

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: January 26, 2017

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

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

Not Present: Bob Bartosh

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

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

The vendor invoices for January 2017 and December 2016 (additional), along with the December financial reports had been mailed out in advance. Following discussion, M. Schaff moved to approve the January 2017/December 2016 (additional) vendor invoices. Seconded by P. Grantier. Motion carried. Following discussion, M. Fladeland moved to accept the December financial reports. Seconded by P. Grantier. Motion carried.

Policy Discussion: BVMPL Public Service Policy

- C.Kujawa and E.Jacobs provided a draft of recommended Public Service Policy changes, which had not been fully updated for several years. Two new policy sections had been added to the draft: Children's Library and Teen Headquarters. The Board read and discussed each section of the policy, and made changes to wording in various areas.
- M. Fladeland moved to approve the finalized wording after discussion, P. Grantier seconded, and the motion carried.

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

- A team of employees have been working on DVD "Binge Boxes." They will be ready and available for checkout by the end of this spring.
- The three areas of exterior building damage are still in process. C.Kujawa is working with Seifert Electric to find a replacement light pole. It is difficult to find a light pole that matches closely to others, because they were installed fifty years ago.
- This afternoon the City Budget Committee will meet at the Library to discuss the HVAC and roof projects. Three Library board members will be attending. A news release regarding the quorum was sent out to media in advance.
- C.Kujawa reported that the 2016 budget will close out the beginning of February. She will have a year-end budget report at the February meeting. She is working on several projects in the building, including the nursing mother room and the triptych photo display. She and E.Jacobs will be meeting with someone from Creative Treatment, Inc. to start the process on the 100 Year Anniversary video. An employee from Einstein

Bagels stopped over this morning with bagels for the Library employees, and thanked us for all we do for the community.

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

- The Friends funded a car starter for the Mobile Library van, in addition to their continued funding for insurance and fuel.
- The Friends continue book sorting for the next Book Sale in the spring, and everything is going as planned.

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

- P. Grantier brought the Foundation's reports from their last meeting and offered to share them with Library Board members.
- The Development Committee is preparing for The Art of Books Spring Event, which will take place on April 28, 2017. Betty Mills will receive the Pearce Award.
- The Foundation was thanked for their fundraising efforts for the Teen Headquarters.
- They received a \$1,000 donation from Scheels.
- The Foundation will connect with their auditor in 2017 regarding how to proceed with their financial reporting, cash basis vs accrual method.
- The Foundation was pleased that there was such a great turnout for the Teen Headquarters Grand Opening, especially on such a cold night.
- C.Kujawa reported to the Foundation that Clay Jenkinson will be performing as Theodore Roosevelt this May as part of the 100 Year Anniversary Celebration.

The February Board meeting has been scheduled for February 23, 2017 at noon.

The meeting adjourned at 1:41 p.m.

Respectfully submitted,

Charlotte Strong
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: February 23, 2017

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

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

Not Present: Bob Bartosh and Mike Schaff.

The February Board meeting was called to order by Joyce Hinman, President, at 11:59 a.m.

The January 26th minutes had been mailed out in advance. M. Fladeland moved to approve the minutes. Seconded by P. Grantier. Motion carried.

The vendor invoices for February 2017 and December 2016 (additional), along with the January financial reports had been mailed out in advance. Following discussion, M. Fladeland moved to approve the February 2017/December 2016 (additional) vendor invoices. Seconded by P. Grantier. Motion carried. Following discussion, P. Grantier moved to accept the January financial reports. Seconded by M. Fladeland. Motion carried.

BVMPL Education and Training Policy:

- C. Kujawa provided a draft of recommended Education and Training Policy changes, which had not been fully updated for several years. A new Continuing Education Assistance Application was included with the draft. The Board read and discussed each section of the policy, and made changes to wording in various areas.
- P. Grantier moved to approve the finalized wording after discussion. Seconded by M. Fladeland. Motion carried.

2017 Board Meeting Schedule

- As requested by President J. Hinman, a list of tentative board meetings for the remainder of 2017 was shared with the Board to insure that there is a quorum at every meeting.

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

- C. Kujawa provided 2016 year-end documentation including a summary of the 2016 budget and 2016 continuing education opportunities offered to employees. 2015-2020 Strategic Plan progress will be provided at the March meeting. The 2016 Annual Report will be shared with the board within the next couple months.
- C. Kujawa provided updates on the following building projects: plaza light pole damage, plaza overhang damage, and the damage near the loading dock. The light pole is on order. The other exterior damage cannot be repaired until the weather is warmer.

- C.Kujawa reported on the leaking that had taken place on the Children's Library balcony due to roof issues. The leaking has ceased and the area is now dry. Photos of the leaking were shared with the City.
- The Anniversary Committee continues to work on planning for the Open House, which is scheduled for the afternoon of Saturday, May 13.

