

# Minutes of the Bismarck Public Library Board of Directors

Date: January 24, 2013

Present: Library Board Members: Dave Ripley, President; Mike Fladeland, Vice President; and Mary Maichel Guler..

Also Present: Kristi Harms, Library Director; Mary Jane Schmaltz, Assistant Director; and Marilyn Barbie, Administrative Assistant.

Immediately following lunch, the January Board meeting was called to order by D. Ripley, President, at 12:10 PM. The December 2012 minutes had been mailed out in advance. M. Guler called the Board's attention to the first paragraph the third and fourth lines and asked that the *yearly evaluation* in each line be changed to read *performance evaluation*. Also, on the second page the third paragraph *of herself* be changed to *K. Harms*. Following discussion M. Guler moved to approve the December minutes with the changes. Seconded by M. Fladeland. Motion carried.

Additional December invoices, January invoices and December financial reports had also been mailed out in advance. K. Harms noted that the December financial reports were not final and subject to change as the City had not closed out 2012 yet. Following discussion, M. Guler moved to approve the additional December 2012 and January 2013 vendor invoices. Seconded by M. Fladeland. Motion carried. Following discussion, M. Guler moved to accept the December 2012 financial reports. Seconded by M. Fladeland. Motion carried.

K. Harms noted that a transfer needed to be done in the 2012 budget. Additional funds were needed to cover expenses in the Service Contract account. She requested a transfer from Snow Removal to cover the expenses. M. Fladeland moved to approve the transfer as presented. Seconded by M. Guler. Motion carried.

In the Director's report, K Harms reported that:

\*The assistant director's job had been advertised on the City's web site, in the Bismarck Tribune, NDLA, MPLA, and Minitex. The City's Human Resource Department would screen the candidates and the five top candidates would be interviewed. K. Harms along with the city's Human Resource Director and one Board member would do the interviewing. February 15<sup>th</sup> was the closing date for acceptance of applications. The Director of Human Resources had suggested the Library pay a set amount for each candidate for travel expenses.

\*A letter had been drafted to the North Dakota Coordinating Council noting that the core standards set were unreachable for the largest libraries in ND. The exemplary standards seem completely unattainable. Members of the Central Dakota Library Network were also encouraged to send letters with their concerns. M. Guler moved to approve K. Harms send the prepared letter to the ND Coordinating Council. Seconded by M. Fladeland. Motion carried.

\*Rachel Neva had signed the contract for the coffee shop. It now needed to be signed by D. Ripley, Board President, and Charles Whitman, City Attorney. K. Harms noted that she had not received the financial statement from R. Neva as stipulated in the contract by the 10<sup>th</sup> of the month for the previous month. The Board told K. Harms to send a letter to R. Neva on the 11<sup>th</sup> of each month stating that R. Neva is not in compliance with the terms of the contract and if she doesn't meet the terms of the contract the contract may be terminated. K. Harms reported that a gentleman had approached her and M.J. Schmaltz expressing interest in purchasing the coffee shop and told them if it ever comes up for sale he would be interested.

\*A maintenance calendar had been set up on Google for Lynn Bryntesen, head of maintenance. She and M. J. Schmaltz would be working with him to set up his schedule and duties.

\*The Library had received \$15,000 from the Library Foundation, Inc. K. Harms was working with Fargo Glass and Paint Company to replace a couple of glass doors on the display case with sliding glass doors. Also, Gayle Schuck, Development Director, was working on a new Foundation wall plaque.

\*She had attended Active Shooting Training at Bismarck State College put on by the North Dakota Safety Council. K. Harms was working on a plan for the Library with the Bismarck Police Department and Barry Mayer, a volunteer and former Bismarck Policeman.

\*Aid, Inc. had sent a letter thanking the Library for all the food donated from the Library's Food for Fines project held over the Christmas holiday season.

For the Foundation, it was reported that the annual fund raiser, Coffee, Chocolate, and Check-outs, would be held April 12<sup>th</sup> at the Library.

For the Friends, M.J. Schmaltz reported the Friends were getting ready for the next book sale to be held, March 7, 8 and 9.

