

Minutes of the Bismarck Public Library Board of Directors

Date: January 22, 2015

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

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

The January Board meeting was called to order by M. Schaff, President, at 12:03 PM. The December minutes had been mailed out in advance. M. Fladeland moved to approve the minutes. Seconded by J. Hinman. Motion carried.

The January 2015 vendor invoices, additional December 2014 vendor invoices and December 2014 financial reports had also been mailed out in advance. M. Fladeland congratulated C. Kujawa on the fine job she had done managing the budget. Following discussion, M. Fladeland moved to approve all the vendor invoices. Seconded by J. Hinman. Motion carried. Following discussion, J. Hinman moved to accept the December 2014 financial reports. Seconded by P. Grantier. Motion carried.

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

*The espresso machine in the coffee shop had been repaired but only one side is working. The coffee shop needs a new espresso machine and the owners are comparing machines and prices. C. Kujawa said she had included a new espresso machine on her wish list for the Foundation. Board consensus was that it is important to purchase a new machine as soon as possible before the old one quits working again and it affects the coffee shop's ability to operate. M. Schaff also asked C. Kujawa to request a more detailed monthly report from the coffee shop comparing past to present performance.

*Electrical work is being done at the Library. A fan was installed in the women's bathroom (there had never been a fan installed during construction). Some lighting that hadn't been working was repaired. Also, H.A. Thompson and Sons Inc. is doing some research on one of the building humidifiers. The humidifier is over 20 years old and parts are extremely hard to obtain. It might be prudent just to replace it.

*The Library will be included with the City's bid on summer lawn care. At this time the library's maintenance man is doing all the lawn care. With all his other duties, it is too time consuming.

*The staff lounge has not been completed as some of the furniture hasn't arrived. It is stuck on the west coast where there is a dock workers' labor dispute.

*The adult and teen focus groups, preceding the strategic planning meetings to be held February 13 and 14, were held on January 21. C. Kujawa has not received a report yet. The online survey via Survey Monkey has closed. There were 604 online teen responses, 492 online adult responses and 75 adult paper responses. One of the Friends members has volunteered to compile the results. As soon as C. Kujawa receives the results, she will email to the Board.

*On January 12, C. Kujawa had testified at the 2015 Legislative Assembly in favor of Senate Bill 2013 dealing with State Aid for public libraries. B. Wocken, City Administrator, reported to C. Kujawa that the City Commission had voted to support the bill. B. Wocken and C. Kujawa are also watching Senate Bill 2144 which relates to the property tax code that could affect public libraries.

*C. Kujawa had met with new City Commissioner Marquardt and had given him a tour of the Library. She had visited with him about facility issues including replacing the HVAC system and a new roof and he seemed to be amenable. C. Kujawa is meeting Commissioner Guy for lunch and will visit with her about the same issues. Doug Schonert, County Commissioner, will oversee the Bookmobile portfolio for the County.

*C. Kujawa had given a presentation on the library to the *Fort Abraham Lincoln Corral of Westerners*. P. Grantier, a member of the organization, said it was well received.

*The adult Winter Reading Bingo started on January 15th and runs through March 15th. Kate Waldera, Head of Reference and also president of the Bismarck Historical Society, is giving a presentation on the history of Bismarck Public Library in Room A on April 6th which is open to the public.

*One of the library's part time youth services assistants is starting a new sensory story time. This is an interactive program for children with sensory problems including children with autism.

M. Schaff asked guest, Cameo Skager to report on the Foundation. She noted that the Foundation spring event is scheduled for April 17th and is entitled the "Art of Books". Local artists are being asked to create a work of art to display and sell at the event giving a 30% commission to the Foundation. The Foundation is hosting the annual library staff appreciation lunch on February 23 in the Missouri River Room.

For the Friends, E. Jacobs reported that 21 people have volunteered to serve on a committee to handle future book sales. The Friends Board had approved two draft amendments to their by-laws: 1. Amending the terms of elected office from three years to two years. 2. Removing the stipulation that members must be on the Board one year before they can serve as Vice President or Treasurer. These amendments will be taken to the membership for a vote on April 14th at the annual meeting.