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

- The Development Committee is continuing to prepare for the Art of Books Spring Event, which will take place on April 28, 2017. Betty Mills will receive the Pearce Award. The event will include the silent art auction and trivia with Scott Wild, as done in the previous year.
- Kristi Simenson, Foundation Administrative Assistant, is continuing to work with their audit contact concerning what would be involved with changing from the cash basis to accrual method for their accounting records.

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

- The annual Spring Used Book Sale will take place on March 2-4, 2017 in the meeting room area of the library. The Spring Used Book Sale is normally smaller than the Fall Book Sale.
- An education non-profit group in Bismarck will be sending the books that don't sell to a school in Liberia.

The March Board meeting has been scheduled for March 23, 2017 at noon.

The meeting adjourned at 12:45 p.m.

Respectfully submitted,

Charlotte Strong
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: March 23, 2017

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 March Board meeting was called to order by Joyce Hinman, President, at 12:30 p.m.

The February 23rd minutes had been mailed out in advance. P. Grantier moved to approve the minutes. Seconded by B. Bartosh. Motion carried.

The vendor invoices for March 2017, along with the February financial reports had been mailed out in advance. Following discussion, M. Schaff moved to approve the March 2017 vendor invoices. Seconded by B. Bartosh. Motion carried. Following discussion, B. Bartosh moved to accept the February financial reports. Seconded by M. Schaff. Motion carried.

BVMPL Internet Policy:

- C. Kujawa provided an updated draft of recommended Public Internet Policy changes, which had not been fully updated for several years. The Board read and discussed each section of the policy, and made changes to wording in various areas. The Board decided to postpone approval until the next board meeting, after changes have been made and it has been reviewed by the City Attorney.

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

- C. Kujawa had provided a copy of 2015-2020 Strategic Plan progress. She asked if there were any questions. The Board appreciated being given the update and seeing how much progress has been on the plan.
- The Anniversary Committee continues to work on planning for the Open House, which is scheduled for the afternoon of Saturday, May 13 from 2-4pm. We received a "congratulations" video message from Senator Hoeven. It was played for the Board to view.
- C. Kujawa reported that we are still waiting for warmer weather to have the exterior building damage repaired. Hopefully, this will get completed in the next couple weeks. The light pole that had been damaged is still on order. The electrician will contact C. Kujawa when it arrives so it can be installed.

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

- At the next meeting scheduled for April 7th, there will be a board election for board members and officers for 2017-2018.

- The Development Committee is continuing to prepare for the Art of Books Spring Event, which will take place on April 28, 2017. Betty Mills will receive the Pearce Award. The event will include the silent art auction and trivia with Scott Wild, as done in the previous year. 27 artists are scheduled to attend. Invitations were sent out on March 15th.
- The Foundation is continuing to work with their auditor concerning what would be involved with changing from the cash basis to accrual method for their accounting records.

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

- The annual Spring Used Book Sale took place on March 2-4, 2017 in the meeting room area of the library. The Spring Used Book Sale is normally smaller than the Fall Used Book Sale, and it showed with the lower door count and profits (\$18,500 when typically \$20,000) because of this year's harsh winter.
- The Friends of the Library Annual Meeting is scheduled for Wednesday, April 5, 2017 beginning with a social at 6:00 pm, short business meeting at 7:00 pm, and the guest speaker, ND Poet Laureate Larry Woiwode, at 7:15 pm.
- They are in the process of organizing a program with ND author Debra Marquart toward the end of April.

The April Board meeting has been scheduled for April 27, 2017 at noon.

The meeting adjourned at 1:56 p.m.

Respectfully submitted,

Charlotte Strong
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: April 27, 2017

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 April Board meeting was called to order by Joyce Hinman, President, at 12:28 p.m.

B. Bartosh drafted and presented a Library Board Resolution pertaining to the 2017 North Dakota Star Library Award presented to the Bismarck Veterans Memorial Public Library (BVMPL) by the North Dakota State Library. The award recognizes the BVMPL as the #1 ranked library in North Dakota in many categories, especially the “above and beyond” service provided to Bismarck and surrounding communities. P. Grantier moved to accept the resolution. Seconded by M. Fladeland. Motion carried.

The March 23rd minutes had been mailed out in advance. B. Bartosh moved to approve the minutes. Seconded by M. Schaff. Motion carried.

The vendor invoices for April 2017, along with the March financial reports had been mailed out in advance. Following discussion, M. Fladeland moved to approve the April 2017 vendor invoices. Seconded by M. Schaff. Motion carried. Following discussion, M. Schaff moved to accept the March financial reports. Seconded by B. Bartosh. Motion carried.

Updated BVMPL Internet Policy:

- C. Kujawa provided an updated draft of recommended Public Internet Policy changes, with revisions and reviewed by the City Attorney. The Board read and discussed each section of the policy. Following discussion, M. Fladeland moved to approve the updated BVMPL Internet Policy. Seconded by M. Schaff. Motion carried.