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

Respectfully submitted,

Marilyn Barbie  
Administrative Assistant

Kristi Harms  
Library Director

# Minutes of the Bismarck Public Library Board of Directors

Date: February 28, 2013

Present: Library Board Members: Dave Ripley, President; Mary Maichel Guler; Liz Lucas and Dick Weber.

Also Present: Kristi Harms, Library Director; Mary Jane Schmaltz, Assistant Director; Marilyn Barbie, Administrative Assistant; and Alyssa Feik, Circulation Manager.

Alyssa Feik, Circulation Manager, was asked to speak. She noted that she had been working on setting up a new 7-Day Express Shelf. A shelf is set up with the most popular books. These books can only be checked out for seven days. They cannot be requested in advance and they cannot be renewed. It was decided to use the McNaughton rentals for this purpose. At the present we rent about 150 and spend about \$3,000 for these books. Following her presentation, Alyssa left the meeting.

Immediately following lunch, the February Board meeting was called to order by D. Ripley, President, at 12:15 PM. The January minutes had been mailed out in advance. M. Guler moved approval. Seconded by L. Lucas. Motion carried.

The February and additional December 2012 vendor invoices had been mailed out in advance. Following discussion, M. Guler moved to approve the February 2013 vendor invoices. Seconded by D. Weber. Motion carried. Next, D. Weber moved to approve the additional December 2012 invoices. Seconded by M. Guler. Motion carried. Following discussion M. Guler moved to accept the financial reports through January 31, 2013. Seconded by L. Lucas. Motion carried.

K. Harms asked the Board to approve a transfer of funds within the 2012 budget to cover overages. D. Weber moved to transfer \$1,000.00 from Annual Leave to Computers and Software. L. Lucas seconded. Motion carried.

In the Director's report, K Harms reported that:

\*Five interviews had been set up for the Assistant Director position. One had dropped out so now they would interview four. The City Human Resources had sent over a total of eight applications. K. Harms, M.J. Schmaltz and the Director of Human Resources would be conducting the interviews. K. Harms suggested reimbursing each candidate \$500.00 for travel expenses. D. Weber entertained a motion to reimburse each out-of-state candidate up to \$500.00 for travel expenses. Seconded by L. Lucas. Motion carried. D. Weber offered to sit in on the interviews as the Board representative.

\*There had not been a reply to the letter she had sent to the ND Coordinating Council on the state standards for public libraries.

\*Two letters had been sent to Rachel Neva, owner of the coffee shop, for noncompliance. R. Neva had made the necessary corrections. R. Neva had also given K. Harms her profit and loss statements for the past two months. K. Harms and M.J. Schmaltz had visited with a gentleman interested in purchasing the coffee shop if it should come up for sale. Board consensus was to let R. Neva know someone was interested and the Board would release her from her contract.

\*Sliding doors had been added to the lobby display case on the bottom to make it easier to use and also to clean.

\*A draft for the Active Shooter Response plan had been prepared. K. Harms gave copies to the Board and asked them to bring them back to the March meeting with their recommendations.

\*A member of the Rotary Club had given K. Harms his ticket for the drawing that is held each week at Rotary. K. Harms had won \$379 and was to buy books for the Library with the money as had been requested.

\*Emails had been sent to all the local Legislators urging them not to cut the funding for State Aid.

\*Kate Waldera, Head of Reference, and Christine Kujawa, Head of Circulation, were both going to attend the American Library Association annual convention to be held in Chicago in June. K. Waldera had nominated C. Kujawa for the "Gordon M. Conable Award for Intellectual Freedom." This award is given to a public library staff member or trustee who has demonstrated a commitment to intellectual freedom and the Library Bill of Rights. C. Kujawa was selected from a nationwide group of nominees.

\*The State Library was offering a grant to public libraries for a wireless router and laptop to be used by service men and women and their families to skype. It would also be available for all patrons to check out. It was suggested doing a press release.

\*Public Works personnel are looking at the City projects of replacing the plaza bricks and the front sliding doors at the Library.

At this time the Library Board went into executive session to discuss the follow-up of K. Harms performance evaluation.

For the Foundation, it was reported that the Legacy Committee was starting the process of soliciting prospective donors. C. Keller had resigned from the Foundation Board because of poor health.

