilyn Barbie
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: December 18, 2014

Present: Library Board Members: Mike Schaff, President; Mike Fladeland, Vice President; Pat Grantier, Joyce Hinman, and Dave Ripley.

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Marilyn Barbie, Administrative Assistant; and Cameo Skager, guest.

The December Board meeting was called to order by M. Schaff, President, at 12:02 PM. The November minutes had been mailed out in advance. M. Fladeland moved to approve the minutes following typo corrections. Seconded by J. Hinman. Motion carried.

The December vendor invoices and November financial reports had also been mailed out in advance. Following discussion, J. Hinman moved to approve the December vendor invoices. Seconded by M. Fladeland. Motion carried. Following discussion, M. Fladeland moved to accept the November financial reports. Seconded by P. Grantier. Motion carried.

In the Director's report, C. Kujawa reported that:

*D. Ripley had done a comparison of the Hotwire Café coffee shop Profit and Loss statements to The Gifted Bean Coffee House statements. It showed that the Gifted Bean is off to a great start.

*The staff lounge is being updated. The carpet has been cleaned and the walls textured and painted. New appliances have been installed and new furniture is on the way.

*ColorWorks, the company painting the lounge, had said they could also paint the staff hallways before the end of the year.

*Letters had been given to staff members with their new salaries for 2015.

*The draft survey was ready to go out to the public for input regarding the upcoming strategic planning to be held in February. J. Hinman reported she had spoken to people in the school system and they recommended going through the school principals and media specialists to get the survey to teenagers. Part of the strategic planning is for a new Teen Center in the Library. C. Kujawa is also going to send the survey to Renae Walker, Community Relations Director for Bismarck Public Schools, and ask to have the survey put in the school newspapers.

*Focus groups will be set up in the middle of January in preparation for the strategic planning which is scheduled for February 13th and 14th.

For the Foundation, it was reported that the Library Foundation had given a check to the Library for \$15,773.08. This is part of the interest from the Foundation's Endowment that was budgeted for 2014 to be given to the Library.

For the Friends, E. Jacobs reported that the "Cabin Fever Book Sale" had raised enough money to cover expenses and had reduced the inventory making room for more books in the storage area. The Friends are creating a standing committee to work on future book sales.

There being no further business, there was a motion to adjourn.

Respectfully submitted.

Marilyn Barbie
Administrative Assistant

Christine Kujawa
Director