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

- C. Kujawa presented a summary of expenses and revenue for the teen center project. B. Bartosh requested that this summary be provided to the Foundation Board at their May meeting. C. Kujawa stated that she would do this.
- C. Kujawa thanked the Library Board for the flower bouquet and resolution regarding the Star Library Award. Both will be displayed where all library employees can see them. She reported that the City Commission recognized the Library for the award at their April 25th meeting.
- Regarding building projects, the following have been completed: landscape cleanup and plaza reseal. Lawn cleanup will be done within the next couple weeks. The parking lot will be swept and striped before the end of April.

- C. Kujawa went through the schedule of anniversary events to be sure all Board members are aware of what will be going on throughout the month of May. She has been working with the City's PIO on organizing an anniversary billboard through the Mayor's Billboard Initiative. It will be up throughout the month of May. The library history video will be completed prior to the Open House scheduled for May 13.

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

- On April 7th, there was a board election for board members and officers for 2017-2018. All positions stayed the same with no changes.
- The Art of Books Spring Event will take place Friday evening, April 28, 2017, at the Library.
- The Foundation audit is in process. The auditor will be at the May meeting to go over the audit. The Finance Committee will not meet until the following week. They will discuss the Foundation's accounting method and the possibility of changing it from cash basis to accrual method.

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

- The Friends of the Library Annual Meeting was held on Wednesday, April 5, 2017 with ND Poet Laureate Larry Woiwode as the guest speaker.
- The Friends have a new president by term limit, Jennifer Bandy. Otherwise, all other positions stayed the same.
- On April 27, 2017, two programs will take place in Meeting Room A of the Library with ND author Debra Marquart: Seniors Speak Writing Workshop at 2:00 p.m. and An Evening with the Author at 7:00 p.m.
- The Friends are working with the Bismarck Larks of the Northwoods League in promoting one of their Community Programs – The Larks Reading Program (<http://northwoodsleague.com/bismarck-larks/larks-reading-program/>).

The May Board meeting has been scheduled for May 25, 2017 at 12:30 p.m.

The meeting adjourned at 1:32 p.m.

Respectfully submitted,

Charlotte Strong
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: May 25, 2017

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; Charlotte Strong, Administrative Assistant; and guest Kathleen Jones, Burleigh County Commissioner.

The May Board meeting was called to order by Joyce Hinman, President, at 12:30 p.m.

The April 27th minutes had been mailed out in advance. B. Bartosh moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

The vendor invoices for May 2017, along with the April financial reports had been mailed out in advance. Following discussion, M. Schaff moved to approve the May 2017 vendor invoices. Seconded by M. Fladeland. Motion carried. Following discussion, B. Bartosh moved to accept the April financial reports. Seconded by M. Schaff. Motion carried.

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

- A Boy Scout Troop volunteered and provided outdoor cleanup for the Library grounds on May 23rd. The Library has a partnership with the Bismarck-Mandan Garden Club. They provide and plant flowers for the planters on the grounds, and in turn receive meeting room space throughout the year.
- Regarding building projects, the roof project is open for bids until May 31 and the new roof should be in place by the end of the year. She has checked with the city facilities maintenance manager regarding the other projects (HVAC and exterior walls), and they will continue to keep these projects on their capital improvement project (CIP) list that goes to the city budget committee for consideration. There are HVAC projects in other city buildings, and they may consider including the library's HVAC in a collective project.
- C. Kujawa thanked board member Mike Schaff for attending and speaking at the Volunteer Appreciation Celebration that was held on May 22nd. Volunteers collectively worked 1,300 hours over the past year, worth approximately \$20,000 in wages. She reported the Part-time Service Award Ceremony will be held on Friday, June 9 at 10:00 a.m. in the Missouri River Room. J. Hinman will attend, and possibly M. Fladeland or M. Schaff. Five staff people will be receiving awards for their years of service.
- 100th Anniversary recap: 180 people attended the Humanities Scholar Clay Jenkinson as Theodore Roosevelt event on May 24th. Nearly 2,000 people attended the anniversary events during the month of May. The library received a certificate from the ND State Library in recognition of 100 years of service.

- Bismarck Comic-Con's first year was a huge success being the most attended event during the Library's 100 Year Anniversary celebrations during May, with over 1,200 people. Plans are to continue with another Bismarck Comic-Con next year.
- In addition, C. Kujawa completed a city department head "Mastering Leadership" class.
- She is starting to work on the 2018 budget.

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

- The Art of Books Spring Event took place on Friday, April 28, 2017, at the Library, and raised over \$2,500. The committee is discussing changing the theme for next year.
- After the May meeting, the Foundation has decided to change the accounting method from cash basis to accrual method beginning with fiscal year 2017.
- The Foundation will continue fundraising throughout the year with the \$100 for 100 years in connection with the anniversary to "celebrate the past by investing in the future." People may now donate online: <http://www.bismarcklibrary.org/171/Library-Foundation>.

