

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: January 25, 2018

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

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

Not Present: Pat Grantier, Vice President

The January Board meeting was called to order by J. Hinman, President, at 12:03 p.m.

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

The vendor invoices for January 2018 and additional December 2017, along with the December financial reports had been mailed out in advance. Following discussion, M. Fladeland moved to approve the January 2018 and additional December 2017 vendor invoices. Seconded by B. Bartosh. Motion carried. Following discussion, M. Fladeland moved to accept the December financial reports. Seconded by M. Schaff. Motion carried.

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

- According to the City's Building Inspection Department, we must have one handicap parking spot per 25 regular spots. If we lose access to the north parking lot during roof construction we will still be in compliance.
- C. Kujawa is continuing to research temporary parking options for full-time staff during for the duration of the roof construction to allow for additional spots for the public.
- Lynn Bryntesen, Head of Maintenance Services identified changes to be made to the second restroom in the Teen Center construction project resulting in a savings of almost \$4,000.
- L. Bryntesen has also been working on the public mothering room; it should be completed in the near future. Doing much of the work himself and using a fixture in storage has helped to keep costs at a minimum.
- A new air handler for the public entrance has been ordered and is expected to arrive within six weeks. The current entrance air handler was installed 30 years ago.
- Due to changes made during the last legislative session regarding local government tax reporting, the City and County budget schedule will be modified to start earlier in the year. As a result, 2018 Board meeting dates must be updated. The dates will be tentative,

awaiting a final schedule from the City. Following discussion a new schedule was agreed upon and will be enclosed in the next Board packet.

- C. Kujawa is working on updating the Foundation's 2018 annual grant project list. Due to an unexpected generous gift to cover the cost of Children's Library shelving end panels and withdrawal from the VISTA volunteer grant process, we have additional funds for other projects. She will share the revised list with the Board as an FYI prior to presenting it at the Foundation's February meeting.
 - Work is being done on logo integration. New library cards with three different designs, one adult design and two children themed designs, will be ordered in the near future.
- B. Kaiser is researching nametags and staff clothing with the logo as well.

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

- Foundation funds have been moved to American Trust Center.
- B. Bartosh has taken over as Chair of the Foundation's Finance Committee.

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

- The member's only book sale held 1/13/18 was successful, resulting in 32 new Friends.

K. Jones suggested that additional funds be requested for the Bookmobile in anticipation of replacing it, as it will be 20 years old in 2020. C. Kujawa explained that research had been tabled due to feedback from the Foundation. C. Kujawa inquired about fundraising for the bookmobile and was asked to revisit the project in 2019, because they recently finished a major fundraiser for the Teen Center and several major donors are still fulfilling pledges. Following discussion, it was agreed to continue research so the information is ready when the Foundation takes on the fundraising project.

The regular Board meeting has been scheduled for Thursday, February 22, 2018 at 12:00 p.m.

The meeting adjourned at 1:04 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: February 22, 2018

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

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

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

The January 18th Special Board Meeting minutes had been mailed out in advance. M. Schaff moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

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

The vendor invoices for February 2018 and additional December 2017, along with the January financial reports had been mailed out in advance. Following discussion, M. Fladeland moved to approve the February 2018 and additional December 2017 vendor invoices. Seconded by B. Bartosh. Motion carried. Following discussion, M. Fladeland moved to accept the January financial reports. Seconded by P. Grantier. Motion carried.

Policy Discussion: BVMPL Public Service Policy

- C. Kujawa provided a draft of recommended Public Service Policy changes. The Board read and discussed each section of the policy, and made changes to wording in various areas.
- M. Schaff moved to approve the finalized wording after discussion. Seconded by P. Grantier. Motion carried.

Policy Discussion: BVMPL Grounds Policy

- C. Kujawa provided a draft of a recommended Grounds Policy, which had been reviewed by the City Attorney. 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. B. Bartosh Seconded. Motion carried.

In the Director's report, which had been emailed out in advance C. Kujawa reported:

- Construction on the Children's Library's second restroom started February 21st. The construction company is making effort not to disrupt story times.

- Temporary parking has been secured for 16 full-time and four part-time staff during roof the construction project. This is being funded by the Friends of the Library and will aid in providing on-site patron parking during the project. Posters of various sizes have been created and placed throughout the Library to inform patrons of the project and areas that will be affected, including the parking lot.
- Several employees attended the Governor’s Main Street Summit on February 12th. Two keynote speakers cited public libraries as major “public anchors” that positively impact the economic success of an area.
- Bookmobile Services Librarian, Keli McDonald is organizing a bookmark contest for the patrons on her routes. J. Hinman and County Commissioner Kathleen Jones will judge the submissions, and awards will be given at a County Commission meeting.
- An afterhours, all-staff meeting was held February 9th to provide active shooter/shelter in place training led by two Bismarck Police Department officers.
- Judge Robert Wefald is fundraising in an effort to obtain replicas of the USNS City of Bismarck ship; if successful he plans to donate one to the Library. He also presented the Library with a plaque citing that the Library is an Honorary Plank Owner of the ship.
- The current lobby display showcases a Bismarck citizen’s model ship collection. Several news outlets responded to the press release and covered the story.

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

- The Foundation discussed a bylaw change regarding the make-up of its Executive Committee. The Board agreed to express the importance of the involvement of a Library Board Member on this committee.

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

- The spring book sale will be held March 1st -3rd.
- They are happy to provide funding for the much needed temporary staff parking during the roof construction.

The regular Board meeting has been scheduled for Thursday, March 22, 2018 at 12:00 p.m.