For the Friends, M.J. Schmaltz reported that the Annual Spring book sale would be held March 8, 9, and 10<sup>th</sup>.

There being no further business, the meeting adjourned at 1:15 PM.

Respectfully submitted,

Marilyn Barbie  
Administrative Assistant

Kristi Harms  
Library Director

# Minutes of the Bismarck Public Library Board of Directors

Date: March 25, 2013

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

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

The Board congratulated C. Kujawa for being named the new Assistant Director effective on May 1, 2013. Immediately following lunch, the March Board meeting was called to order by D. Ripley, President. The February minutes had been mailed out in advance. D. Weber moved approval. Seconded by L. Lucas. Motion carried.

The March vendor invoices and February financial reports had also been mailed out in advance. Following discussion, M. Guler moved to approve the March 2013 vendor invoices. Seconded by M. Fladeland. Motion carried. Following discussion, M. Guler moved to accept the financial reports through February 28, 2013. Seconded by D. Weber. Motion carried.

Concerning the coffee shop, the Board asked M.J. Schmaltz to visit with Rachel Neva, owner of the coffee shop, to let her know that the Library Board would release her from her contract if she chose to do so since she is not currently making a profit.

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

\*The Library has received a letter from the Maxson Law Office in Minot, ND that the Library is listed as a beneficiary in the estate of Lucille C. Campbell. The total of the estate is around \$123,000. The Library will receive 1/3 of the disbursement after all expenses are paid. M. Guler asked M.J. Schmaltz to contact the Maxson Law Office to inquire if these funds were designated for a special purpose.

\*The bid for installing the hatch on the roof was \$5,000. (This is a one-time priority project to be paid for by the City). The bid did not include ladders to access the hatch and other areas of the Library. Following discussion, it was agreed that ladders needed to be included. A separate bid for the ladders will be obtained and the Library will pay for the ladders and their installation.

\*A quote was being obtained from Fargo Paint and Glass to install new handicapped doors and remove the sliding doors in the front lobby of the Library. (This is also a one-time priority and will be paid for by the City.)

\*V. Mastel was working on upgrading and replacing security cameras in the Library. The Library received \$20,000 from the City for this one-time priority project.

\*The final one-time priority to be paid for by the City was the replacement of the pavers in front of the Library. M.J. Schmaltz said she would like to include heating elements underneath. This

would be an additional expense and the Library would need to pay for this. Board consensus was to find out how much this would cost and, also, the estimated increase in monthly utilities cost.

\*C. Kujawa has accepted the position of Assistant Director and will begin her duties May 1<sup>st</sup>. C. Kujawa has rewritten the job description for the Head of Circulation. The advertisement is listed on the City's web site and several Library list servers. The closing for the job is April 12<sup>th</sup> and interviewing would begin shortly thereafter. It is hoped that the new person would be able to start work May 1<sup>st</sup>.

K. Harms had applied for and been approved for four weeks of family medical leave under FMLA. The Board asked M.J. Schmaltz to stay on in K. Harms absence. Following Board discussion, D. Weber moved to rescind M.J. Schmaltz's retirement date of April 1<sup>st</sup> to extend her employment indefinitely. Seconded by L. Lucas. Approved unanimously.

For the Foundation it was reported that "Coffee, Chocolate & Check-out" will be held on April 12<sup>th</sup> on the main floor of the Library. This is an annual event sponsored by the Foundation to thank donors, board members, etc.

For the Friends M.J. Schmaltz reported that the Friends had their best spring book sale ever by raising \$24,000 gross. The Friends are looking at purchasing a self-checkout station for the Library with the proceeds.

There being no further business the meeting adjourned.

Respectfully submitted,

Marilyn Barbie  
Administrative Assistant

Mary Jane Schmaltz  
Assistant Director

# Minutes of the Bismarck Public Library Board of Directors

Date: April 25, 2013

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

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

Immediately following lunch, the April Board meeting was called to order by M. Fladeland, Vice President. The March minutes had been mailed out in advance. M. Barbie noted that M.J. Schmaltz had made some corrections and asked the Board to read the revised minutes. Following discussion, L. Lucas moved to approve the revised minutes. Seconded by D. Weber. Motion carried.