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

- An online application is open until May 31st for individuals to apply to have one of the three additional Little Free Libraries at their homes.
- The Friends are working with the Bismarck Larks to promote one of their Community Programs – The Larks Reading Program. The Library will have the option of setting up an informational table at six home games this season.

The June Board meeting has been scheduled for Tuesday, June 20, 2017 at 12:00 p.m.

The meeting adjourned at 1:27 p.m.

Respectfully submitted,

Charlotte Strong
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: June 20, 2017

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

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

Not Present: Pat Grantier, Vice President; and Elizabeth Jacobs, Assistant Director.

The June Board meeting was called to order by Joyce Hinman, President, at 12:04 p.m.

The May 25th minutes had been mailed out in advance. M. Schaff moved to approve the minutes. Seconded by B. Bartosh. Motion carried.

The vendor invoices for June 2017, along with the May financial reports had been mailed out in advance. Following discussion, M. Schaff moved to approve the June 2017 vendor invoices. Seconded by M. Fladeland. Motion carried. Following discussion, M. Fladeland moved to accept the May financial reports. Seconded by B. Bartosh. Motion carried.

The Interlibrary Loan Policy and updates had been mailed out in advance. Following discussion and final revision, M. Fladeland moved to approve the updated Interlibrary Loan Policy. Seconded by M. Schaff. Motion carried.

The 2018 Budget with the city and county were discussed. The Library's meeting with the city budget committee has been scheduled for Thursday, July 13th at 4:00 p.m. C. Kujawa, plus J. Hinman and B. Bartosh, will attend. The county budget committee meetings are planned to take place in late July and early August.

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

- The Library's Roof Project had zero bids, and will reopen with the advertising to begin the end of June. The project deadline has been extended until August 2018.
- The 2017 One-Time Projects are underway with the:
 - Brush carpet in lobby completed the week of June 19th – 23rd.
 - The cost of a snow sweeper has been decreased to \$11,000, compared to the initial cost of \$18,000.
 - The sewer ejector pump replacement is in process.
- The 2017 Budget had been increased for the Library's security guard services with Securitas Security Services. Previously, the facility service contract was budgeted for 21 hours per week, and currently, it is now budgeted for 32 hours per week. The increase in hours is scheduled to begin June 26.

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

- The Foundation has been researching options for the management of the endowment.
- The Foundation board approved to change the accounting method from cash basis to accrual method beginning with fiscal year 2017.

For the Friends of the Library, C. Kujawa reported:

- 30 surveys submitted for locations interested in the three Little Free Libraries provided through FOL and purchased with grant funding provided by Women in Business. Someone surrendered a Little Free Library, so four recipients will be chosen instead of three.
- Before the 2017 Fall Book Sale, there are five sorting sessions planned for June, and volunteers are welcomed and encouraged to help.

LaVilla Opp received special recognition for her 30 years as a librarian in a glowing post on our Library's Facebook page. "This is an amazing place!" We agree!

The Special Budget meeting has been scheduled for Wednesday, July 12, 2017 at 12:00 p.m.

The regular Board meeting has been scheduled for Thursday, July 27, 2017 at 12:00 p.m.

The meeting adjourned at 1:07 p.m.

Respectfully submitted,

Charlotte Strong
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Public Library Board of Directors

Date: July 12, 2017 (Special Board Meeting)

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

Not Present: Library Board Members: Mike Fladeland and Mike Schaff.

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

This meeting was called for the purpose of reviewing the proposed 2018 Library budgets. The meeting was called to order by J. Hinman, President, at 12:03 PM.

J. Hinman and B. Bartosh both confirmed they will attend, along with C. Kujawa, the City's Budget Committee meeting scheduled for Tuesday, July 12, 2017 at 4:30 p.m.

Library Budget:

The 2018 base property tax revenue is \$2,133,408, which is a requested increase of 6%, to compensate for the loss in state funding. In 2017, the Library requested a 4% increase, and it was decreased to 2%. The state aid to public library distribution will decrease 13% in 2018.

- Full-time and part-time wages: A wage increase of 2%, with up to 1.5% depending on performance, was requested. .5% will be used to increase two of the full-time positions that are below salary survey averages.
- Part-time regular: A wage increase of 3% was requested. This is mainly for the Bismarck Library Foundation employees. Their wage increases will be determined later in the year by the Foundation's Personnel Committee. 3% is being requested to insure that we have budgeted enough to cover what they decide to approve. They reimburse the Library for these expenses.
- A new line item (4250-500) is being introduced for Tuition Reimbursement with the amount of \$3,000.
- C. Kujawa reported that there has been a significant increase in the Library's electricity expenses, which is reflected in the 2018 based budget, due to MDU's additional charge for their green energy initiative.
- C. Kujawa reported that we made our last payment in 2017 for special assessments from past street repairs and there is not a budget amount set aside for 2018.
- C. Kujawa reported there is not a budget amount set aside for the Machinery/Equipment line because generally it is for one time requests, and we will not be requesting one time funding for 2018.