The meeting adjourned at 1:11 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: March 22, 2018

Location: BPL Mezzanine Board Room; 515 North Fifth Street

Present: Library Board Members: Mike Schaff and Bob Bartosh
Joyce Hinman, President, present via teleconference

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

Not Present: Pat Grantier, Vice President; Mike Fladeland

The March Board meeting was called to order by M. Schaff, Past President, at 12:08 p.m.

The February 22nd minutes had been mailed out in advance. B. Bartosh moved to approve the minutes. Seconded by J. Hinman. Motion carried.

The vendor invoices for March 2018, along with the February financial reports had been mailed out in advance. Following discussion, B. Bartosh moved to approve the March 2018 vendor invoices. Seconded by J. Hinman. Motion carried. Following discussion, J. Hinman moved to accept the February financial reports. Seconded by B. Bartosh. Motion carried.

In the Director's report C. Kujawa reported:

- The air handler for the Library entrance is on order.
- Two of four boilers installed in 1987 have gone out of commission recently. According to engineer Gary Beazley and architect Richard Bohrer, both boilers could be replaced with one due to more efficient models available and the building load requirement. The 2016 HVAC study aided in this decision. This project will be funded through the Library's general fund. Following discussion, J. Hinman moved to approve obtaining estimates for one boiler. If the estimates are less than \$25,000.00 we will proceed with replacing one boiler. If the estimates are greater than \$25,000.00 a formal bidding process will be necessary, at which time bids will be requested to replace one boiler, with the option to replace the other two boilers. Seconded by B. Bartosh. Motion carried.
- Construction on the second restroom in Youth Services, funded by the Foundation, is progressing. C. Kujawa is discussing signage options with Children's Library staff.
- The roof project has begun; some of the equipment has arrived and will be stored in the north parking lot. The next construction meeting is scheduled for March 29th.
- Lynn Bryntesen, Head of Maintenance Services, purchased safety earmuffs for staff affected by noise sensitivity.
- Various efforts will be made to boost spirits for staff and patrons during the construction projects, including small celebrations of holidays, contests, fun facts, etc.

- Keli McDonald, Bookmobile Services Librarian, is hosting a bookmark contest. Various Library Administrative staff, Board members, and County Commissioner Kathleen Jones will be judging the entries. She plans to incorporate prizes with recognition at an upcoming County Commission meeting.
- Chairs in the magazine area, as well as the lobby bench, have been removed in an effort to reduce misbehavior and crowding. We may set up a table by the east windows for a community puzzle.
- A new draft for the Library Rules of Conduct will be forthcoming.
- Laura Rysavy, Teen Programming Coordinator, is finalizing the board game collection; they will be available for check out shortly.
- Discussion & Donuts with the Director will be held Friday, March 23, 2-3pm.
- C. Kujawa will be attending the Building Bridges conference in Fargo, ND on March 26-28. Understanding, welcoming, and providing services to new Americans are topics included in this conference.
- C. Kujawa received a grant through the American Library Association to attend the National Library Legislative Day conference held in Washington D.C. this May. Legislative issues with public libraries on a national level will be addressed.
- M. Fladeland's term will end June 2018, suggestions are being sought for a replacement Board Member.

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

- Regarding bylaw changes, it was approved to add the immediate past President of the Foundation as an Executive Committee Member and keep the Library Board Representative as a Member as well.
- Art of Books will be held Friday, April 27 at 7pm.

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

- The spring book sale netted over \$24,000.00, she was pleased at how smoothly it was run.
- The FOL annual meeting will be held Tuesday, April 10 at 6:30pm in Meeting Room A.

The regular Board meeting has been scheduled for Thursday, April 26, 2018 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: April 26, 2018

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

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

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

Kate Waldera, Head of Information Services, gave a presentation on Digital Horizons. This new resource includes thousands of images, documents, and oral histories depicting life on the Northern Plains from the late 1800's to present time.

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

The vendor invoices for April 2018, along with the March financial reports had been mailed out in advance. Following discussion, M. Schaff moved to approve the April 2018 vendor invoices. Seconded by M. Fladeland. Motion carried. Following discussion, J. Hinman moved to accept the March financial reports. Seconded by M. Fladeland. Motion carried.

Policy Discussion: BVMPL Code of Conduct Policy & Zero Tolerance Policy

- C. Kujawa provided drafts of the Code of Conduct Policy and Zero Tolerance Policy. The Board read and discussed each section of the policies, and made changes to wording in various areas.
- M. Fladeland moved to approve both policies with changes after discussion. Seconded by J. Hinman. Motion carried.

In the Director's report C. Kujawa reported:

- Concrete repair is needed on the plaza curb, which was previously a bus stop. The estimate for the work was for \$3,186.52. Following discussion, M. Schaff moved to approve completion of the project. Seconded by B. Bartosh. Motion carried.
- The roof project is underway; a soffit was found to be a safety hazard and will be fixed, adding approximately \$1,000.00 to the total cost. The contract cites covering the cost to repair damaged grass and cement at the end of the project. C. Kujawa will look into signage if the northeast parking lot exit remains closed during roof construction.