M. Schaff called the Board's attention to an article, from the VOICE, a magazine for library trustees and friends, that he had asked to be included in the Board's packets. M. Schaff noted that the article dealt with the evaluation of the director and there were some good points to consider. He did say that he thought the input from the staff had been helpful evaluating C. Kujawa. M. Schaff also stated that there are courses offered by the Trustee Academy online. He mentioned there were ten short videos that could be shown at the Board meetings. Board consensus was to look into it.

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: February 26, 2015

Present: Library Board Members: Mike Schaff, President; Mike Fladeland, Vice President; Joyce Hinman.

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Cameo Skager, guest.

The February Board meeting was called to order by M. Schaff, President, at 12:05 PM. The January minutes had been mailed out in advance. Following discussion, J. Hinman moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

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

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

*The management of the Gifted Bean asked to wait until after they have been in operation for a full year to provide a year by year comparison of profits and losses. They also asked that any Profit and Loss statements submitted to the Board not be shared further. The Board was in agreement on both points. The new espresso machine purchased for the Gifted Bean has been installed. The Foundation funded \$4,000. towards the cost of the machine, while the remainder came from the \$6,500. allocated for the coffee shop in the library's budget. The total cost of the espresso machine was \$7,153.50.

*H.A. Thompson & Sons Inc. replaced a heating pump and starter at a cost of \$4,500. They also repaired a chiller pump leak and repaired a boiler. They will be replacing a humidifier at a cost of \$6,600. as soon as the part arrives.

*There had been a leak in the roof due to ice jams, which L. Bryntesen was able to remedy. He is keeping note of any design changes that need to be made to the roof when it is replaced.

*C. Kujawa and L. Bryntesen met with City Commissioners Guy and Grossman, the Assistant City Administrator, and the Head of Facilities Maintenance on February 10 to discuss the updates needed to the library's HVAC system and roof. The Commissioners suggested the possibility of completing both projects in two phases over the course of a couple of years. The next step will be to have another contractor complete an estimate on the cost of the HVAC project. Both projects will need to go through the City's bidding process.

*The sliding glass door into the meeting room area has been replaced by C & H Glass Co.

*The staff lounge project is still not completed, as the remaining tables have not been received.

*C. Kujawa distributed the report of the strategic planning meetings received from Paul Griffin of The Consensus Council Inc. C. Kujawa will write the draft of the strategic plan document, which will then be forwarded to management staff for corrections and additions. A draft of the document will be presented to the Board at the March meeting.

*A new part-time bookmobile assistant has been hired and will start on Monday, March 2.

*The art print collection has been upgraded. New art prints were ordered in December 2014 and are now available for patrons to check out.

*M. Barbie's retirement date will be May 15. The position will be open by mid-March so the new person can be hired in time to have a few weeks to work with Marilyn before she leaves.

M. Schaff asked guest, Cameo Skager, to report on the Foundation. She noted that the Foundation had held an appreciation luncheon for library staff. Basin Electric sponsored the luncheon, as well as gifts for the staff. The Foundation spring event is scheduled for April 17, and the theme will be "Art and Books." Seventeen local artists will be producing book-themed artworks, which will be sold at the event. The Foundation will be writing another grant to Basin Electric. M. Fladeland suggested contacting Starion Financial for information on their foundation. C. Kujawa stated that she will be putting together talking points for the Foundation board members to begin discussing the teen center project with donors.

For the Friends, E. Jacobs reported that the Spring Book Sale will take place next Thursday through Saturday, March 5-7. The Friends Board of Directors is in the process of developing an online membership portal.

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

Respectfully submitted,

Elizabeth Jacobs
Assistant Director

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: March 26, 2015

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 Cameo Skager, guest.

The March Board meeting was called to order by M. Schaff, President, at 12:11 PM. The February minutes had been mailed out in advance. J. Hinman moved to approve the minutes after M. Schaff asked that the total cost of the espresso machine be added to the minutes. Seconded by D. Ripley. Motion carried.