The April vendor invoices and March financial reports had also been mailed out in advance. Following discussion, D. Weber moved to approve the March 2013 vendor invoices. Seconded by L. Lucas. Motion carried. Following discussion M. Guler moved to accept the financial reports through March 31, 2013. Seconded by D. Weber. Motion carried.

M.J. Schmaltz read Kristi Harms' letter of resignation to the Board. M. Guler moved to accept K. Harms' resignation effective May 3, 2013. Seconded by L. Lucas. Motion carried. D. Weber moved to appoint M.J. Schmaltz Director of the Library effective May 3, 2013. Seconded by L. Lucas. Approved unanimously. Discussion followed to raise M.J. Schmaltz's salary to reflect her new position. M.J. Schmaltz asked the Board to also consider increasing M. Barbie's salary as she has had to accept additional responsibilities. The Board asked that a summary of K. Harms, M.J. Schmaltz and M. Barbie's salaries be prepared and sent to them before the May meeting.

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

\*The initial advertising for a new Director has begun. M.J. Schmaltz noted that the Library Board can request as many candidates as they want to interview. M.J. Schmaltz suggested skyping the candidates and then having the top one or two come here to be interviewed. The Board thought this was a good idea.

\*T. Jones has agreed to come and help with the 2014 budgeting process. Board consensus was that T. Jones needed to be compensated in some manner for his time and expertise. C. Kujawa will be included in the budget process.

\*Interviewing has begun for the new Head of Circulation. Four candidates were being interviewed and a decision will be reached by Friday, April 26.

\*A new Board member will need to be appointed to replace M. Guler who will have completed two three-year terms in June 2013. Several names were suggested. The Board will come back to the May meeting with a recommendation to put forth before the City Commission.

\*Concerning the one-time priorities that had been approved by the City Commission: The hatch to the roof was installed. The original bid had not included ladders for the roof and a second bid was being obtained to install ladders. M.J. Schmaltz was also going to be speaking with Fargo Glass Company about installing new handicapped doors with crash bars.

\*The hand drying machines in the front lobby public restrooms need to be replaced. M.J. Schmaltz would like to replace them with the Dyson two-sided drying machines. She is going to ask the Friends to pay for them as they are quite expensive. Also, M.J. Schmaltz will be asking the Friends to pay for lights to be installed in the concrete by the flagpole and three plug-in outlets near the plaza trees.

\*The Library works with a local collection agency. In March 49 people had been turned over for collection. Before someone is turned over for collection, several notices are sent giving the patron ample opportunity to pay for the items or return them. Only fines of \$50 or more are turned over and patrons are given the opportunity to make arrangements for payment if they can't afford to pay it all at one time.

\*In the six months since the Time and Print Management System has been operating 22,739 patrons have used the computers, 2,000 guest passes have been issued, logging in 18,156 hours and \$3,400 in income has been generated.

\*A \$4,000 donation was presented to the Library by Betsy Dalrymple, ND First Lady, & Gary Miller, St. Alexius Primetime CEO for the "Braintrain" project. Books will be purchased on neurological disorders.

\*Christine Kujawa will take over as the liaison for the Friends from the Library.

\*Over 1,200 people had used the RSVP income tax help location here at the Library.

The Friends had purchased a ST Imaging View Scan machine from Datrue Process Automation at a cost of \$9,000. C. Kujawa was going to ask the Friends to purchase a self-check machine for the Library at a cost of \$29,000.

For the Foundation, it was reported that the "Coffee, Chocolate & Check-Out" was a success, even-though the turn-out was less than expected.

M.J. Schmaltz invited Board members to attend the annual Volunteer Appreciation on May 9<sup>th</sup> here at the Library. D. Weber volunteered to attend and hand-out certificates.

There being no further business, the meeting adjourned.

Respectfully submitted

Marilyn Barbie  
Administrative Assistant

Mary Jane Schmaltz  
Director



# Minutes of the Bismarck Public Library Board of Directors

Date: May 23, 2013

Present: Library Board Members: David Ripley, President; Mike Fladeland, Vice President; Mary Maichel Guler; Liz Lucas and Dick Weber.