- H. A. Thompson & Sons presented the lowest estimate to replace the boilers. Per Board approval in March estimates less than \$25,000.00, which this was, will proceed with replacing one boiler.
- The Library has a Comic Con agreement with KXMA-TV, The Dakota's CW2, to promote and help sponsor the Comic Con event being held May 12th.
- The Library received a Request for Reconsideration of Material for a book in the children's collection. A letter to the petitioner was drafted citing a summary of the book, professional reviews, and Library policy. The Board appreciated the thorough response and being apprised of the situation.
- Lynn Bryntesen, Head of Maintenance Services, reported to Library Administration that he found syringes on Library grounds, as well as in the public ejector pump. The Board voiced concern about this and agreed that it is a safety hazard to both staff and patrons. C.Kujawa proposed that syringe boxes be placed on site. The Board agreed, but wanted to strategize placement and discuss at the next Board meeting.
- The 2019 budget process has begun for the Bookmobile and the 2019 draft budget will be presented at the next Board meeting.
- A part-time service awards ceremony will be held May 31st at 10:00 a.m. P. Grantier stated that she will attend as a representative of the Board. Other Board members were encouraged to attend.
- M. Fladeland's term will be ending effective June 2018. The Board discussed potential new members. P. Grantier will reach out to a prospective board member.

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

- Art of Books will be held Friday, April 27 at 7:00 p.m.
- Elections were held for Officers and Board Members.

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

- Elections were held with no change to the Officers.
- The FOL annual meeting was held April 10th.
- The FOL is funding a free family concert by The Okee Dokee Brothers on June 3rd; tickets will be available in person only at the Library starting May 1st.

The regular Board meeting has been scheduled for Thursday, May 24, 2018 at 12:00 p.m.

The meeting adjourned at 1:19 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: May 17, 2018

Location: Broadway Grill & Tavern; 100 W Broadway

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

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

The May Board meeting was called to order by J. Hinman, President, at 12:09 p.m.

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

The vendor invoices for May 2018, along with the April financial reports had been mailed out in advance. Following discussion, P. Grantier moved to approve the May 2018 vendor invoices. Seconded by M. Fladeland. Motion carried. Following discussion, M. Schaff moved to accept the April financial reports. Seconded by B. Bartosh. Motion carried.

2018 Base Bookmobile Budget:

C. Kujawa stated that changes with staff allowed for a conservative 1.5% increase while also allocating \$25,000 from the Bookmobile appropriation into the Bookmobile savings account. State Aid to Public Libraries funding has slightly increased. The requested amount from the levy fund is just over the minimum 3 year average of \$265,000 needed to receive State Aid to Public Libraries funding. The average current Burleigh County population is 22,613, which calculates to \$11.68/resident for bookmobile services. M. Fladeland moved to accept the proposed bookmobile budget. Seconded by P. Grantier. Motion carried.

Board Member Change:

P. Grantier nominated Sue Sorlie to a three year term, replacing outgoing board member M. Fladeland. Following discussion, M. Fladeland moved to accept and seconded by B. Bartosh. Motion carried. S. Sorlie's name will be forwarded to the City Commission for approval of the appointment.

In the Director's report C. Kujawa reported:

Building project updates-

- Two City of Bismarck Capital Improvement Project requests are being carried over from last year for the 2019 budget request. The Library HVAC upgrade is the first priority, and the Siding, Window, and Door Replacement as the second priority. P. Grantier moved to submit the Capital Improvement Project requests paperwork to the City. Seconded by M. Fladeland. Motion carried.

- A Deputy Chief of the Bismarck Police Department was consulted regarding syringe boxes. M. Schaff moved to add permanent locked syringe boxes in each adult restroom. Seconded by B. Bartosh. Motion carried.
- Concrete repair has been completed on the plaza curb.
- The roof project continues; exterior walls and windows are being worked on. Wood blocks placed in portions of the walls will allow for the option of mounting security cameras on the walls in the future. Currently the preferred mount for the security cameras is on the roof, using special aluminum clamps to protect the roof warranty.
- Looking ahead to 2019, there will be a one-time project request for additional funding to update exterior security cameras.
- Per suggestion by M. Schaff, signage has been added to the north parking lot stating that the exit remains closed during roof construction.

Library Service Updates-

- Four staff members attended the North Dakota Newspaper Conference, which featured a panel on fake news and its effect on journalism.
- The book discussion and signing of “Crazy Horse: The Lakota Warrior’s Life & Legacy” was well attended.
- Over 2,000 people participated in Comic Con, it was a success.
- KX News aired a segment on Jana Maher, a.k.a. Miss Sparkles, and Colette the Poodle, her puppet friend.
- A part-time service awards ceremony will be held May 31st at 10:00 a.m. P. Grantier stated that she will attend as a representative of the Board. Other Board members were encouraged to attend.
- Movers took surplus furniture to the City auction to be held on May 15th, thus freeing up much needed space.

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

- Art of Books held Friday, April 27 raised approximately \$2,400.

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

- 800 tickets for the upcoming Okee Dokee Brothers concert on June 3rd have all been distributed; their hope to fill the Belle Mehus auditorium has been achieved.

The Library Board Trustees, Library Administration, and County Commissioner Jones expressed their gratitude to M. Fladeland for his six years on the Library Board and dedication to advocate for the Library.

The regular Board meeting has been scheduled for Monday, July 2, 2018 at 12:00 p.m.

The meeting adjourned at 1:04 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: July 2, 2018

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

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

The July 2, 2018 Board meeting was called to order by J. Hinman, President, at 12:07 p.m.

The May 17th minutes had been mailed out in advance. M. Schaff moved to approve the minutes. Seconded by P. Grantier. Motion carried.

The vendor invoices for June 2018, along with the May financial reports had been mailed out in advance. Following discussion, P. Grantier moved to approve the June 2018 vendor invoices. Seconded by M. Schaff. Motion carried. Following discussion, M. Schaff moved to accept the May financial reports. Seconded by B. Bartosh. Motion carried.

