

Minutes of the Bismarck Public Library Board of Directors

Date: January 28, 2016

Present: Library Board Members: Mike Schaff, President; Joyce Hinman, Vice President (Left at 1:27); David Ripley, and Mike Fladeland.

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Cheryl Evensvold, Administrative Assistant; and guest Kathleen Jones, Burleigh County Commissioner.

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

The December 18th minutes had been mailed out in advance. J. Hinman moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

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

Board Position in July 2016: As D.Ripley's Board member term expires in July, it was proposed by M. Schaff, and agreed upon by the Board, to offer the position to Bob Bartosh.

Coffee Shop Updates: C. Kujawa proposed that \$5,000 be designated for 2016 coffee shop expenditures to cover expenses such as equipment repairs, supplies, and advertising. D. Ripley made a motion to approve. Seconded by J. Hinman.

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

- Facility Updates:
 - The air compressor broke down last month. HA Thompson and Sons has loaned us one until a replacement comes in.
 - A humidifier needed to be repaired. The cost was about \$1,300.
 - The air chiller needs to be repaired. The estimated cost is \$2,700.

- Project Updates:
 - The part-time starting wage increase is in effect.
 - The additional part-time funding approved for 2016 has resulted in being able to hire an additional part-time Reference Associate.
 - The full-time Teen Coordinator position is currently being advertised. Closing date will be February 1st.

- The part-time Community Relations Coordinator position is currently being advertised. Closing date will be February 21st.
- The new copier for the administrative area has arrived and was paid for out of the 2015 budget.
- The meeting room area has been painted.
- The new office space for the new Community Relations Coordinator has been completed.
- We are getting bids for new brush carpet in the lobby.
- The lower level lights have all been switched out to soft white bulbs.
- The HVAC study has gone through the scoring process, and the City Commission has approved going forward with phase 1 with KFI conducting the study.
- We hope to beautify the plaza area if there are remaining funds from 2016 projects. Two benches were purchased and paid for out of the 2015 budget. They will go in the grassy knoll area by the end of 2016.
- The issue of security was revisited. It was felt that beautifying the plaza area will greatly help, and make the space seem more inviting and attractive.
- The issue of the concrete on the plaza becoming slippery at times was discussed.
- C. Kujawa updated the Board on the web site redesign project. The go-live date is planned for May 16th. She will email the Board with further updates.
- C. Kujawa showed options for a new logo created by MABU. The Board would like to see more choices. Examples from other libraries were shown. E. Jacobs will prepare these examples so they can be sent to the Board.

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

- Basin Electric has donated \$25,000 for the Teen Center.

For the Friends of the Library E. Jacobs reported:

- The Friends contributed \$40,000 for furnishings for the Teen Center.
- Fifty new members joined at the membership book sale this month.

The meeting adjourned at 1:27 PM.

Respectfully submitted,

Cheryl Evensvold
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: February 25, 2016

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

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

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

The January 28th minutes had been mailed out in advance. P. Grantier moved to approve the minutes with one grammatical correction. Seconded by D. Ripley. Motion carried.

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

Study Carrel Donation: The study carrels are being removed and flat tables are being added in their place. This will make the space seem more open, larger, and will create greater visibility. As there is not enough room to store the carrels, and there being no plans for future use, the Library would like to donate them to the Ruth Meiers Hospitality House. D. Ripley moved to approve. Seconded by P. Grantier.

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

- Coffee Shop:
 - M. Schaff requested that the future Profit & Loss Statements include last year's totals for coinciding months in order to make comparisons.
 - Matt is getting bids for painting the coffee shop.

- Facility Updates:
 - The humidifier has been repaired.
 - The HVAC study has started.
 - Thermal imaging has been done on the roof in order to detect areas where air is escaping and water may be leaking through. Lynn will be replacing or painting several ceiling tiles. If the tiles become stained again, it will help to tell if moisture is from snow melt or condensation from the HVAC pipes.

 - Security Update: As per M.Schaff, the need for enhanced security was revisited. As random walk-throughs by police officers seem to be the most effective, C. Kujawa will ask the Bismarck Chief and Deputy Chief in an upcoming meeting if it would be possible for officers to start doing this again.

- Logo Update: C. Kujawa has discussed the logo revision with Sandy McMerty and Beth Schatz Kaylor at MABU. It was decided to have a small group including Sandy, Beth, Mike Fladeland, and Elizabeth meet to continue work on the logo revision.

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

- The Library Foundation's Spring event will be held on April 29th. The Pearce Award will be given to former Library Directors Mary Jane Schmaltz and Tom Jones.
- About \$268,000 has been raised for the Teen Center.
- The teen group is working on a mini-golf event for adults as a fundraiser for the teen center.

For the Friends of the Library E. Jacobs reported:

- The Book Sale will be March 3rd – 5th.

The meeting adjourned at 12:50 PM.

Respectfully submitted,

Cheryl Evensvold
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: March 24, 2016

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Cheryl Evensvold, Administrative Assistant; and guests Kathleen Jones, Burleigh County Commissioner and Sandy McMerty (left at 12:20).