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

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

The May vendor invoices and April financial reports had also been mailed out in advance. Following discussion, L. Lucas moved to approve the April 2013 vendor invoices. Seconded by D. Weber. Motion carried. Following discussion, M. Fladeland moved to accept financial reports through April 30, 2013. Seconded by M. Guler. Motion carried

In the Director's Report, Mary Jane Schmaltz reported:

\*The deadline for the applications for the Director position was June 14<sup>th</sup>. She gave Board members a draft of the proposed interview questions for the Board to review.

\*Mary Guler's second three-year term on the Board would be completed on June 30<sup>th</sup>. Board consensus was to recommend Mike Schaff, a local lawyer and member of the Library Foundation Board, as a member of the Library Board. M. Fladeland moved to send a letter to the City Commission to put Mike Schaff's name forward as an appointee to the Library Board. Seconded by D. Weber. Motion carried.

\*Alyssa Feik, current Circulation Manager, was hired as the Head of Circulation. She will continue to do both jobs until a new Circulation Manager is hired. The closing for applications for Circulation Manager is May 31<sup>st</sup>.

\*An intern has been hired in the Teen Department for the summer. The Friends are financing the intern.

\*The hatch to the roof had been installed. Because ladders were not included in the original bid, additional bids were being taken for ladders. One bid was for \$4,800 for steel ladders and another bid was for \$2,450 for aluminum ladders. Board consensus was to accept the lower bid.

\*\$15,000 had been allotted from the City to change the lobby doors to more handicapped accessible doors. The sliding doors would all be removed. The City was requesting bids for the changes as this is a one-time priority paid for with City money.

\*The pavers on the front plaza were to be removed and replaced with concrete. This project is moving very slowly because the City has not had time to pursue it.

\*The City was replacing the old lighting fixtures on the main floor of the Library at a cost of \$28,000 and replacing them with more environmentally friendly lighting.

\*The 2014 budget was coming together. The revenue portion needed to be completed by June 15<sup>th</sup> and the expense portion by July 15<sup>th</sup>. Between July 22-25, M. J. Schmaltz would meet with Sheila Hilman, Finance Director, and Parrell Grossman, City Commissioner. She asked that one or two Board members accompany her.

\*Rachel Neva, owner of the coffee shop, had sent a message that she would like to close the coffee shop on Saturday, May 25<sup>th</sup>, the Saturday before Memorial Day. M. Fladeland moved to give Rachel Neva written permission to close on May 25<sup>th</sup> for Memorial Day week-end. Seconded by L. Lucas. Motion carried.

\*The tornado procedure has been updated. M.J. Schmaltz was planning to hold a couple of tornado procedure drills for staff before the Library opens in the morning.

\*The Fire Department came and conducted their annual building check. Three of the emergency doors did not open. These doors were immediately repaired.

\*Friday, June 1 is the annual Summer Reading kick-off to be held at the Capitol from 10AM – 3PM. This is held in conjunction with the State Library and Mandan Public Library.

For the Foundation it was reported that the 2012 audit of the Foundation was clean.

For the Friends, C. Kujawa reported that the Friends had approved \$49,000 in expenditures for the Library including \$29,000 for a self-checkout, Dyson hand dryers, a printer for C. Kujawa's office, well lighting around the flagpole, electrical post out-lets around the trees for Library events held on the plaza, a staff camera and money for the summer reading program. The Board asked M.J. Schmaltz to send a thank-you letter to the Friends thanking them.

The Board discussed increasing M.J. Schmaltz's salary as Director and M. Barbie's salary for her additional responsibilities. It was moved, seconded and approved by the Library Board to increase Mary Jane Schmaltz's salary to \$87,000/year to compensate her for her new position as Library Director and to increase Marilyn Barbie's salary to \$47,000/year to compensate her for the additional responsibilities she has assumed. Both increases are to start June 1<sup>st</sup>. Motion carried.

There being no further business the meeting adjourned.

Respectfully submitted

Marilyn Barbie  
Administrative Assistant

Mary Jane Schmaltz  
Director



# Minutes of the Bismarck Public Library Board of Directors

Date: June 27, 2013

Present: Library Board Members: David Ripley, President; Mike Fladeland, Vice President; Mary Maichel Guler; and Dick Weber.