Board Member Change:

B. Bartosh moved to nominate J. Hinman and P. Grantier for second three year terms. Seconded by M. Schaff. Motion carried. This will be forwarded to the City Commission for approval.

In the Director's report C. Kujawa reported:

Building project updates-

- The air handler in the lobby has been installed and settings have been tested.
- Boiler parts have been delivered; H. A. Thompson & Sons will be building it in August.
- There are issues with the library entrance brush tile carpet coming apart, Interiors by France is working to resolve the problem.
- The roof project continues. C. Kujawa will provide a tour after the meeting around the perimeter of the building. Problem areas will be pointed out and discussed.

Library Service Updates-

- Youth Services in May had 94 programs with over 5,000 in attendance.
- Walk-ins for May in HQ were 157 teens.
- Laura Rysavy, Teen Programming Coordinator, has been doing outreach in middle schools talking about HQ services, resulting in increased usage.
- End panels for Youth Services, that the Eide family donated funding for, are a lesser amount than initially quoted. C. Kujawa and Traci Juhala, Head of Youth Services are working on a

list of other projects amounting to the price difference. They will ask the Eide family if those projects would be acceptable for the remaining donated funds.

- In the recent past, Dakota Media Access recorded PSA's for the Library. Matt Fern from Creative Treatment created several short PSA commercials by combining the PSA recordings with previous video footage from our Celebrating 100 Years anniversary video. C. Kujawa contacted Midcontinent to request approval from their foundation to play them; they approved 5 videos which have been shown about 3,000 times, resulting in savings of over \$16,000.00.
- Keli McDonald, Bookmobile Services Librarian, had funds remaining in 2017 to purchase six Little Free Libraries; the first has been installed at the Wing, ND Senior Center. County Commissioner Kathleen Jones attended the ribbon cutting ceremony. The remaining five will be installed throughout 2018.
- The new library cards designs are available, patrons were offered a free replacement during the month of June. Positive response led to approximately 2,000 cards given. Social media will be used in additional ways to promote the new cards. Those who received new cards will be encouraged to send a photo holding it, which will be used for marketing.
- The roof haiku contest started on July 1 as a fun way for patrons to deal with construction commotion/progress. Thanks to B. Kaiser for brainstorming and organizing this.
- Invitations had been extended to the newly elected Mayor and Commissioners for a tour the Library and discussion about library services. J. Hinman, E. Jacobs, and C. Kujawa met with Commissioners Oban and Zenker. A response has not been received from Mayor Bakken.

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

- The Foundation, with assistance from the Library, sent a letter of intent to the BisMan Community Foundation for a one-time \$50,000 grant opportunity. The grant would be used toward expenses for a new bookmobile vehicle.
- C. Kujawa and K. McDonald are working on drafting bid specifications for a bookmobile vehicle. The final specifications and estimates will be presented to the Library Board for approval to move forward with requesting fundraising assistance from the Foundation. If approved, C. Kujawa and the Foundation Board Representative will bring the request to the Foundation for approval.
- Foundation Board member Greg Ellwein exited the Board; new Board members are Peter Smith and Nancy Spilde.

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

- Book sorting continues due to generous donations.

2019 Priority Initiative and One-Time Expenditures Requests:

- One-Time, Priority 1- Using existing library general funds, increase effectiveness of the external camera system by updating cameras and adding additional cameras. Following discussion, P. Grantier moved to approve the initiative with changes. Seconded by M. Schaff. Motion carried.
- One-Time, Priority 2 - Using existing library general funds, purchase and install two LED light poles for better outdoor lighting on the plaza during evening hours. Following discussion, P. Grantier moved to approve the initiative. Seconded by B. Bartosh. Motion carried.

- One-Time, Priority 3 - Using existing library general funds, update public meeting room chairs. Following discussion, P. Grantier moved to approve the initiative with an additional local quote. Seconded by S. Sorlie. Motion carried.
- Priority Initiative - Using existing library general funds, move a part-time position to full-time. Following discussion, B. Bartosh moved to approve the initiative with changes. Seconded by M. Schaff. Motion carried.

2019 Base Library and Memorial Budgets:

- Library Budget- Following discussion, B. Bartosh moved to approve the 2019 Library base budget. Seconded by M. Schaff. Motion carried. J. Hinman, M. Schaff, and C. Kujawa will be attending the City Budget Committee meeting on July 10 at 3:00 p.m.
- Memorial Budget - Following discussion, M. Schaff moved to approve the 2019 Memorial budget. Seconded by B. Bartosh. Motion carried.

The regular Board meeting has been scheduled for Thursday, July 26, 2018 at 12:00 p.m.

The meeting adjourned at 1:52 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: July 26, 2018

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

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

Not Present: Bob Bartosh

The July 26, 2018 Board meeting was called to order by J. Hinman, President, at 12:07 p.m.

The July 2nd minutes had been mailed out in advance. M. Schaff moved to approve the minutes. Seconded by P. Grantier. Motion carried.

The vendor invoices for July 2018, along with the June financial reports had been mailed out in advance. Following discussion, P. Grantier moved to approve the July 2018 vendor invoices. Seconded by S. Sorlie. Motion carried. Following discussion, M. Schaff moved to accept the June financial reports. Seconded by S. Sorlie. Motion carried.

Board Member Change:

P. Grantier moved to appoint M. Schaff as President for his remaining term of one year, and B. Bartosh as Vice President. Seconded by S. Sorlie. Motion carried.