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

The February 25th minutes had been mailed out in advance. D. Ripley moved to approve the minutes. Seconded by P. Grantier. Motion carried.

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

Logo Discussion: Sandy McMerty presented the new logo that the committee had designed. M. Fladeland made a motion to approve the new logo. Seconded by D. Ripley. Motion carried.

Petitioning on the Plaza Policy Review/Update: C. Kujawa distributed the updated policy, which had been reviewed by the City Attorney. M. Fladeland made a motion to approve the revised policy. Seconded by P. Grantier.

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

- Facility Updates:
 - Ruth Meiers Hospitality House has taken the study carrels. We may be getting more individual study tables.
 - The draft of the HVAC study is almost completed.
 - Lynn has completed replacing and painting ceiling tiles.
 - We are currently working on updating the inventory list that will be submitted to the insurance company.
- Security Update: C. Kujawa distributed notes from the meeting with Deputy Chief Zeigler and Chief Donlin. C. Kujawa proposed hiring a patrol company to provide a part-time hourly walk-through service for all areas including maintenance and entire grounds. Funding would be available through money saved in other accounts. P. Grantier made a motion to approve going forward. Seconded by D. Ripley.

- Personnel Update:
 - A second round of interviews is being done for the Teen Services Coordinator position.
 - A Community Relations Coordinator has been hired. She will start on April 4th.
- Strategic Plan: Library staff reviewed the Strategic Plan and noted progress from previous year.

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

- Over \$269,000 has been raised for the new teen center
- The Art of Books event will take place at the Library on April 29th.
- Soliciting items for the silent auction at the mini-golf fundraiser was discussed.
- An employee luncheon was held on February 22nd.

For the Friends of the Library E. Jacobs reported:

- The annual membership meeting will be held on April 12th. Monica Hannon and Cliff Naylor will be guest speakers.
- Over \$20,000 was raised at the spring book sale. Proceeds will go toward the teen center.

The meeting adjourned at 1:32 PM.

Respectfully submitted,

Cheryl Evensvold
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: April 28, 2016

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

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

The April Board meeting was called to order by Mike Schaff, President, at 12:10 PM.

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

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

Smoking on Library Grounds: C. Kujawa distributed the Bismarck Code of Ordinances regarding smoking regulations at public places, as requested by M.Schaff. Extending the smoking prohibition beyond twenty feet from entrances was discussed. It was decided to table the issue at this time.

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

- Facility Updates:
 - The completed HVAC study results had been mailed out in advance. Since issues with the roof and moisture in exterior walls are currently of greater concern, it was decided that roof repair would be the priority this year. C. Kujawa shared that the City's recommended project strategy includes conducting a study before any work is done, to insure that the work is done correctly the first time. City Facilities Maintenance is checking to see if repair of the walls may be included in the original roof bid, as the issues are tied together. If yes, a study of the roof and wall issues will be conducted at the same time. Depending on total estimated cost of the HVAC project, partial repair may be done in 2017, because it is possible to do the work in phases.

The 2016 CDLN budget was reviewed.

- Personnel Update:
 - C. Kujawa shared a thank you letter sent to Kate Waldera from the University of Illinois in Champaign-Urbana.

- Nicole Ortega, our new Community Relations Coordinator started on April 4th.
- The Library participated at the Intercultural Festival, which was held at Gateway Mall last weekend.
- Laura Rysavy started her position as Library Teen Program Coordinator on April 19th.
- C. Kujawa shared a voicemail from a patron appreciating the helpfulness of our Interlibrary Loan Manager, Troy Hamre.

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

- The Art of Books event will take place tomorrow at the Library.
- C.Kujawa reported that a \$50,000 donation was received for the Teen Center from an area couple whose grandson is looking forward to using the new teen area.

For the Friends of the Library E. Jacobs reported:

- The annual membership meeting was held on April 12th. Monica Hannon and Cliff Naylor were guest speakers.
- The Friends of the Library will be sponsoring a book talk by North Dakota Poet Laureate Larry Woiwode on Sunday at 2:00 pm.

The May Board meeting has been rescheduled for May 25th.

The June Board meeting has been rescheduled for June 30th. This will be held at Reza's Pitch, as we honor outgoing Board member D. Ripley's years of service.

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: May 18, 2016

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; and guest Kathleen Jones, Burleigh County Commissioner.

The May Board meeting was called to order by Mike Schaff, President, at 12:22 PM.

The April 28, 2016 minutes had been mailed out in advance. P. Grantier moved to approve the minutes. Seconded by D. Ripley. Motion carried.

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

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

- Facility Updates:
 - The cost to complete the HVAC study, which has been completed by KFI, will be paid out of the Library's fund balance. It is estimated that the total cost will be \$4000 more than the \$60,000 that was expected. C. Kujawa stated that this additional amount could be accounted for out of the Library's budget.
 - The first phase of the plaza beautification project has been completed. Knife River poured two concrete pads on the Library's north grassy knoll, and two benches have been mounted for public use. Phase two will be to remove the bench and concrete and replace it with a concrete edge and additional landscaping. Following discussion, D. Ripley made a motion to accept proceeding with the plaza landscaping project. Seconded by P. Grantier. Motion carried.