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

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

*The coffee shop had made some very attractive bookmarks and asked if they could insert them in books throughout the Library. The Board thought this was a great idea.

*H. A. Thompson and Sons, Inc. had fixed a chiller pump leak and had replaced a humidifier.

*The additional tables had arrived for the staff lounge. The upgrade to the staff lounge is now complete.

*Commissioner Guy was addressing the parking problem at the Library. She had asked for statistics on the number of parking spots available and also the full capacity of the Library if all the various Library services were used to full capacity at any one given time.

*Kate Waldera, Head of Reference Services and also President of the Historical Society, will be giving a presentation on the "History of Bismarck Public Library" at their meeting on Wednesday, April 8th in Room A at 6:30 PM. The meeting is open to the public.

*The Teen Mini-Golf in the Library has been changed from a fall event to a spring event and will be held on March 27th. It is open to all area teens between the ages of 11-18.

*The Library is planning to work with Burleigh County Extension Service and other area groups to co-sponsor more adult events in the Library.

C. Kujawa gave Board members copies of the draft of the 2015-2020 Strategic Plan and asked them to proof it and get back to her with corrections and suggestions by April 10th so she can have it ready by the April board meeting to be voted on.

For the Foundation, C. Skager reported that Foundation Board members are trying to come up with additional perks for the Gold Card Membership to make it more attractive so more people will join. "The Art of Books" event will be held on April 17th here at the Library. So far, a total of 24 local artists have signed up to participate.

For the Friends, E. Jacobs reported that the Friends annual membership meeting will be held April 14th. A coffee and dessert reception will be held prior to the business meeting. Following the business meeting, Susan Wefald will speak on her latest book, *"Important Voices: North Dakota's Women Elected State Officials Share Their Stories, 1893-2013"*.

C. Kujawa asked the Board to change the date of the regular June Board meeting as she would like to attend the pre-conference session of the American Library Association convention on June 25th in San Francisco. It was agreed to have the meeting on June 23rd at noon.

The April 23rd meeting will be held at the Broadway Grill and Tavern. This will be M. Barbie's last Board meeting as she will be retiring 5/15/15.

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: April 23, 2015

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

Also Present: Christine Kujawa, Director; Marilyn Barbie, Administrative Assistant; Cameo Skager, guest; and Liz Lucas, former Board member and guest.

The April Board meeting was called to order by M. Schaff, President, at 12:10 PM. The meeting was held at the Broadway Grill and Tavern to celebrate M. Barbie's retirement. She will be retiring in May. The March minutes had been mailed out in advance. D. Ripley moved to approve the minutes following a typo correction. Seconded by P. Grantier. Motion carried.

The April vendor invoices and March financial reports had also been mailed out in advance. Following discussion, P. Grantier moved to approve the April vendor invoices. Seconded by D. Ripley. Motion carried. The Board then discussed potential projects in 2016 that could be financed through the Library's Fund Balances. Following the discussion, D. Ripley moved to accept the March financial reports. Seconded by P. Grantier. Motion carried.

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

*The Strategic Plan 2015-2020 document was completed and she gave copies to the Board. She thanked the Board for their input and asked for their approval of the final copy. It was suggested by the Board that there be a review of the strategic plan annually at the January Board meeting. P. Grantier moved to approve the Strategic Plan 2015-2020. Seconded by D. Ripley. Motion carried.

*She along with E. Jacobs and M. Barbie had interviewed four good candidates for the administrative assistant position. Cheryl Evansvold, who currently works at the University of Mary, was hired and will begin work on May 11th. A retirement party will be held for M. Barbie May 11th from 3-5 PM in the Missouri River Room.

*The annual Volunteer Celebration to honor the Library's volunteers will be held May 29th at 10 AM in the Missouri River Room. C. Kujawa asked if any Board members could attend to hand out the certificates. P. Grantier volunteered.

*D. Ripley had prepared a graph showing the revenue and expenses of the coffee shop from September 2013 through March 2015. The expenses have remained about the same but the total income has risen considerably. C. Kujawa reported that the smoothie blender had to be replaced at a cost of \$822. This will be paid out of the \$6,500 in the budget allotted for coffee shop expenditures.