Capital Improvement Projects:

Discussion was held regarding the capital improvement projects that the facilities maintenance department is planning to submit on the Library's behalf, including the HVAC system upgrade and the replacing of the siding, windows, and exterior doors. Revised copies were handed out for information/records.

Bookmobile Budget:

C. Kujawa stated that the bookmobile's County appropriation request will increase by 4%, which is \$314,018. However, the levied funds would only be increased by 1.5%. The remainder is accounted from state funding. The 2018 Property tax funds would be at \$262,300. A minimum of \$261,000 must be levied to qualify for state aid to public libraries. The proposed levied funds accounts for only 1% of the overall County budget. The current rural Burleigh County population is 22,070, which calculates to \$11.88 /resident for bookmobile services. The average ND county library service funding/resident is \$31.39. \$10,000 will be earmarked for transfer from the Library general fund into the Bookmobile replacement savings account. C. Kujawa reported the only increases requested are to cover wages and benefits.

Memorial Budget:

\$134,500 is budgeted for the Memorial budget. If we receive donated funding for the Library in 2018, it must be budgeted for in 2018 in order to spend those funds. Expenses for Teen HQ are being budgeted through this account, utilizing revenue from the Foundation's Teen Center fundraising project.

B. Bartosh moved to accept the proposed Library budgets with proposed amendments. Seconded by P. Grantier. Motion carried.

Next meeting: July 27, 2017 at Library's administration conference area

The meeting adjourned at 12:51 p.m.

Respectfully submitted,

Charlotte Strong
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: July 27, 2017

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; Bea Kaiser, Administrative Assistant; and Richard Bohrer, Guest from Architectural Concepts, Inc.

Not Present: Mike Fladeland

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

Guest presenter, R. Bohrer discussed roof project estimates from 1/17/2016 and 5/30/2017, and clarified expenses and requirements in relation to bid amounts. R. Bohrer explained options varying from whether to proceed or halt the project. P. Grantier moved to proceed with the project which included the base bid, wall panels, and insulation. Seconded by B. Bartosh. Motion carried. R. Bohrer agreed to meet with C.Kujawa and City Administration to discuss the roof project and bid results. B. Bartosh offered to attend the meeting as well, date to be determined.

The Library's 2018 county budgets are due 8/4/2017. The expenses were previously approved by the Library Board. A meeting with County Commissioner Jones and Peluso has been scheduled for Thursday, August 3rd at 10:00 a.m. C. Kujawa, P. Grantier, and M. Schaff will attend. The county budget hearing with department heads is scheduled for August 22 at 8:30 a.m. and August 23rd at 8:30 a.m. The preliminary county budget hearing is scheduled for September 6th at 5:00 p.m. and final county budget hearing is on September 28th at 6:00 p.m.

The June 20th minutes had been mailed out in advance. M. Schaff moved to approve the minutes. Seconded by P. Grantier. Motion carried.

The July 12th Special Board Meeting minutes had been mailed out in advance. P. Grantier moved to approve the minutes. Seconded by B. Bartosh. Motion carried.

The vendor invoices for July 2017, along with the June financial reports had been mailed out in advance. Following discussion, M. Schaff moved to approve the July 2017 vendor invoices. Seconded by B. Bartosh. Motion carried. Following discussion, P. Grantier moved to accept the May financial reports. Seconded by B. Bartosh. Motion carried.

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

- The Youth Services Department had 51 programs with an impressive attendance of 5972 people in June.
- The 2017 One-Time Projects were completed with approximately \$7,800.00 in reserve:
 - Brush carpet in lobby completed the week of June 19th – 23rd.
 - The cost of a snow sweeper has been decreased to \$11,000, compared to the initial cost of \$18,000.
 - The sewer ejector pump replacement is complete.
- KFYR contacted Troy Hamre, Interlibrary Loan Manager, regarding a segment to air June 27th featuring the Mobile Library.
- Upcoming Library events include:
 - The week of August 7th-11th - U.S. Citizenship and Immigration Services will be utilizing one of the meeting rooms.
 - August 16th - United Way's Day of Caring is scheduled to take place. Volunteers will work on several cleaning tasks at the Library throughout the day.
 - August 16th - Green Card Youth Voices will hold an open house and reading about their immigration stories.
 - August 17th - Project Service Connect provides an opportunity for many community agencies to come together to provide for those in need. The Library is partner with this annual event.

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

- The Foundation has been drafting a proposal for the management of the endowment.
- The Foundation board did not meet in July, but will resume in August.

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

- Friends of the Library did not meet in July, book sorting for the sale continues.

P. Grantier proposed to further discuss possible revision of meeting room reservation policy.

M. Schaff moved to have this item on the August agenda. Seconded by B. Bartosh.

The regular Board meeting has been scheduled for Thursday, August 24, 2017 at 12:00 p.m.