In the Director's report C. Kujawa reported:

Budget updates-

- The City Budget Committee has begun work on the 2019 budget review process. C. Kujawa was asked about base budget increases, she explained the process in that it starts with the base, and requests are presented, but must wait for approval.

Building project updates-

- The roof progress meeting took place Thursday 7/26, the project is on schedule. The change order for the plaza overhang damage isn't connected to the roof project, and therefore was not approved by Sheila Hillman, City Finance Director, to repair. Industrial Enterprises had assumed it would be approved and started the work. They'll finish what they've completed thus far, at no cost to the City.
- Between ACI, Inc., Industrial Enterprises, and the City facilities manager, communication with the Library is going well. They keep Lynn and Library Administration apprised of progress in between meetings. C. Kujawa then shares updates with the Board.

- Sidewalk repairs will be completed in the near future; concrete will be placed in the north area around the bump-out to keep water away from the building. Work will be done on the north exterior wall, including a concrete border with a landscape area around it, as well as removing mold in the Children's area balcony. Efforts are planned to remove mold, add new drywall, and paint during closed hours. Progress is still being made on the administrative level windows and Nichiha paneling is being installed on the exterior uppermost walls.

Library Service Updates-

- Comic Con preparations have begun, including partnering with the CW Network for free promotional advertising. The event will be held offsite in 2019 due to outgrowing the space at the Library. Decisions are outstanding about charging for some events while still offering free events.
- The City Attorney will assist in researching the trademarking of the Library's future Comic Con logo, possibly with the name BisCon. It is important that this be done because Library staff developed the event, and their creativity and hard work are the reason the event has become so popular. Even if we partner with others, like CW Network, in the future, the Library should still own the name and logo.
- A complaint was received by a patron concerned about the syringe boxes in the restrooms. C. Kujawa shared the patron's concerns. The Board remained firm with their decision. The decision had been made after research had been done, and in consultation with the Bismarck Police Department and City Public Health.
- C. Kujawa reminded the Board that her 2018 employee evaluation will need to be completed by the Board in the near future. P. Grantier and B. Bartosh were suggested evaluators.
- C. Kujawa reminded the Board that the Volunteer Coffee event was scheduled for Monday 8/6 at 10 a.m. J. Hinman and P. Grantier planned to attend.
- C. Kujawa has continued to extend the open invitation to Mayor Bakken with the hopes of a Library tour and meeting. To date, no response has been received.

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

- The Foundation did not meet in July.
- They are taking nominations for the Pearce Award, M. Schaff was nominated.
- Five finalists have been selected for the BisMan Community Foundation grant. The Library was not a finalist.

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

- The Friends did not meet in July.
- Urban Harvest offered a table on Thursday 8/16, to be staffed by Friends. Donated books will be offered at no charge with a request for donations to raise funds for the Friends.
- The Ice Cream Social, sponsored by the Friends, will be held on Monday 7/30 at 6:30 p.m.

The regular Board meeting has been scheduled for Thursday, August 23, 2018 at 12:00 p.m.

The meeting adjourned at 1:10 p.m.

Respectfully submitted,
Bea Kaiser
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: August 23, 2018

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

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

The August 23, 2018 Board meeting was called to order by M. Schaff, President, at 12:02 p.m.

The July 26th minutes had been mailed out in advance. M. Schaff moved to approve the minutes. Seconded by J. Hinman. Motion carried.

The vendor invoices for August 2018, along with the July financial reports had been mailed out in advance. Following discussion, J. Hinman moved to approve the August 2018 vendor invoices. Seconded by P. Grantier. Motion carried. Following discussion, P. Grantier moved to accept the July financial reports. Seconded by S. Sorlie. Motion carried.

In the Director's report C. Kujawa reported:

Budget updates-

- J. Hinman and C. Kujawa attended the preliminary City Budget meeting. City Commissioner Guy advocated for moving the Library's HVAC project forward. After much discussion, Commissioners cited the need for additional funding for the project. Keith Hunke, City Administrator, stated that using the Library's general fund for additional costs would be an option. J. Hinman agreed to funding additional costs up to, but no more than \$200,000, from the Library's general fund. The Commission approved the HVAC project for 2019. Following discussion, M. Schaff moved to approve expenses over and above \$800,000 up to \$200,000. Seconded by B. Bartosh. Motion carried.

Building project updates-

- Projections reflect the roof project being a month ahead of schedule.
- 98% of the roof has been crimped. The trim, gutters, and downspouts are 70% completed.
- Caulking the expansion joints is scheduled for Monday August 27.
- Lawn repair will occur soon.
- Architectural Concepts Inc. is developing a change order to include west side concrete work and step repair. Once obtained, an estimate will be requested from Industrial Enterprises Inc., and submitted to the City for approval.
- The entryway utility closet must be repaired due to mold in the wall. Industrial Enterprises Inc. will provide a quote; this work would be completed with funds from the Library budget.

- Mold remediation is finished for the walls, leaving only carpet baseboards and cleaning heat panels remaining.
- Landscaping on the north side to aid in water movement away from the wall is finished. C. Kujawa is waiting for a response from a landscaper regarding perennials for this space.