*She has begun to work on the revenue draft for the 2016 budget. She will meet with Sheila Hillman, finance director for the City, to discuss the 2016 budget.

*She and Keli McDonald, bookmobile librarian, had met with Burleigh County Commissioner Schonert, who holds the Bookmobile portfolio and is Chairman of the Burleigh County Commission. They reviewed the current stops, services and collection of the Bookmobile, as well as potential future stops and services.

*She and L. Bryntesen, Head of Maintenance, had met with City facilities maintenance personnel to discuss the roof and the HVAC system. Both need to be replaced.

For the Foundation, C. Skager reported that the Foundation's "Art of Books" event had been a success. The event was well attended and 11 of the 18 art pieces on display had sold. The Foundation would receive a 30% commission from the sale of the art pieces sold at the event.

For the Friends, C. Kujawa read a report prepared by E. Jacobs who was not available to attend the meeting. The annual membership meeting held on April 15th was well attended. Susan Wefald was the guest speaker. Five new directors were elected to the Board each with two year terms.

The meeting adjourned at 1:12 PM.

Respectfully submitted,

Marilyn Barbie
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: May 18, 2015

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

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

The May Board meeting was called to order by M. Schaff, President, at 12:05 PM. The April minutes had been mailed out in advance. P. Grantier moved to approve the minutes. Seconded by J. Hinman. Motion carried.

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

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

*Progress is being made on the 2016 one-time priorities: Knife River will give an estimate for removing of the outside bench and surrounding concrete. Cashman Nursery and Landscaping will give an estimate on landscaping the plaza. C. Kujawa will be getting estimates to repair the back steps by the loading dock and to repair the sinking concrete on the driveway by the book drop.

*Gloria David, the City's Public Information Officer, said that CivicPlus, the City's website provider, can do the update of the library website. CivicPlus could provide training to the staff. C. Kujawa will ask for \$15,000 to cover the entire project. Funds would come out of the Library's Fund Balances.

*C. Kujawa had previously sent a tentative schedule of the remaining Board meetings for 2015. She asked if this schedule would work for everyone.

*C. Kujawa had met with Sheila Hillman, Director of Finance, to discuss the first draft of the Library's 2016 budget. Everything looks fine so far.

*C. Kujawa emailed Clyde Thompson, Director of Finance, with questions concerning the Bookmobile budget.

*The coffee shop Profit & Loss Statement had been sent out. The coffee shop will be closed on May 23rd, Memorial Day weekend. It was suggested that a list of closed days be provided to the Board by the coffee shop.

*The staff evaluation process will be starting the end of May and first part of June. C. Kujawa's evaluation will be done in June. M. Schaff and J. Hinman will complete the evaluation including conducting interviews with Library department heads. C. Kujawa will do a self evaluation.

*At the March Central Dakota Library Network meeting, C. Kujawa was elected president.

*The Volunteer Appreciation Ceremony will be May 29th at 10:00 AM in the Missouri River Room. P. Grantier will assist with handing out rewards and gifts.

*The annual City Awards ceremony is scheduled for June 3rd at 2:00 PM. Those receiving awards from the Library are Lynn Bryntesen – 20 years, Vickie Schmidt – 15 years, and Jana Maher – 5 years.

*S. Matthews, head of adult programming, applied for a \$3,000 grant through the City Community Development Department to offer classes on how to create résumés and apply for jobs. The grant was approved at the May 12th City Commission meeting. There is one more step needed for final approval.

E. Jacobs reported that she had updated the Library's 2014 Annual Report and sent out copies to city and county commissioners. The Board was pleased with the layout of the document.

E. Jacobs reported that staff from the Center for Technology and Business Women's Leadership attended a reference meeting to train staff on how to refer patrons to available community services for low and middle income families. They also discussed the homeless situation in the Bismarck area.

Foundation Director, C. Skager reported that the Foundation is still working on updating incentives for the Ben Franklin and Gold Card Clubs. They are looking at starting a new club, the Novel Club for \$500 donors. The Foundation is looking at updating the letterhead and working on the current newsletter.