The meeting adjourned at 1:34 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: August 24, 2017

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

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

Not Present: Joyce Hinman, President; and Bob Bartosh

The August Board meeting was called to order by Pat Grantier, Vice President, at 12:04 p.m.

The July 27th minutes had been mailed out in advance. M. Schaff moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

The vendor invoices for August 2017, along with the July financial reports had been mailed out in advance. Following discussion, M. Schaff moved to approve the August 2017 vendor invoices. Seconded by M. Fladeland. Motion carried. Following discussion, M. Fladeland moved to accept the July financial reports. Seconded by M. Schaff. Motion carried.

In the roof project update reported by C. Kujawa, the City Commission unanimously approved the additional roof expense at the preliminary City Commission 2018 budget meeting. She complimented the Board representation, particularly B. Bartosh, on ensuring the project was well defined and questions answered prior to the budget meeting. The next phase will be the final budget approval. The roof bid will need to be approved by the City Commission; and will be requested to be put on the agenda for the next meeting on September 12, 2017. The deadline for bid acceptance is approaching; a request for extension will be sought if necessary.

The Board requested a review of the Meeting Room Policy at the July meeting. The proposal had been mailed out in advance. Following discussion, M. Schaff moved to accept the updated Meeting Room Policy. Seconded by M. Fladeland. Motion carried.

September is National Library Card Sign-Up Month. A draft proclamation had been mailed out in advance. Library Administration would like to submit it to the Mayor's office for approval as a Mayor's Proclamation. Following discussion, M. Fladeland moved to accept the Proclamation request. Seconded by M. Schaff. Motion carried. C. Kujawa will submit the request to the Mayor's office.

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

- The 2018 preliminary Library budget passed unanimously by the City Commission, and with no questions. The final budget meeting is September 12, 2017.
- The upcoming Christmas Eve and New Year's Eve holidays fall upon a Sunday. According to policy, we close at Noon on these holidays. Since the Library does not open until 1:00 pm on Sundays, we will not be open on those days.
- Peace Poles have been located around town with the wording "May Peace Prevail on Earth" in several languages. The Foundation will be asked to sponsor a pole for the plaza. Following discussion, M. Fladeland moved to accept the Peace Pole request, contingent on discussion with the City Attorney. Seconded by M. Schaff. Motion carried.

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

- The Foundation has been drafting a proposal for the management of the endowment; C. Kujawa will be present at the interviews as an observer.
- The Foundation has selected the Wezelman family as the 2017 recipient of the Pearce Award, event type and date to be determined.

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

- Friends of the Library continue to prepare for the book sale to be held October 5-7, 2017.
- Volunteers are being recruited via email and Facebook, no mailings are being sent in an attempt to better utilize funds.
- An outdoor book sale will be held September 16, 2017 from 9:00 am- 4:00 pm.

The regular Board meeting has been scheduled for Thursday, September 28, 2017 at 12:00 p.m.

The meeting adjourned at 1:37 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: September 28, 2017

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 Bea Kaiser, Administrative Assistant; Kathleen Jones, City Commissioner; and Mother of minor from incident that occurred on 9/16/2017

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

The September 28th minutes had been mailed out in advance. M. Fladeland moved to approve the minutes. Seconded by P. Grantier. Motion carried.

The vendor invoices for September 2017, along with the August financial reports had been mailed out in advance. Following discussion, M. Fladeland moved to approve the September 2017 vendor invoices. Seconded by B. Bartosh. Motion carried.

The mother of the minor from the incident that occurred on 9/16/17 arrived. The agenda was delayed to allow her to discuss the incident. She was appreciative of the Library in the handling of the situation, and offered possible ideas to keep the Library safe. The Board expressed concern and assured her that they would review policies and evaluate suggestions. The Board and Commissioner Jones explained that all are welcome at the Library as it is a public place, however rules must be followed. Following discussion, the mother then departed from the meeting.

The agenda was resumed. 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:

- The 2018 Library budget was passed by the City Commission.
- The County general meeting is September 28, 2017 at 5:00 p.m. and budget meeting at 6:00 p.m. C. Kujawa, J. Hinman, and M. Fladeland planned to attend.
- The roof contracts have been sent for review, and the Mayor will need to approve.
- Following discussion on the disposal of the old snow sweeper, which has been valued at approximately \$3,200, M. Fladeland moved to approve the sale of the sweeper with the ability to negotiate price. Seconded by B. Bartosh. Motion carried.

- The Library received an Innovator Award. Laura Rysavy will attend the conference in Lake Tahoe, NV to accept the award.
- The Mayor is having a Gold Star Community Task Force meeting 10/03/2017 at 10 a.m. which will be attended by several Library staff members.
- The Peace Poles project has been placed on hold to allow Paul Noot to research options for grant opportunities through the Dakota West Arts Council. This would allow a local artist to personalize the pole for the Library.
- This fall, C. Kujawa will welcome a quarterly discussion at the Gifted Bean called “Discussion & Donuts with the Director.” Although she has an open-door policy, the goal is offer another avenue to encourage ideas and suggestions from the public.