Also Present: Mary Jane Schmaltz, Director; Chrisitine Kujawa, Assistant Director; Marilyn Barbie, Administrative Assistant; Mike Schaff, newly appointed Board member; and Sarah Matthews, Interlibrary Loan and Reference Librarian.

The June Board meeting was called to order by D. Ripley, President. Sarah Matthews had asked to address the Library Board. (After the birth of Sarah's daughter and her return to work following three months of FMLA, Kristi Harms, former Library Director, had granted S. Matthews permission to work from home four hours a week. M.J. Schmaltz, the newly appointed Library Director, had reminded S. Matthews that the six month period was up and discussed with her when she was returning to work her forty hours at the Library. S. Matthews had believed that the arrangement was permanent and asked to address the Board requesting a policy addition regarding flexible scheduling.) After reading a letter to the Board, S. Matthews left the meeting. Discussion followed. The Board agreed that S. Matthews had done her research and had prepared a good letter. M. Guler moved to leave the present policy as is. M. Fladeland seconded the motion. Discussion followed. M. Fladeland then moved to amend the original motion to allow S. Matthews to continue to work from home until September 30 and at that time she needed to discontinue her four hours at home. Seconded by D. Weber. Motion carried.

The May minutes had been mailed out in advance. D. Ripley asked that a change be made to the last paragraph putting a period after assumed and starting a new sentence with *Both*. D. Weber moved to approve the minutes as amended. Seconded by M. Guler. Motion carried.

The June vendor invoices and May financial reports had also been mailed out in advance. Following discussion D. Weber moved to approve the June 2013 vendor invoices. Seconded by M. Guler. Motion carried. Following discussion M. Guler moved to accept the financial reports through May 31, 2013. Seconded by M. Fladeland. Motion carried.

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

\*The deadline for the Library Director position had been extended to July 31<sup>st</sup> as only three applications had been received. The salary hiring range had been increased from \$68,203 - \$102,336/annually to \$80,000 - \$105,000/annually.

\*The City pays a per diem rate for lodging. Two staff members were traveling to Chicago for the ALA conference. The City's per diem rate does not cover the cost of the hotel. M. Guler moved to pay the full cost of lodging for the two staff members attending the conference in Chicago. Seconded by M. Fladeland. Motion carried.

\*A new circulation manager has been hired to replace Alyssa Feik, who had accepted the Head of Circulation position. The new manager is Rebecca Needham. She will begin work on July 15<sup>th</sup> at a salary of \$32,000/year.

\*The one-time projects that are paid for with City funds are moving ahead very slowly because of the weather and also increased construction in the area. M.J. Schmaltz hopes to bring drawings of the renovation of the plaza to the July Board meeting.

\*Requests for quotes were sent out to three area carpet cleaners. Only two companies replied. Both quotes were for \$.16/square foot. One company quoted \$1.50/ step and the other company would not charge for steps. M.J. Schmaltz recommended choosing Bar Bee Carpet Cleaning Inc. as they had submitted the lower bid. Also, they had cleaned the carpets for many years and the Library was happy with their work. D. Weber moved to accept the quote from Bar Bee Carpet Cleaning, Inc. Seconded by M. Guler. Motion carried.

\*A check was received from the Berger Estate for \$5,592.95. This was the final distribution. A total of \$191,857.03 was received from the Berger Estate. M.J. Schmaltz recommended giving the latest check to the Library Foundation, Inc. M. Guler moved to follow the same procedure as done previously to donate the funds to the Library Foundation, Inc. Seconded by D. Weber. Motion carried.

\*Rachel Neva, owner of the coffee shop, reported a profit of \$480. in May.

\*A complaint had been received from a patron on a book in the Youth Services area. The patron felt that the book should be in the Teen Area. After several staff members had reviewed the book, it was decided to leave the book in the Youth Services area and a letter was sent to the complainant.

\*M.J. Schmaltz requested time off on July 15, 16 and 17<sup>th</sup> .

\*The 2014 budget had been reviewed with Sheila Hilman, Head of City Finance. M. J. Schmaltz reviewed the 2014 budget with the Board. She will be meeting with the City budget committee between July 22-25. M.J. Schmaltz asked that two Board members accompany her when she does the official presentation. As soon as the date of the meeting is sent to her, she will inform the Board.