Library Service Updates-

- The end panel project, generously funded by an anonymous couple, came in well under budget. C. Kujawa and Traci Juhala, Head of Youth Services, met with them to propose other projects including: charging stations, educational tablets, balcony chairs, Library mascot, Easter rabbit costume, and trademark attorney fees for the comic con logo.
- A partnership with Sanford Health has come to fruition, they provide preventative health sessions, and we provide the no-cost meeting space and advertising.
- AARP has also partnered with the Library, they provide the basic technology presenter kits, and we handle the instruction.
- MDU Resources Community Day is on Saturday August 25th. The Library has been asked to participate in the festivities and will have a table.
- The Bookmobile has 2 remaining Little Free Libraries which will be placed at the Eagles Park & Campground and Sibley Park & Campground. Commissioner Jones was invited to attend the ribbon-cuttings.
- The next City Commission meeting will be held on September 11 at 5:15 p.m. This will be a public hearing regarding the 2019 budget. Board members were encouraged to attend.
- Mayor Bakken will tour the Library on Friday August 24th. J. Hinman, C. Kujawa, and E. Jacobs will lead the tour and answer any questions.
- The Library was again proudly awarded the Star Library Award presented by North Dakota State Library based on various statistics such as programming, card holders, etc.
- C. Kujawa coordinated Library advocate attendance at the City's first set of focus groups for their strategic planning process.

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

- Luke Leno from American Trust Center provided an endowment report at the August meeting.
- The Eide family has been selected as the 2018 recipient of the Pearce Award.

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

- The Friends approved funding for a concert "Songs & Stories of American West" to be held in October.
- Capital Area Transit (CAT) is planning for a "Read & Ride" bus. The vehicle wrap will include both the Friends and the Library logos. The Friends approved \$600 to sponsor this effort; CAT is also seeking a corporate sponsor.

The regular Board meeting has been scheduled for Thursday, September 27, 2018 at 12:00 p.m.

The meeting adjourned at 12:52 p.m.

Respectfully submitted,
Bea Kaiser
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: September 17, 2018

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

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

The September 17, 2018 Board meeting was called to order by M. Schaff, President, at 12:04 p.m.

The August 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 September 2018, along with the August financial reports had been mailed out in advance. Following discussion, J. Hinman moved to approve the September 2018 vendor invoices. Seconded by B. Bartosh. Motion carried. Following discussion, B. Bartosh moved to accept the August financial reports. Seconded by J. Hinman. Motion carried.

Library Director 2018 evaluation & salary review:

- P. Grantier noted that the evaluation process is a great reminder of all that gets done at the Library. S. Sorlie moved to accept the evaluation for C. Kujawa. Seconded by J. Hinman. Motion carried.
- Following discussion, B. Bartosh moved to approve a one-time 6% salary increase for Library Director C.Kujawa, to become effective on October 1, 2018, and will result in an annual salary of \$101,627 or a \$5,752 increase from the current salary of \$95,875. This amount is justified as a result of her most recent evaluation as well as consideration for her positive long term performance as Library Director. Seconded by J. Hinman. Motion carried.
- B. Bartosh reported that C. Kujawa had requested the Board consider increasing her salary to \$106,000, which is where the salary falls within the Library's salary schedule for the Library Director position based on years of experience, as well as salary survey results. Following discussion, B. Bartosh moved that consideration be given in the future to increasing the Library Director salary as it relates to the salary schedule, performance, and tenure in that position. Seconded by J. Hinman. Motion carried.

Gifted Bean automatic door grant:

- C. Kujawa reported that in 2017 Laura Mildenberger expressed interest in seeking funding for an automatic door opener for the Gifted Bean. She recently obtained a grant to reimburse the Library for 50% of the expenses, not to exceed \$1,500. Estimates have been obtained with a projected cost of \$2,560. The grant would reimbursement the Library \$1,280, which

is 50% of the cost. Following discussion, J. Hinman moved to approve the door project. Seconded by P. Grantier. Motion carried.

In the Director's report C. Kujawa reported:

2019 Budget updates-

- The County final budget public hearing will be held on Wednesday, September 19 at 6:00 p.m. C. Kujawa, P. Grantier, and S. Sorlie will attend.
- The City final budget public hearing will be held on Monday, September 25 at 5:15 p.m. C. Kujawa and P. Grantier will attend.

Building project updates-

- The roof project is on schedule, and may be completed ahead of schedule. The following are still in progress: gutters and downspouts, snow guards, mounting exterior cameras, and grass repair.
- Industrial Enterprises, Inc. will repair damages in the lobby utility room next week. The estimate to fix the mold and moisture issues is \$1,100.
- The replacement air handler was installed and the replacement boiler was built on site.
- RaeAnn Presky of Interiors by France notified C. Kujawa that the new brush carpet product is scheduled to be released in early 2019. The Library will be a test site due to receiving faulty brush carpet mats.

Library Service Updates-

- The 2018 Summer Reading statistics impressively increased from 2017.
- The Library is being honored with the ND State Library 2018 Star Library Award. M. Schaff and C. Kujawa will meet with State Librarian Mary Soucie for photos. The award is based on several criteria, including circulation per capita, hours open per week, and program attendance.
- Library employees are applying for the 2019 National Medal for Museum and Library Service. Several letters of recommendation have been obtained in recognition of the services the Library provides. The completed nomination packet will be shared with Trustees.

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

- Discussion of the history of the Foundation

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

- The Fall Used Book Sale will begin on October 4 at 7:00 a.m.

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

The meeting adjourned at 12:52 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: October 4, 2018

Location: BPL Mezzanine Board Room; 515 North Fifth Street

Present: Library Board Members: Joyce Hinman, Pat Grantier, and Sue Sorlie

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

Not present: Mike Schaff, President; Bob Bartosh, Vice President; Elizabeth Jacobs, Assistant Director

The October 4, 2018 Special Board meeting was called to order by J. Hinman, at 11:37 a.m.

C. Kujawa explained the stair and curb concrete project as necessary to correct moisture and mold issues, as well as to remedy a major safety hazard due to cracked cement. These improvements, estimated at \$17,609.50, are not related to the roof project, hence not funded by the City.