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

- The Foundation has selected four financial institutions to interview for the management of the endowment.
- The 2017 Pearce Award, event type and date, have yet to be determined.

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

- Friends of the Library book sale to be held October 5-7, 2017.

The regular Board meeting has been scheduled for Thursday, October 26, 2017 at 12:00 p.m.

The meeting adjourned at 1:13 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: October 26, 2017

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

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

Not Present: Mike Schaff

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

The September 28th minutes had been mailed out in advance. B. Bartosh moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

The vendor invoices for October 2017, along with the September financial reports had been mailed out in advance. Following discussion, M. Fladeland moved to approve the October 2017 vendor invoices. Seconded by P. Grantier. Motion carried. Following discussion, B. Bartosh moved to accept the September financial reports. Seconded by P. Grantier. Motion carried.

C. Kujawa went through the 2018 Personnel Budget and Salary Schedule for the Library and Bookmobile staff, which had been mailed out in advance. Following discussion, M. Fladeland moved to approve the 2018 Personnel Budget & Salary Schedule. Seconded by P. Grantier. Motion carried.

C. Kujawa discussed proposed modifications to the Public Service Policy regarding the Children's Library. The proposal had been mailed out in advance. Following discussion, B. Bartosh moved to accept the updated Public Service Policy with Board changes. Seconded by M. Fladeland. Motion carried.

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

- Traci Juhala, Head of Youth Services, is applying for the Library to sponsor an Americorps VISTA volunteer, a full time person to assist on projects. This effort entails a commitment of \$4,000 per year for 3 years. Funding has been requested from the Foundation for the first year, and was approved by the Grants and Finance committees. The Foundation Board will need to give final approve at their November meeting for funding to be secured. The remaining two years funding could be requested from the Foundation, Friends of the Library, or the Memorial Fund. The Board was receptive to these options.

- Suggested safety precautions were evaluated. Changes such as signage and the above mentioned policy change have been implemented. Discussion also included remodeling to create an additional children's restroom due to continued increased usage in the Children's Library. C. Kujawa will contact a contractor for an estimate.
- A Focus Group will be led by the ND Consensus Council consisting of 3-5 parents, in addition to the mother of the minor from the incident in September. Jana Maher, Children's Program Director and E. Jacobs will also be present.
- Discussion and Donuts with the Director will be held 11/3/17 in the Gifted Bean Coffee Shop to promote patron and community discussion with Director C. Kujawa.
- The 2017 part-time wages line in the budget has additional funds due to uncovered shifts. \$3,300.00 will be used to increase security hours from 32 to 53 per week through the end of the year. Staff input was being sought as to shifts in need of the additional hours.
- Midcontinent has been running the 30 second 100 Year Anniversary commercial free of charge, a savings to date of \$16,000.
- The Bismarck Tribune included several Library events in their Entertainment Guide.
- Laura Rysavy, Teen Programing Coordinator, attended the MPLA conference in Nevada and received the MPLA Innovator Award on behalf of the Library's Comic Con Committee for their efforts with the May 2017 Comic Con event.

The Board congratulated C. Kujawa for receiving the NDLA President's Recognition Award, her leadership is appreciated.

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

- The Foundation has recommended American Trust to be the Financial Manager for the Endowment.
- Eric Sakariassen has resigned from the Foundation Board effective by year end.
- The Foundation is considering forming a Strategic Planning Committee.
- The Finance Committee met 10/25/17 and approved the 2018 budget, which includes a grant of \$25,000 for the Library. The Foundation Board meets 11/3/17 for final approval.
- A recommendation was made by the Finance Committee to update policy and procedures regarding the endowment fund.

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

- Friends of the Library held the book sale raising approximately \$23,000.
- A member's only book sale will be held 1/20/18.
- They approved funding for well-known children's performer Okee Dokee Brothers. The concert will be held at the Belle Mehus on 6/3/18, free of charge to the community.

The regular Board meeting has been scheduled for Tuesday, November 21, 2017 at 12:00 p.m.

The meeting adjourned at 1:05 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: November 21, 2017

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

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

Not Present: Joyce Hinman, President; Mike Fladeland

The November Board meeting was called to order by P. Grantier, Vice President, at 12:00 p.m.

Katie Williams, CPA from Eide Bailly LLP spoke regarding the 2016 Library audit report. Following discussion, M. Schaff moved to accept the 2016 Library audit report. Seconded by B. Bartosh. Motion carried.

The October 26th minutes had been mailed out in advance. B. Bartosh moved to approve the minutes with modifications. Seconded by M. Schaff. Motion carried.

The vendor invoices for November 2017, along with the October financial reports had been mailed out in advance. Following discussion, M. Schaff moved to approve the November 2017 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.