E. Jacobs reported for the Friends. The group met last week and are working on implementing their strategic plan. Two directors were assigned to each of the four areas of the plan. Friends of the Bismarck Public Library will be sponsoring two author events this summer. On June 1st, First Lady Betsy Dalrymple will talk about the history of the North Dakota Governors Residence. On June 13th, Chris Hodapp, author of several books in the "For Dummies" series, is going to speak about the Freemasons "truths and myths."

The meeting adjourned at 1:15PM.

Respectfully submitted.

Cheryl Evensvold
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: June 23, 2015

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; and Cheryl Evensvold, Administrative Assistant.

The June Board meeting was called to order by M. Schaff, President, at 12:12 PM.

The May minutes were distributed. J. Hinman moved to approve the minutes. Seconded by P. Grantier. Motion carried.

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

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

- Priority Request Update: Estimates have been received for all projects except the railing by the concrete steps leading to the staff door. As this will be a small amount, cost may be covered by the regular budget. C. Kujawa distributed packets with project estimates, which will be reviewed at the special Board meeting in July. The main Library budget narrative and expense worksheet will be mailed out prior to the meeting.
- Board Positions: M. Fladeland's first three year term has been completed. D. Ripley made a motion to recommend M. Fladeland for a second three year term. Seconded by J. Hinman. Motion carried. The Board elected officers for terms beginning July 1, 2015. D. Ripley made a motion to elect M. Schaff as President and J. Hinman as Vice President. Seconded by P. Grantier. Motion carried.
- Library Updates:
 - The coffee shop Profit & Loss Statement had been sent out. The expense for professional fees was discussed.
 - Several trees were damaged during last week's storm. C. Kujawa contacted Public Works and the City Forester to inform them of the damage. They came this morning to clean. A tree on the east side will need to be removed, because after damaged branches are removed, the only remaining branches would hang over the Library roof.

- The new Teen Center project was discussed. C. Kujawa, E. Jacobs, and T. Juhala have discussed a timeline for getting the project started. Architects will be contacted. It was suggested to create an RFP for the architects and possibly request sketches from the architects contacted.

Report from the Library Foundation, Inc.:

- M. Schaff reported that at the last Foundation meeting, the need for updating the by-laws was discussed. They have not been updated since 2011 and the new Executive Director has noted some inconsistencies. Suggested changes will be brought to the August meeting.
- The Executive Director has set up fundraising with Space Aliens. On June 29th, a portion of all sales will go to the Foundation.
- The Bill Pierce Award policy was discussed at the Foundation meeting. This is awarded for those who have made outstanding contributions to the Library.
- The Executive Director plans to do more community outreach by participating in community groups such as Rotary.

Report from Friends of the Library:

- E. Jacobs reported that a budget and finance subcommittee has been formed with the goal of budgeting set amounts to specific programs and projects. This would go into effect next year.
- Friends of the Library will be funding a folk music concert on September 6th, a beginning photography class on July 13th and 22nd, a pine needle basket class on July 18th, a board gaming class on August 1st, and a 5" x 5" ad on a Bismarck area map.

The meeting adjourned at 1:07 PM.

Respectfully submitted,

Cheryl Evensvold
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: July 23, 2015

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; and Cheryl Evensvold, Administrative Assistant.

The July Board meeting was called to order by M. Schaff, President, at 12:05 PM.

The June 23rd minutes had been mailed out in advance. J. Hinman moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

The July 9th minutes had been mailed out in advance. It was noted that M. Fladeland had made the motion to approve the Memorial budget, rather than M. Schaff. M. Fladeland moved to approve the minutes as amended. Seconded by P. Grantier. Motion carried.