B. Bartosh and M. Schaff submitted email messages of support in favor of the project. Following discussion, P. Grantier moved to approve the Library stair and curb concrete project, to be funded via the Library's 2018 budget funds. Seconded by S. Sorlie. Motion carried. This item will be placed on the agenda for the October 9, 2018 City Commission meeting.

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

The meeting adjourned at 11:42 a.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: October 25, 2018

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Administrative Assistant; and guest, Katie Williams, CPA from Eide Bailly, LLP

The October 25, 2018 Board meeting was called to order by M. Schaff, President, at 12:02 p.m.

Katie Williams, CPA from Eide Bailly, LLP spoke regarding the 2017 Library audit report. Following discussion, J. Hinman moved to accept the 2017 Library audit report. Seconded by P. Grantier. Motion carried.

The September 17th minutes had been mailed out in advance. P. Grantier moved to approve the minutes. Seconded by B. Bartosh. Motion carried.

The vendor invoices for October 2018, along with the September financial reports had been mailed out in advance. Following discussion, J. Hinman moved to approve the October 2018 vendor invoices. Seconded by B. Bartosh. Motion carried. Following discussion, B. Bartosh moved to accept the September financial reports. Seconded by J. Hinman. Motion carried.

Library lower level discussion:

Discussion included reported concerns and creating a safer atmosphere. A proactive approach was encouraged, including analyzing camera location, and security and staff presence. The Board requested that staff brainstorm suggestions and share them with the Board.

2019 personnel budget:

C. Kujawa went through the 2019 Personnel Budget and Salary Schedule for the Library and Bookmobile staff, which had been mailed out in advance. Following discussion, J. Hinman moved to approve the 2019 Personnel Budget & Salary Schedule. Seconded by S. Sorlie. Motion carried.

Library Board municipal designated representative:

It was recently discovered that in order to be compliant with ND state law, the Board must approve a municipal designated representative, to be proposed to the City Commission for approval. Following discussion, J. Hinman moved to approve the current Library Board President, M. Schaff and future Library Board presidents be designated as the municipal representative. Seconded by B. Bartosh. Motion carried.

Christmas Eve holiday:

Following discussion, S. Sorlie moved to close the Library on Monday, December 24, 2018, in keeping with the state holiday schedule. Seconded by P. Grantier. Motion carried.

In the Director's report C. Kujawa reported:

- Richard Bohrer of Architectural Concepts, Inc. will be updating the plans for the concrete on the stair replacement project; Industrial Enterprises, Inc. will provide a quote for the increased cost due to the unforeseen condition of the stair structure. Budget accounts with year-end fund balances will cover the additional expense.
- Wells Fargo notified her of a trust in which the Library was a named beneficiary. The Foundation has been advised.
- The 2019 Library Foundation grant request was shared with the Board. It will be shared with the Foundation Grants Committee to consider approval, followed by consideration by the Foundation Board. Projects include partial funding to replace the plaza light poles, with remainder funding requested from the Friends, and funding for two interior art murals.
- Dakota West Arts Council secured funding for mosaic art to be created by local artists on the columns near the adult computers. Input will be sought from Library staff, Board Trustees, and Foundation and Friends Board members. The project is expected to start in March or April 2019, with teens assisting in placing the glass pieces.
- The City's Town Hall meeting, regarding their strategic plan, will be held at Bismarck State College on Thursday, November 1st. Library Board representation was requested.
- The Library mascot survey will be shared on social media to invite the community to vote for their favorite animal and provide name suggestions.

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

- Cameo Skager has resigned as Executive Foundation Director. The Personnel Committee is seeking a replacement. She will work Mondays until a replacement is found.
- The Finance Committee will meet October 31st, before the November Board meeting.

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

- The Fall Used Book Sale raised approximately \$23,000 with the help of 125 volunteers.

The regular Board meeting has been scheduled for Tuesday, November 20, 2018 at 12:00 p.m.

The meeting adjourned at 1:18 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: November 20, 2018

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

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

The November 20, 2018 Board meeting was called to order by M. Schaff, President, at 12:05 p.m.

The October 25th minutes had been mailed out in advance. J. Hinman moved to approve the minutes. Seconded by P. Grantier. Motion carried.

The vendor invoices for November 2018, along with the October financial reports had been mailed out in advance. Following discussion, B. Bartosh moved to approve the November 2018 vendor invoices. Seconded by J. Hinman. Motion carried. Following discussion, J. Hinman moved to accept the October financial reports. Seconded by B. Bartosh. Motion carried.

Library Board Monthly Calendar:

C. Kujawa explained the benefits of a Library Board of Trustees – Calendar of Events, which had been mailed out in advance. Such a document would assist with Board Member recruitment to explain commitment expectations, and to serve as a reminder to current Board Members and Library Administration of annual functions.

Personnel Policy – Education and Training:

C. Kujawa advised that the Library adheres to the City of Bismarck's Travel Policy based on the North Dakota Administrative Code 46-02-07-02. The Education and Training policy, which had been mailed out in advance, clarified employee compensation policy during development opportunities outside the Library. Following discussion, J. Hinman moved to approve the Education and Training policy, with changes. Seconded by P. Grantier. Motion carried.

In the Director's report C. Kujawa reported:

- The roof project is near completion; downspout fixtures remain to be finished.
- The cement stair project was in the final phase; installation of the railing and repairs to damage by snow removal contractors remain to be finished. An insurance claim has been filed and C. Kujawa is working with the City to ensure repairs are made and the project completed.
- Plaza bollard lights are being retrofitted with LED lights by Seifert Electric at a cost of \$1400. This will result in better lighting on the grassy knoll and north side of the building.