- Personnel Update:
 - Charlotte Strong started in the position of Administrative Assistant on Monday, May 23.
 - The part time service award ceremony will be held on Tuesday, June 7 at 10:00 AM.

Bookmobile Services: C. Kujawa reported that the Bookmobile is partnering with Burleigh County Extension and Bismarck-Burleigh Public Health to distribute bookmarks featuring the services of the three organizations. Keli McDonald and C. Kujawa gave a report on the Bookmobile at the May 16 Burleigh County Commission meeting. Commissioner Kathleen Jones stated that all future discussion regarding the Bookmobile's budget will be held until the budget hearings in August. She stated that there will be cuts to the budget. Though no percentage has been indicated to this point, she recommended planning for a 5% cut to the Bookmobile's budget. C. Kujawa, Commissioner Jones, and Keli McDonald will be working together on the report to the County Commission during the budget hearings.

For the Library Foundation:

- M. Schaff reported that the Library Foundation received a \$50,000 grant from the Otto Bremer Trust for the teen center project.
- C. Kujawa reported that the bids for the teen center project were opened, and all bids came in near to estimated costs. D. Ripley made a motion to approve the bids, as submitted. Seconded by P. Grantier. Motion carried.

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

- Volunteers with the Friends of the Library will begin handling the pre-sorting of the donated materials, which had previously been handled by Library staff.

The meeting adjourned at 1:25 PM.

Respectfully submitted,

Elizabeth Jacobs
Assistant Director

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: June 30, 2016

Location: Broadway Grill meeting room, Broadway Centre, 101 W. Broadway Avenue

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Charlotte Strong, Administrative Assistant; guests: Kathleen Jones; and Bob Bartosh.

The June Board meeting was called to order by Mike Schaff, President, at 12:05 p.m.

The May 26th minutes had been mailed out in advance. D. Ripley 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 J. Hinman. Motion carried.

M. Schaff nominated J. Hinman as Board President (one year term) and P. Grantier as Board Vice President (one year term). D. Ripley moved to accept the position assignments. Seconded by M. Fladeland. Motion carried. M. Schaff nominated Bob Bartosh to a three year term, replacing outgoing board member D. Ripley. M. Schaff was nominated for a reappointment to his second three year term. Following discussion, P. Grantier moved to accept and seconded by D. Ripley. Motion carried.

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

- Schedule Special Budget Meeting:
 - The special budget meeting will be on Wednesday, July 13, 2016 at 11:30 a.m. J. Hinman, M. Schaff, and C. Kujawa will meet with the City Budget Committee on July 25, 2016 at 3:00 p.m.
 - Commissioner Jones discussed bookmobile budget preparation. Board members were asked to attend both the County department budget meetings (Wednesday August 17 at 8:30 a.m.) and the County public hearing (Thursday, September 22 at 5:00 p.m.).
 - C. Kujawa discussed the possibility of separate outreach services between the City and County, in an effort to compromise with the County Commission. A member of the Friends of the Bismarck Public Library board is currently looking into vehicle possibilities.
- 2016 Library Director Evaluation
 - C. Kujawa stated that the director's evaluation should be done in the near future. J. Hinman and M. Fladeland will work with C. Kujawa on coordinating it.

- Facility Updates
 - The plaza beautification project is moving forward. Several positive comments from patrons have been reported. Benches are well received with possibly a third bench placed nearby.
 - A roof study, including exterior walls, is scheduled to take place by the end of 2016. Facilities maintenance is handling the paperwork for the Library's two major capital improvement projects (Roof and HVAC), for submittal in the 2017 budget.
 - The brush carpet in first half of the lobby should be replaced within the next couple of weeks.
 - The Technology Coordinator will be purchasing and installing Envisionware's Document Center from his existing technology budget. The equipment will allow patrons to scan and fax documents on their own. We are hoping this will be a useful service for small businesses in the community.
- Happy News
 - Parker Hintz, who recently asked his friends for new books for the Children's Library and donations for the Teen Center, in lieu of gifts for his birthday, was recognized by Mayor Seminary and City Commissioners for his good deed.
 - Kate Waldera was honored for her 30 years of service at the City's Service Award Ceremony.
 - Sheldon Steckler received the City's Shining Star award for his great work ethic.
 - Sarah Matthews was chosen for the 20 Under 40 award; an article about this recognition will be published on July 17 in *The Bismarck Tribune*.
- Gifted Bean P & L Statement
 - The board discussed the Gifted Bean P&L statement. M. Schaff requested that C. Kujawa ask the owners to include the year-to-date information in their monthly reports. M. Fladeland stated that the board could invite them to a future meeting to be sure their needs are being met.

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

- Construction for the Teen Center has started.

For the Friends of the Library E. Jacobs reported:

- The board approved funding to use toward the plaza beautification project.
- They are sponsoring the program *Travelling Museum of Music* (by the Smithsonian Institute), scheduled for Sunday, July 3rd.