C. Kujawa proposed creating a Library Grounds Policy. Following discussion, the goal is to have a policy for review at the January 2018 Library Board meeting. The next policy to be reviewed will be the Library Rules of Conduct.

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

- The Gifted Bean will be closed for the Thanksgiving holiday weekend from 11/23 – 11/26/17.
- When obtained, Focus Group findings will be shared.
- Security has been increased by adding a Sunday shift from 1-6 p.m.
- To conclude the Library's 100 year anniversary, an informal celebration will be held Monday 12/11/17 from 3:30 – 5:30 p.m. in the foyer. Light music and refreshments will be provided, as well as local tile art available for purchase.
- The Leadership Team participated in active shooter and shelter in place procedure training. Department Heads will be responsible for training their staff. Tentatively, in January the Bismarck Police will provide some additional training for all staff.

- C. Kujawa & B. Kaiser have been working on Personnel budget updates for the City.
- Jana Maher, Children's Program Director, was featured in the local magazine *Inspired Woman* for her Kindness Club at the Library.
- Kate Waldera, Head of Information Services, completed and graduated from an eleven week Citizen Police Academy through the Bismarck Police Department.

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

- The Foundation went through the RFP process for the Endowment. The Endowment will be moved from Alerus to American Trust.
- The next Foundation meeting will be 12/1/2017.

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

- E. Jacobs will meet with the Friends President and Treasurer regarding the 2018 budget.
- A member's only book sale will be held 1/13/18.

P. Grantier expressed concern regarding whether the security company has proper internal training and policies. Upon discussion, C. Kujawa will develop checklists specific to the library and will check into their policy.

The regular Board meeting has been scheduled for Thursday, December 28, 2017 at 12:00 p.m.

The meeting adjourned at 12:58 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: December 28, 2017

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; and Bea Kaiser, Administrative Assistant; Kathleen Jones, City Commissioner

Not Present: Joyce Hinman, President; Bob Bartosh

The December Board meeting was called to order by P. Grantier, Vice President, at 12:01 p.m.

The November 21st minutes had been mailed out in advance. M. Schaff moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

The vendor invoices for December 2017, along with the November financial reports had been mailed out in advance. Following discussion, M. Fladeland moved to approve the December 2017 vendor invoices. Seconded by M. Schaff. Motion carried. Following discussion, M. Schaff moved to accept the November financial reports. Seconded by M. Fladeland. Motion carried.

C. Kujawa proposed a modification to the Personnel Policy regarding employee holiday annual leave. Following discussion, M. Fladeland moved to approve the modification. Seconded by M. Schaff. Motion carried.

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

- The Focus Group was well received. Input was sought from staff and the Fire Marshall regarding the suggestion of doors being added between the Children's and Main Library, the preference was no.
- An additional restroom is needed in the Children's Library due to increased usage of the existing restroom since the opening of Teen HQ. The Foundation has funds available to build the additional restroom to be used as the final phase of the Teen HQ construction project. Two study rooms would be eliminated to provide space for the restroom and signage would be included in Teen HQ to inform teens of the restroom location. M. Schaff suggested delaying the decision until full Board participation was possible.
- The first roof meeting will take place Friday 1/5/18 at 9:00 a.m. at the Library. Board attendance was encouraged, M. Fladeland committed to attend.
- Keli McDonald, Bookmobile Services Librarian, was accepted into the Mountain Plains Library Association Leadership Institute, to be held in Colorado the end of April 2018.

- A very generous \$35,000 donation has been pledged and will be received shortly; the funds will be used for new shelving end panels in the Children's Library.
- Narcan procedure training has been provided for ¾ of Library staff.
- C. Kujawa is working on completing procedures for the security guards.
- Security was increased by adding a Sunday shift from 1-6 p.m. and approved to last through 2017. C. Kujawa told the Board that Library Administration will review the 2018 budget and potential funding options so they can continue this shift.
- Extreme low temperatures resulted in a frozen pipe in the lobby. Lynn Bryntesen, Head of Maintenance Services, contacted Seifert Electric Inc. and H.A. Thompson & Sons Inc. to assist. A combination of heat tape, air flow, and dampers was being addressed. C. Kujawa instituted an overnight fire watch until the fire suppression system can be turned back on. She thanked L. Bryntesen and B. Kaiser for assisting her with the overnight shifts.
- M. Fladeland's term on the Library Board will unfortunately end in June 2018. It was suggested that Board members start thinking about potential candidates. One person has cited interest. K. Jones suggested another potential candidate; M. Fladeland will contact the individual to determine interest.

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

- Eric Sakariassen has retired from the Foundation Board. Bob Bartosh will be taking over as Chair of the Foundation's Finance Committee.

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

- A member's only book sale will be held 1/13/18.

The regular Board meeting has been scheduled for Thursday, January 25, 2018 at 12:00 p.m.

The meeting adjourned at 12:57 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director