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

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

- Library/Facility Updates:
 - The forestry department added the Library to their waiting list to remove the dead tree on the corner of Avenue B and 6th Street, and to remove the stump from the tree that was removed after the storm last month.
 - C. Kujawa will be checking on costs for a spring and fall cleanup of the perennials.
 - C. Kujawa is checking on the cost to seal the plaza. A quote of \$4,900 was received from Myhre Concrete.
 - On August 6th, three Library staff will be attending a Homeless Coalition Workshop at the Capital.
 - Sue Sorlie is donating a painting of Sacajawea painted by Ric Sprynczynatyk.
 - C. Kujawa distributed the 2014 Audit Report submitted by Eide Bailly. She will contact them and request to have a representative attend the August Board meeting.
- 2016 Budget Updates
 - The Budget Committee meeting will be held on July 28th. M. Schaff will attend along with C. Kujawa.
 - C. Kujawa distributed the 2015 Condition Assessment and 2016 Proposed Project document from the Facilities Maintenance Department.
 - The County Budget meeting will be held on August 19th.

Report from the Library Foundation, Inc.: There was no meeting in July. M. Schaff requested that someone else from the Board consider becoming the Foundation representative.

Report from Friends of the Library: There was no meeting in July. Friends of the Library will be sponsoring Pulitzer Prize winning author Elizabeth Fenn on August 1st at the Library.

The meeting adjourned at 12:45 PM.

Respectfully submitted,

Cheryl Evensvold
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: August 27, 2015

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Cheryl Evensvold, Administrative Assistant; and Katie Moch, Eide Bailly auditor.

The August Board meeting was called to order by M. Schaff, President, at 12:00 PM.

K. Moch from Eide Bailly reviewed the 2014 Audit Report. Following discussion M. Fladeland moved to accept the report. Seconded by J. Hinman. Motion carried.

The July 23rd minutes had been mailed out in advance. P. Grantier moved to approve the minutes. Seconded by D. Ripley. Motion carried.

The August 11th minutes had been mailed out in advance. P. Grantier moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

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

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

- 2016 Budget Updates
 - The 2016 Library one-time priority requests were reviewed.
 - The meeting to adopt the budget ordinance will be September 22nd.
 - The public hearing for the county budget will be September 24th.
 - The Library will be receiving state aid this year. The Library will receive an estimated \$88,000 and the bookmobile will receive an estimated \$26,000.
- Staff email addresses have been updated to the @bismarcklibrary.org domain.
- E. Jacobs and C. Kujawa are working on writing an Employee Technology Acceptable Use Policy. The Public Internet Policy will be updated in the near future.

Report from the Library Foundation, Inc.:

- An Estate State Planning and Charitable Giving Presentation will be held on September 28th.
- P. Grantier volunteered to stand in as a proxy for M. Schaff as the Library Foundation Board Representative when he can't attend the meeting. M. Schaff will continue to be on the Foundation Financial Committee.

Report from Friends of the Library:

- Folk singer Adam Miller will be performing at the Library on September 6th.
- The book sale will be October 1st, 2nd, and 3rd.

M. Fladeland made a motion to adjourn. J. Hinman seconded. The meeting adjourned at 1:00 PM.

Respectfully submitted,

Cheryl Evensvold
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: September 24, 2015

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; and Cheryl Evensvold, Administrative Assistant.

The September Board meeting was called to order by M. Schaff, President, at 12:05 PM.

The August 27th minutes had been mailed out in advance. J. Hinman moved to approve the minutes. Seconded by D. Ripley. Motion carried.

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

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

- 2016 Budget Updates
 - Everything recommended by the Budget Committee for the 2016 Library budget passed at the September 8th City Commission meeting.
 - The County Budget meeting will be today at 6:00 PM.

- Facility Updates
 - The parking lot was cleaned and striped this month.
 - The fire sprinklers were tested last week and the fire alarms were tested today.
 - The plaza needs to be power washed and resealed this year.
 - C. Kujawa distributed a letter from Skeels Electric Company with a recommendation to replace the faulty power factor correcting capacitor bank, which is causing higher electrical bills. Skeels included an estimate of \$1,402.00 to take out the old system and replace it with a new one.

- C. Kujawa showed a PowerPoint presentation prepared for the Foundation with architectural designs and cost estimate information for the new teen area.

For the Library Foundation, Inc. M. Schaff reported:

- The Estate Planning and Charitable Giving presentation planned for September 28th has been cancelled.