The board presented D. Ripley with his farewell gift. He was thanked for sharing his time and talents with the board and library. He will be missed.

The July Board meeting has been scheduled for July 28th.

The meeting adjourned at 1:37 PM.

Respectfully submitted,

Charlotte Strong
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: July 13, 2016 (Special Board Meeting)

Present: Library Board Members: Pat Grantier, Vice-President; Mike Fladeland, Bob Bartosh; and Mike Schaff

Not Present: Library Board Member: Joyce Hinman, President

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; and Charlotte Strong, Administrative Assistant.

This meeting was called for the purpose of reviewing the proposed 2017 Library budgets. The meeting was called to order by P. Grantier, Vice-President, at 11:40 AM.

Memorial Budget:

C. Kujawa is recommending a significant increase from \$99,000 to \$126,000 in order to enable use of pledged funding for the Teen Center project, thanks to the fundraising efforts of the Bismarck Library Foundation. This revenue will assist in covering the loss in the Library's state aid revenue. M. Schaff moved to accept the proposed Memorial budget. Seconded by M. Fladeland. Motion carried.

Bookmobile Budget:

C. Kujawa stated that the bookmobile's County appropriation request will decrease from \$322,530 to \$303,225, a 6% decrease. The 2016 Property tax levied at \$268,428 will be decreasing by 5% (\$12,428), with a requested 2017 Property tax levy of \$256,000. Current County population is 20,036, which calculates to \$12.78/resident for bookmobile services. \$10,000 will be earmarked for transfer from Library general fund into the Bookmobile savings account. M. Fladeland moved to accept the proposed bookmobile budget. Seconded by B. Bartosh. Motion carried.

Library Budget:

The 2016 property tax revenue is at \$1,968,913, with a requested increase of 4%, to make the 2017 property tax fund revenue at \$2,044,567. The state aid distribution will decrease from \$226,552 for 2016 to \$167,000 for 2017. To make up for this loss, several expense categories are decreasing. State aid distribution to public libraries should not be cut. The ND State Library stated estimated revenue for us will be \$79,590. A wage increase of 2.5%-3%, depending on performance, with a 1% equity increase, was requested.

The facilities service contract expenses have increased, accounted for by the inclusion of part-time patrol service. It is proving to be very beneficial, according to our statistics, and has resulted in a decrease of both our calls to the Police Department and number of people trespassed.

The stop/loss insurance expense has significantly decreased due to the insurance company moving away from paper records to digital. We also discontinued insurance coverage for off-site CDLN hardware, because we don't have off-site hardware storage. Library Board members are

covered for liability insurance through the City's North Dakota Insurance Reserve Fund liability insurance policy.

The advertising/promotions account has been decreased. The Friends of the Bismarck Public Library will generously assist us with covering this lost revenue in 2017.

The subscription/publications expenses have increased because database costs are increasing significantly. The Overdrive platform and collection fees are paid via this account.

M. Fladeland moved to accept the proposed Library budget with proposed amendments. Seconded by M. Schaff. Motion carried.

Special Projects:

C. Kujawa explained the importance of utilizing the Library's general fund versus the City's general fund, whenever fiscally possible. One-time priority projects were discussed and include: replacing ejector pump #2, purchasing a snow sweeper, and replacing the brush mat/carpet in the Library's lobby. All proposed projects would be paid for via the Library's general fund; not the City's general fund. M. Schaff moved to accept the proposed one-time priority projects. Seconded by M. Fladeland. Motion carried.

C. Kujawa requested that the part-time Community Relations Coordinator move into a full-time position in 2017 with full funding provided by the Library's general fund. She reminded the board that we had requested full-time funding in 2016, but it was denied by the City Budget Committee, and we compromised to start with part-time funding for the first year. The job duties of this position were discussed. M. Schaff moved to accept the proposed priority initiative. Seconded by B. Bartosh. Motion carried.

Capital Improvement Projects:

Discussion was held regarding the capital improvement projects that the facilities maintenance department is planning to submit, including the roof/clerestory window project, the HVAC system upgrade, and the main stack lighting updates. Revised copies were handed out for information/records.

Next meeting: July 28, 2016 at Library's administration conference area

At 12:50 PM, M. Fladeland made a motion to adjourn. B. Bartosh seconded. Motion carried.

Charlotte Strong
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: July 28, 2016

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

Not Present: Library Board Members: Pat Grantier, Vice-President; and Bob Bartosh.

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; and, Charlotte Strong, Administrative Assistant.

The July Board meeting was called to order by Joyce Hinman, President, at 12:01 p.m.

The June 30th minutes had been mailed out in advance. M. Fladeland moved to approve the minutes. Seconded by M. Schaff. Motion carried.