- The Library mascot survey closed on November 19th with the lion costume obtaining the most votes. C. Kujawa will contact the mascot company to proceed with ordering.
- Based on Board recommendation at the October Board meeting, staff brainstormed ideas to enhance the atmosphere of the lower level collections area, to be reported at the November Board meeting. By shifting material, three shelving units could be removed, with space to add extra tables and chairs. Having more patrons utilizing that area should assist with comfort levels. Paint around the perimeter and updated light fixtures would also brighten the area. C. Kujawa shared cost estimates of approximately \$14,000 based on previous project expenditures. She requested that the Board provide direction, either to proceed now or in 2019; there would be funds available in either the Library's 2018 or Memorial's 2019 budget to fund these expenditures. J. Hinman made a motion to begin renovation on the lower level up to \$15,000, seconded by B. Bartosh. No vote was taken on the motion. Discussion will continue after quotes are received.
- The Bookmobile floor plan was shared, bid specifications will be available at the December Board meeting. C. Kujawa will research handicap accessibility compliance and report findings. C. Kujawa requested that the Board consider approval of the project at the December meeting, followed by a report to the Library Foundation at their January meeting.

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

- The budget and grant requests were approved.
- Advertising for the position of Executive Foundation Director has resulted in three applicants to date.
- The next meeting will be a holiday celebration, M. Schaff and B. Bartosh will attend.

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

- The budget was approved.
- A Read & Ride CAT bus wrap was sponsored, the unveiling on November 29th will be attended by E. Jacobs and Friends Board members.

The regular Board meeting has been scheduled for Thursday, December 27, 2018 at 12:00 p.m.

The meeting adjourned at 1:23 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: December 27, 2018

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

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

The December 27, 2018 Board meeting was called to order by M. Schaff, President, at 12:04 p.m.

The November 20th minutes had been mailed out in advance. J. Hinman moved to approve the minutes. Seconded by B. Bartosh. Motion carried.

The vendor invoices for December 2018, along with the November financial reports had been mailed out in advance. Following discussion, B. Bartosh moved to approve the December 2018 vendor invoices. Seconded by J. Hinman. Motion carried. Following discussion, J. Hinman moved to accept the November financial reports. Seconded by B. Bartosh. Motion carried.

City Strategic Plan Discussion:

C. Kujawa and E. Jacobs prepared and explained the goals for the Library's inclusion in the City's strategic plan. Following discussion, it was agreed upon to proceed with the goals of:

- Grow the Bismarck Veterans Memorial Public Library's capacity as the community's well-established hub of lifelong and cultural/arts programming by securing funding for three additional full-time employees.
- Enhance the Bismarck Veterans Memorial Public Library facility in its role as a community destination for public events, performances, and activities by securing funding to replace the building's exterior walls.

Additional topics included:

- Follow up with Jason Gray, a representative of the JDGray Group LLC, the consultant hired to update the plan. C. Kujawa has initiated contact, but has had no response to date.
- Possible partnership with Public Health regarding onsite social work services.
- Potential capital projects such as an additional Library branch, should future population growth necessitate having one.
- C. Kujawa and J. Hinman will share these topics with City Commissioner Oban when they meet with him.

Prior to the lower level and bookmobile discussions the meeting attendees toured both locations to aid in envisioning proposed enhancements. The group then reconvened to continue the meeting.

Lower level Discussion:

In an effort to address safety concerns, C. Kujawa suggested enhancements to the lower level collections area, with an estimated total of \$14,000. Following discussion, J. Hinman moved to begin renovation on the lower level up to \$15,000. Seconded by S. Sorlie. Motion carried.

Bookmobile floor plan/specifications:

The new bookmobile floor plan/specifications had been mailed out in advance. C. Kujawa explained current workarounds and the addition of a “patron assist” doorbell. In accordance with 28 CFR 35-150, and legal advice, the Board agreed that a wheelchair lift will not be added because it would be structurally impracticable, will result in a fundamental alteration of the service, and will create an undue financial burden. Following discussion, J. Hinman moved to approve the submitted floorplan and specifications without the wheelchair ramp. Seconded by S. Sorlie. Motion carried. C. Kujawa will apprise Commissioner Guy and Commissioner Jones of the status.

In the Director’s report C. Kujawa reported:

- Year-end expenses are being monitored, and budgets will be balanced before being closed.
- Industrial Enterprises, Inc. submitted the final invoice for the cement stair project.
- The automatic door, which will be 50% reimbursed through a grant, has been installed in the Gifted Bean.
- A survey has been emailed to Friends of the Library and the Library Foundation requesting input on the mosaic project, the survey closing date is January 20th.
- Another survey will be sent in February seeking input on the larger mural project.
- City Maintenance Manager Bruce Schirado will start the RFP process for the HVAC project in spring 2019.

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

- The holiday celebration included a farewell to Foundation Executive Director, Cameo Skager.
- Legacy planning has resulted in two recent, generous estate gifts.
- Interviews have been completed for the Foundation Executive Director position. A vote regarding the candidate will be taken at the January 2019 meeting, if approved; C. Kujawa will offer the position.

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

- They didn’t meet in December.
- Ongoing funding for Little Songbirds and English for Everyone has been approved.

The regular Board meeting has been scheduled for Thursday, January 24, 2019 at 12:00 p.m.

The meeting adjourned at 1:32 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director