For the Friends of the Library E. Jacobs reported:

- The book sale will be October 1st, 2nd, and 3rd.

M. Fladeland made a motion to adjourn. P. Grantier seconded. The meeting adjourned at 1:15 PM.

Respectfully submitted,

Cheryl Evensvold
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: September 29, 2015 (Special Board Meeting)

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Cheryl Evensvold, Administrative Assistant; and Keli McDonald, Head of Bookmobile Services and guest.

The meeting was called to order by M. Schaff, President, at 11:05 AM.

This meeting was called for the purpose of discussing Bookmobile services and the county commission budget meeting. C. Kujawa presented a first draft of a letter to submit to the Bismarck Tribune to thank the county commissioners for including the Bookmobile in the 2016 budget. After discussion and revisions M. Fladeland moved to approve the letter. P. Grantier seconded. Motion carried.

Meeting adjourned at 12:30 PM.

Cheryl Evensvold
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: October 22, 2015

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; and Cheryl Evensvold, Administrative Assistant.

The October Board meeting was called to order by M. Schaff, President, at 12:03 PM.

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

The September 29th minutes had been mailed out in advance. P. Grantier moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

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

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

- 2015 Budget Updates
 - The cost for sealing the plaza was about \$5,000
 - Lynn is fixing the sidewalk cracks.
 - We have purchased a new saw and air compressor for building maintenance.
 - Potential year-end projects:
 - Carpet cleaning in several areas.
 - Replacement of light bulbs in lower level.
 - Replacement of power factor correcting capacitor bank.
 - Repair of air chiller.
 - Metal fencing on each side of the power unit across from the loading dock.
- 2016 Personnel Budget and Salary Schedule: The 2016 Personnel Budget and Salary Schedule were reviewed and discussed. Two remaining Circulation Assistants will be moved to the Circulation Associate job title and associated pay grade, as they do almost identical work. The title Circulation Assistant will no longer be used. M. Fladeland moved to approve the 2016 Personnel Budget and Salary Schedule. Seconded by D. Ripley.

- Salary Survey Questionnaire and Results: The results of the Salary Survey Questionnaire were discussed. The questionnaire was sent to several Midwestern public library directors. Minimum, mid, and maximum wage range amounts were averaged based on responses. A three percent increase was included, since survey results are based on the current year. Based on approved wage funds for 2016, all part-time employees will be moved up to the average of the salary survey. Some full-time employees meet the salary survey average. We will look at the salaries of those who do not meet the average in preparation for the 2017 budget.

For the Library Foundation, Inc. M. Schaff reported:

- The Foundation will be reviewing the 2016 budget.
- The Fundraising Committee met yesterday and discussed moving forward with fundraising for the Teen Center. The Foundation Executive Director and Administrative Assistant will be composing a list of donors from previous campaigns.
- The Foundation Director applied for a grant from Best Buy, and \$6,000 was approved.
- The Lion's Club donated \$1,000 to be used for items for the visually impaired.

For the Friends of the Library E. Jacobs reported:

- The book sale was very successful with gross revenues of \$22, 870 and net of \$18,990. These were close to last year's totals.

Additions to the Agenda

- Personnel Policy: C. Kujawa will be sending a draft of the revised Personnel Policy to the Board. Changes in meal reimbursement and family medical coverage were discussed.
- Gifted Bean Contract: The manager of the Gifted Bean has requested to have the contract extended for three more years. This will be discussed further at the November Board meeting.

M. Fladeland made a motion to adjourn. P. Grantier seconded. The meeting adjourned at 1:10 PM.

Respectfully submitted,

Cheryl Evensvold
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: November 19, 2015

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Cheryl Evensvold, Administrative Assistant; and guest Matt McMerty, Gifted Bean Coffee Shop Manager (12:15 to 12:30).

The November Board meeting was called to order by M. Schaff, President, at 12:03 PM.

The October 22nd minutes had been mailed out in advance. M. Fladeland moved to approve the minutes. Seconded by P. Grantier. Motion carried.