The July 13th Special Budget Meeting minutes had been mailed out in advance. M. Schaff moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

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

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

- Budget Committee Meeting Update:
 - J. Hinman, M. Schaff, and C. Kujawa met with the City Budget Committee on July 25, 2016 at 3:00 p.m.
- Bookmobile Budget Update:
 - A fact sheet is still being compiled for Commissioner Jones. Keli McDonald, Head of Bookmobile, is continuing to gather signatures for the Bookmobile petition, but it is difficult when school is not in session.
 - The County department budget meeting will be held on Wednesday, August 17, 2016 at 8:30 a.m. J. Hinman and C. Kujawa will attend. The final public budget hearing will be on Thursday, September 22, 2016 at 5:00 p.m. C. Kujawa asked that board members attend, if available.
 - C. Kujawa discussed the possibility of separate outreach services between the City and County, in an effort to compromise with the County Commission. C. Kujawa, E. Jacobs, and the Friends treasurer are looking into vehicle possibilities with local car dealerships in the area.
- Coffee Shop Update:
 - The Board is requesting YTD and 12-month comparison reports from the Gifted Bean.

- What can the Board and the Library do to help them become more successful?
- The Board requested that C. Kujawa invite the coffee shop owners to the next board meeting.
- Teen Center Construction Update:
 - Change orders: fire extinguisher placement, additional outlets, mounting speakers/screen
 - The DEMCO furniture quote is being updated. The goal is to sign updated quote by the end of July.
 - Construction is moving forward quickly, ahead of schedule. Projected finish date is still November 2016.
- Sarah Matthews was chosen for the Bismarck Tribune's "20 under 40". Her profile was recently published in the newspaper.
 - The Mayor and City Commissioners would like to publicly honor Sarah for this award at the next meeting on August 9th, to be held at United Tribes Technical College.

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

- The Foundation board did not meet in July.
- The Foundation board will discuss 2016 nominations for the Pearce Award.

For the Friends of the Library E. Jacobs reported:

- The Friends board did not meet in July.
- The Ice Cream Social will be on Monday, August 1 at 6:30 p.m., located on the Library's plaza (in Room A if rainy weather).

The August Board meeting has been scheduled for August 25, 2016 at noon.

The meeting adjourned at 12:52 p.m.

Respectfully submitted,

Charlotte Strong
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: August 25, 2016

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Charlotte Strong, Administrative Assistant; and guests, Matt McMerty and Sandy McMerty. Commissioner Jones arrived at 12:25 p.m.

The August Board meeting was called to order by Joyce Hinman, President, at 12:00 p.m.

The July 28th minutes had been mailed out in advance. M. Schaff 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, P. Grantier 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 B. Bartosh. Motion carried.

Gifted Bean Coffee Shop

Upon invitation, Matt and Sandy McMerty attended the Board meeting to provide an update on the Gifted Bean Coffee House. They reported that the last P&L statement showed a deficit because they had paid their taxes and it is generally slower during the summer months. They had an increase on the first day of school, especially with Bismarck High School being in session and having an off campus lunch hour. They have noticed trends in repeat customers, especially with nurses and doctors from the neighboring hospitals and different groups that regularly visit the Library. The Board assured the McMerty's that the Gifted Bean is viewed as an important part of the Library, and wants it to continue to be successful. The Board offered to help in marketing The Gifted Bean with the Library. The Gifted Bean suggested advertising in the BHS student newspaper after the Teen Center is constructed. The ad could include information about both the Gifted Bean and the new teen space. They are also looking into marketing on the radio as well. The Gifted Bean will continue to provide P&L statements with the year-to-date comparison twice a year.

Matt reported that the part-time patrol service in the Library has been helpful. Sandy stated that the plaza beautification makes a noticeable difference to the entrance of the Library. Matt mentioned the negative feedback he had received from patrons when the bench and concrete were on the plaza. Now, the feedback received is all very positive.

Matt said that the coffee shop equipment is working well, and the new espresso machine works great. He recently paid for a service call fee from LiquiServe for a minor repair. Recently there was a refrigeration issue and Lynn was able to fix it. The Board reminded Matt that there is still

a small fund set up for the coffee shop. Matt said that he did not want to utilize those funds unless necessary, and might request use of funding for shared advertising. The Board thanked the McMerty's for attending the meeting. They departed at 12:25 p.m.

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

- Library Budget Update:
 - No further updates since the City budget committee meeting and City commission meeting regarding the 2017 budget.
- Bookmobile Budget Update:
 - The first County budget meeting recessed after 5½ hours and 2 hours the next day.
 - The final County public budget hearing will be on Thursday, September 22, 2016 at 5:00 p.m. C. Kujawa asked that board members attend, if available.
 - C. Kujawa shared a copy of a letter written by a director at one of the assisted living facilities that the bookmobile stops at. The director is planning to submit it for publication in the Bismarck Tribune.
- Teen Center Construction Update:
 - C&H Glass brought in all of the frames for the glass walls; only waiting for the glass to install. The opening to the 6th Street stairwell has been plastered and closed up. The fire sprinklers have been prepped. The electricians are waiting for the remainder of lights to arrive. The final furniture quote was signed and submitted to DEMCO on July 31st. Construction is moving forward quickly, ahead of schedule. Projected finish date is still November 2016.

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

- The Foundation board nominated Betty Mills for the 2016 Pearce Award.
- Some Foundation board members had suggested adding a corporate category for future Pearce Awards.

For the Friends of the Library E. Jacobs reported:

- The Ice Cream Social, held on Monday, August 1 at 6:30 p.m. on the Library plaza, was fun and successful.
- They are starting to plan for the next book sale, to be held in the Library's Meeting Rooms on October 6, 7, and 8.

Open Discussion: It had been mentioned that there has been discussion regarding a parking ramp being built on the corner of 5th St. and Avenue A within the next 5 years. No other information was shared.

The August Board meeting has been scheduled for September 22, 2016 at noon.

The meeting adjourned at 1:08 p.m.

Respectfully submitted,

Charlotte Strong
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: September 22, 2016

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; and Charlotte Strong, Administrative Assistant

Not Present: Elizabeth Jacobs, Assistant Director

The September Board meeting was called to order by Joyce Hinman, President, at 12:08 p.m.

The August 25th minutes had been mailed out in advance. B. Bartosh asked to revise a sentence in the Gifted Bean Coffee Shop section. The Gifted Bean was added so as to read, "The Board offered to help in the marketing of The Gifted Bean with the Library." M. Fladeland moved to approve the minutes. Seconded by P. Grantier. Motion carried.

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

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

- Bookmobile Budget Update:
 - The final County public budget hearing will be on Thursday, September 22, 2016 at 6:00 p.m. J. Hinman, P. Grantier, M. Fladeland, and B. Bartosh will attend. C. Kujawa asked if there were any questions. The following points were discussed.
 - Stops within the city mainly include assisted living centers and schools. In the summer, some afterschool programs are added to the stops. There are a good number of county students who attend the afterschool programs. The stops are divided by city and county 50%-50%, but the majority of time is spent at the county stops.
 - The service provided in the parking lot of the University of Mary is available for all the county residents in that area.
 - In addition to the over 4,000 bookmobile library cardholders, there are also about 1,700 cardholders that choose to have a city library card.
 - C. Kujawa presented a graph illustrating that the city/county library service agreement only costs \$12.78 per person for people living outside Bismarck.
- 100 Year Anniversary Update:
 - An Anniversary Committee consisting of interested leadership staff was formed to start the brainstorming process. The first meeting was held on Wed., Sept. 14th.

A survey, with input from library employees and longtime patrons had been completed in advance. The Committee met to review survey responses, discuss potential events and ideas, and delegate assignments. Estimated expenses are due by Oct. 7th with the goal of sharing the information with the Board at the October meeting.

- Teen Center Update:
 - C. Kujawa reported that we've had a good amount of media coverage on this project.
 - The construction crew is currently working on installation of carpet and cupboards.
 - Laura Rysavy and Traci Juhala are working on reaching out to area teachers about student art submissions for the center.

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

- The Foundation board nominated Betty Mills for the 2016 Pearce Award. Board members discussed the possibility of nominating corporations for future Pearce Award recipients.
- Kevin Dvorak, President of the ND Community Foundation presented at their last meeting.

For the Friends of the Library C. Kujawa reported on behalf of E. Jacobs:

- They are starting to plan for the next book sale, to be held in the Library's Meeting Rooms on October 6, 7, and 8.
- They plan to purchase three more Little Free Libraries in the near future. The current Friends president received a \$1,000 grant through the Women's Leadership Program to purchase the additional libraries. They are planning to place them in lower income neighborhoods, or in areas that do not currently have a Little Free Library.
- Pat Ness resigned from the Friends Board. Colleen Reinke took her seat.

The October Board meeting has been scheduled for October 27, 2016 at noon.

The meeting adjourned at 1:09 p.m.

Respectfully submitted,

Charlotte Strong
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: October 27, 2016

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; and Charlotte Strong, Administrative Assistant; and guests, Commissioner Jones and Collin Engelhardt from Eide Bailly, LLP.

The October Board meeting was called to order by Joyce Hinman, President, at 12:05 p.m.

Eide Bailly Senior Auditor Collin Englehardt had been invited to the meeting to discuss the Library's 2015 audit report. At the request of the Board, he first spoke about the adverse opinion regarding the Bismarck Library Foundation (Foundation), a discretely presented component unit of the Library. The adverse opinion states that there is a difference in accounting methods between the Foundation, which uses the cash basis accounting method, and the City of Bismarck, which uses the accrual basis accounting method. While it is perfectly acceptable for the Foundation to utilize the cash basis accounting method, they must still report it because it differs from what the City of Bismarck is using, and is not in accordance with the Government Accounting Standards.

Eide Bailly is required to identify the adverse opinion, even though the Foundation is legally separate from the Library and is not a department within the City of Bismarck. The adverse opinion and accounting method used by the Foundation does not have any impact on the Library as a department of the City of Bismarck. The Board requests that information regarding the adverse opinion be shared with the Foundation Board at their November meeting.