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

Coffee Shop Concessionaire Agreement Amendment: After discussion of the amended agreement extending the contract with the Gifted Bean Coffee Shop to December of 2019, a motion was made by J. Hinman to approve the amended agreement. Seconded by M. Fladeland.

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

- Personnel Policy Review/Update: A draft of the revised Library Personnel policy had been mailed out in advance. The revised policy was discussed and additional revisions made. A motion was made by P. Grantier to approve the Library Personnel policy with recommended revisions. Seconded by J. Hinman.
 - To facilitate greater consistency, it was suggested to create a form with a list of policies pertaining to Library staff. The form would include a place for employees to initial indicating that they have read and understand each policy.

Addition to the Agenda

Safety: Safety concerns for patrons entering and leaving the Library was discussed. Suggestions included telling patrons in the newsletter to report to staff if they have concerns, checking on costs for security services, asking police again if they would stop in more frequently, and posting a sign telling patrons to please report questionable behavior to Library staff. C. Kujawa will make a list of incidents from the previous month for the next Board meeting.

For the Library Foundation, Inc. P. Grantier reported:

- A fundraising plan for the Teen Center is being developed.
- How to use the \$1,000 grant from the Lion's Club was discussed.
- The 2016 Library Foundation budget was approved. \$30,000 of excess funds from the endowment was budgeted for the Library, \$25,000 for the Teen Center and \$5,000 for special projects.

For the Friends of the Library E. Jacobs reported:

- The 2016 budget for Friends of the Library was approved. \$7,500 was budgeted and divided amongst adult, children, and teen programming areas. The Friends may contribute \$40,000 for the Teen Center.

J. Hinman made a motion to adjourn. P. Grantier seconded. The meeting adjourned at 1:47 PM.

Respectfully submitted,

Cheryl Evensvold
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: December 18, 2015

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Cheryl Evensvold, Administrative Assistant.

The December Board meeting was called to order by Joyce Hinman, Vice President, at 12:09 PM.

The November 19th minutes had been mailed out in advance. M. Fladeland moved to approve the minutes. Seconded by P. Grantier. Motion carried.

The December vendor invoices and November financial reports had been mailed out in advance. Following discussion, P. Grantier 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:

- Meeting Room Policy Review/Update: A draft of the revised Library Public Meeting Room policy had been mailed out in advance. The revised policy was discussed and additional revisions made. A motion was made by M. Fladeland to approve the Library Public Meeting Room policy with recommended revisions. Seconded by P. Grantier.
- Security Update: A list of security incidents from August to November of 2015 was sent out in advance.
 - Statistics show that over the past four months, we had 126,000 visitors with .01% of these visitors accounting for incidents in the Library.
 - Library board members were in agreement that security in the Library is not a major concern, but still something to keep an eye on.
 - C. Kujawa will be contacting Deputy Chief Ziegler for tips on best practices for security.
 - Employees have been provided with training opportunities on handling disruptive patrons. It was suggested to continue training.
 - Given the low percentage of incidents, Library board members did not recommend hiring security.
 - We will continue to keep a list of incidents.

- Facility Updates:
 - There is enough money in this year's budget to purchase two outdoor benches. These are two seaters with no backs and dividers in the middle.
 - We may be able to pay for the new copier in the Administrative area out of this year's budget. It could be delivered by the end of the year.
 - We have received the new public copier for downstairs.
 - The meeting room area will be painted this month.
 - We are purchasing a modular wall partition with a desk for the office space needed for the future part-time Community Relations Coordinator.

For the Library Foundation, Inc. C. Kujawa reported:

- The Foundation Director designed fundraising materials for the teen center project. C. Kujawa distributed copies.
- C. Kujawa and the Foundation Director attended SCHEEL's Day of Giving event. The Library received \$1,000. The check will go to the Foundation, and they will use the donation to go toward 2016 Summer Reading Program expenses.

For the Friends of the Library E. Jacobs reported:

- The Friends will be paying for Santa Jerry to come back to do photos with Santa.
- There will be a "members only" book sale on January 21st and 22nd.

The meeting adjourned at 1:00 PM.

Respectfully submitted,

Cheryl Evensvold
Administrative Assistant

Christine Kujawa
Director