Collin Englehardt and the Board continued to review the 2015 Audit Report. B. Bartosh commented on the section regarding the "Reporting Entity" on page 18, which states that the Foundation is "an entity that is legally separate from the Library but is financially accountable to the Library." B. Bartosh stated that the Foundation is accountable to its own Board of Directors, not to the Library. M. Schaff recommended a language change to say that the Foundation is "legally separate from the Library but financially supports the Library." Collin Englehardt responded that it cannot be changed for the 2015 audit, but he will change it for the 2016 audit. M. Fladeland concurred, and the Board as a whole agreed with this.

Collin Englehardt reported that there was nothing significant to report regarding the Library's audit and everything was favorable with no issues, and was overall a good, clean audit. He left the meeting at 1:15pm. M. Schaff moved to accept the report. Seconded by M. Fladeland. Motion carried.

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

The October vendor invoices and September financial reports had 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. Schaff moved to accept the September financial reports. Seconded by M. Fladeland. Motion carried.

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

- 100 Year Anniversary Update:
 - An Anniversary Committee consisting of interested leadership staff was formed to start the brainstorming process. The majority of events will take place in May 2017. Committee members provided estimated expenses, which were compiled and shared with the Board. C. Kujawa stated that she is hoping to get financial assistance from the Friends of the Bismarck Public Library and Bismarck Library Foundation.
 - Several event and program ideas were shared with the Board. The major event is tentatively scheduled for Saturday, May 13, 2017, with several other programs throughout the month of May. The committee will be planning promotion and advertising, including a short video on the history of the Library and an ad to be used on social media. Following discussion, M. Schaff moved to accept the 100 Year Anniversary budget expenses. Seconded by M. Fladeland. Motion carried. B. Bartosh mentioned that the Bismarck Library Foundation's Spring Fundraiser could serve as the kickoff event with Betty Mills, 2016 Pearce Award recipient, who could speak about the Library's history.
- 2017 Personnel Budget & Salary Schedule:
 - C. Kujawa went through the 2017 personnel budget for the Library and Bookmobile staff. Following discussion, M. Fladeland moved to approve the 2017 Personnel Budget & Salary Schedule. Seconded by P. Grantier. Motion carried.
 - C. Kujawa requested that the Board consider a change to the annual leave section of the Personnel Policy regarding the annual leave allotted to newly hired Library Directors. She requested that the Assistant Library Director position be included as well. M. Schaff suggested adding a sentence to the policy to read: "When hiring a new Assistant Library Director, years of service may be taken into account..." C. Kujawa will draft changes to the policy and bring it to the Board at the November meeting for consideration and approval.
- Central Dakota Library Network (CDLN) Financial Officer Position:
 - C. Kujawa informed the Board that in light of the recent death of Morton Mandan Public Library Director Kelly Steckler, CDLN no longer has a Financial Officer. The consortium has two options: Hire an outside accountant to process the invoices, or the Library will take it on. The decision will be made by the CDLN Board the beginning of November.
- Teen Center Update:
 - The final date of completion is still set for November 20. The Grand Opening is tentatively set to take place the beginning of December. C. Kujawa will inform the Board as soon as a date has been confirmed.
- Mobile Library:
 - C. Kujawa would like to have a modest press conference to announce the beginning of Mobile Library service. The plan is to schedule it toward the end of November, before Thanksgiving.

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

- The Foundation will be planning for their Spring event, to take place at the end of April.

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

- The Fall used book sale earned \$23,062 in three days.

The November Board meeting has been scheduled for November 17, 2016 at noon.

The meeting adjourned at 2:05 p.m.

Respectfully submitted,

Charlotte Strong
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: November 17, 2016

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; and Charlotte Strong, Administrative Assistant.

Not Present: Mike Fladeland

The November Board meeting was called to order by Joyce Hinman, President, at 12:05 p.m.

The October 27th minutes had been mailed out in advance. M. Schaff 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, P. Grantier moved to approve the November vendor invoices. Seconded by B. Bartosh. Motion carried. Following discussion, B. Bartosh moved to accept the October financial reports. Seconded by M. Schaff. Motion carried.

Personnel Policy Updates

- Proposed change to “Working Conditions (Page 11-18) – H. Annual Leave” section had wording changed and finalized after discussion. P. Grantier moved to approve, B. Bartosh seconded, and the motion carried.
- Proposed addition to the personnel policy to include the “Outreach Vehicle Policy” as subsection C under the “Employee Conduct” section on page 19. Also, add “Appendix 3: Outreach Vehicle Policy” in the table of contents and the new policy wording between “Appendix 2” and “Appendix 4”. B. Bartosh moved to approve the finalized wording and policy placement after discussion, M. Schaff seconded, and the motion carried.
- Proposed draft policy for “Donated Materials Policy” revised to wording changed and finalized. Following discussion, P. Grantier moved to approve, B. Bartosh seconded, and the motion carried.

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

- Teen Center Update
 - Everything is on schedule for the completion date of November 20th.
 - Planning for the “official” grand opening which will be December 9th, either 6:30 or 7 p.m.
 - Traci Juhala and Laua Rysavy are planning for a general public open house on December 10th.
 - Plan for excess teen center donations will be spent over time as needed for books, audio/visual materials, and programming costs.

- Mobile Library Update
 - The official announcement of the new Mobile Library Outreach Service vehicle will be on Monday, November 21st at 2:00 p.m. near the Library plaza area. There will be a ribbon cutting ceremony with Commissioner Guy, Keli McDonald and Troy Hamre.
- Procedure Update: Emergency Procedures
 - C. Kujawa mentioned there are procedures in place for only fire, tornado, and snow. C. Kujawa proposed looking at including a procedure for potential lockdown. When the procedure has been written, she will share it with the Board.

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

- The Foundation approved their 2017 Budget.
- The Library will receive a \$25,000 grant going towards the expenses for the 100 Year Anniversary Celebration events planned.
- The 2015 Audit was discussed. Foundation staff will be working with Mahlum Goodhart to find out what would be involved with changing their accounting method from cash basis to accrual.
- Betty Mills will be given the Pearce Award at the 2017 Spring Event in April. She has a long history with the Library and will be asked to speak about this, as a kickoff to the 100 Year Anniversary events that will be starting in May.

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

- The Friends approved their 2017 Budget.
- The Friends goal was to contribute \$40,000 to the Teen Center Project. A balanced budget is important in order to continue to contribute to large capital projects.
- The Friends have set up a Holiday Book Auction for the more valuable books donated for the Book Sale but not sold in the Book Sale.
- The Library will receive a \$5,000 grant to help 100 Year Anniversary expenses.

The December Board meeting has been scheduled for December 22, 2016 at noon.

The meeting adjourned at 1:10 p.m.

Respectfully submitted,

Charlotte Strong
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: December 22, 2016

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; and Charlotte Strong, Administrative Assistant.

The December Board meeting was called to order by Joyce Hinman, President, at 12:02 p.m.

The November 17th 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, M. Fladeland moved to approve the November vendor invoices. Seconded by P. Grantier. Motion carried. Following discussion, M. Fladeland moved to accept the October financial reports. Seconded by M. Schaff. Motion carried.

Policy Discussion

- Proposed addition to the personnel policy to include “Appendix 4: Infant at Work and Nursing Mother Policy” in the table of contents and the new policy wording after “Appendix 3”. Also proposed, is the Infant at Work – Waiver of Liability Form and the Infant at Work Request form. M. Schaff moved to approve the finalized wording and policy placement after discussion, M. Fladeland seconded, and the motion carried.
- Proposed change to the public service policy “Emergency Closing” section (page 9) had wording changed and finalized after discussion. Proposed addition to the personnel policy to include the “Emergency Closings” as subsection D under the “Working Conditions” section on page 12. M. Fladeland moved to approve the finalized wording and policy placement after discussion, B. Bartosh seconded, and the motion carried.

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

- Update on the overhang damage done by snow contractor’s front loader equipment, including copies of the contractor’s insurance, incident report, and photos of the damage.
- Update on Teen Center activity. Two major invoices from the architect and electrician have not been received yet. We will continue to receive pledged donations through 2020. These funds will be deposited to the Memorial Fund and used only for Teen Center expenses, estimated at: 2017 = \$17,000; 2018 = \$17,000; 2019 = \$15,000; and 2020 = \$13,000. Traci Juhala’s new office furniture should be received in the next couple weeks. She should be moved into the space by mid-January. The draft Teen Center policy will be brought to the Board for approval at the January 2017 meeting.
- M.Schaff requested that the Board discuss the change in state law regarding medicinal Marijuana. At this point, our current policy covers all medical related drug uses. The

Board will discuss at a later time if they feel additional wording should be drafted for the Personnel Policy.

- Regarding progress on emergency procedures, we are in the process of setting up a paging system through the Library's phone system, and are continuing to work on the Lock Down and Shelter in Place procedures.
- C.Kujawa reported that the Army Corp of Engineers reached out to her and requested that the Library provide copies of the recent Environmental Impact Statement (4,000+ pages) on USB drives. We have received five USB drives and they are available for in-house.

For the Bismarck Library Foundation, Inc., B. Bartosh reported:

- Development Committee preparing for The Art of Books Spring Event on April 28, 2017, which includes honoring Betty Mills with the Pearce Award.
- The Foundation will connect with their auditor in 2017 regarding how to proceed with their financial reporting, cash basis vs accrual method.
- The Library will receive a \$25,000 grant going towards the expenses for the 100 Year Anniversary Celebration events planned.
- J. Hinman thanked the Foundation members for not only fundraising for the Teen Center, but also by having so many Foundation Board members present at the Grand Opening.
- P. Grantier will continue to represent the Board at the Foundation meetings, unless unable to attend, then B. Bartosh or M. Schaff.

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

- The Friends continue book sorting for the next Book Sale in the spring.
- The Holiday Book Auction did not take place.
- The Friends Board did not meet in December.

The January Board meeting has been scheduled for January 26, 2017 at noon.

The meeting adjourned at 1:03 p.m.

Respectfully submitted,

Charlotte Strong
Administrative Assistant

Christine Kujawa
Director