\*Christine Kujawa, Assistant Director, and Kate Waldera, Head of Reference, were attending the ALA conference in Chicago. K. Waldera had nominated C. Kujawa for *The Gordon M. Conable Award for Intellectual Freedom*. C. Kujawa won the award and would be presented with it at the conference.

\*The summer reading kick-off was held on June 1<sup>st</sup> at the Capitol. Several of the BPL staff members hosted tables of information at the event.

\*The Bookmobile Assistant is having back surgery on July 9<sup>th</sup> and will be out for four to six weeks. The Bookmobile Librarian will be looking for volunteers to ride with her on the Bookmobile for that time period.

For the Foundation it was reported that the second Bill Pearce Award will be given to Mary Golden on November 1<sup>st</sup> at a luncheon at Apple Creek Country Club.

For the Friends it was reported there would be no meeting in July. The Friends will be hosting the end of the summer reading celebration---an ice cream social to be held on July 31<sup>st</sup>.

At this time a plaque was presented to Mary Guler thanking her for her six years on the Library Board. It was noted that the Board had counted on her expertise many times and her service and legal expertise had been very much appreciated.

There being no further business, the meeting adjourned at 1:45 PM.

Respectfully submitted

Marilyn Barbie  
Administrative Assistant

Mary Jane Schmaltz  
Director

# Minutes of the Bismarck Public Library Board of Directors

Date: July 25, 2013

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

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

Immediately following lunch, the July Board meeting was called to order by D. Ripley, President, at 12:10 PM. This being the annual meeting the first order of business was the election of officers. D. Weber nominated M. Fladeland for President and Mike Schaff, for Vice President. L. Lucas seconded both nominations. Motion carried. At this time M. Fladeland took over the meeting as President. The Board thanked D. Ripley for his considerable time and commitment spent as President of the Board for the past year.

The June minutes had been mailed out in advance. D. Weber moved to approve the minutes. Seconded by M. Schaff. Motion carried. The July vendor invoices and June financial reports had also been mailed out in advance. A simple typo correction was made by M. Barbie on the vendor invoices. Following discussion, D. Ripley moved to approve the July 2013 vendor invoices with the correction. Seconded by L. Lucas. Motion carried. Following discussion D. Weber moved to accept financial reports through June 30, 2013. Seconded by M. Schaff. Motion carried.

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

\*The new Circulation Assistant Manager, Becky Needham, had started on July 15<sup>th</sup>. A new Children's Services Assistant, Glenda Kiser, had been hired. The Library was now fully staffed.

\*Eleven candidates had applied for the Director position. Discussion followed on how many candidates the Board wanted interview via Skype. Board consensus was to ask for the top eight to Skype and then bring in the top two or three for face-to-face interviews. It was also decided that as many Board members as possible would be involved in the Skype interviews. The Skype interviews would take place the first two weeks of August.

\*Jennifer Jones, Head of Technical Processing, had turned in her letter of resignation effective December 31, 2013. J. Jones has been with the Library for 37 years. Advertising for her position will be done locally and on the NDLA and MPLA list serves.

\*C & H Glass had submitted the low bid for the replacement of three lobby doors to make them push-button handicapped accessible. However, when M. J. Schmaltz visited with personnel from C & H Glass, they suggested a better proposal for changing out the doors which would increase the price considerably but was a much better plan. D. Weber moved to accept the original bid of \$8,155 and the change order of \$6,567. L. Lucas seconded. Discussion followed. Following discussion L. Lucas withdrew her second and D. Weber withdrew his motion. M.

Schaff then moved to rebid the renovation of the lobby doors. Seconded by L. Lucas. Motion carried.

\*M. Fladeland had met with M.J. Schmaltz concerning the selection of the replacement of the pavers on the plaza. It was decided to add some color to the concrete to make it more attractive.

\*V. Mastel was continuing with the upgrade to the security cameras. He expected to have the project completed by November.

\*Rachel Neva, owner of the coffee-shop, had reported a \$644 profit in June. She had sent a request to M.J. Schmaltz asking permission to close Saturdays for the rest of the summer. Board discussion followed. D. Weber made a motion stating the Board had reviewed her request but had decided they want her to stick to the original terms of the contract and she should stay open on Saturdays. Seconded by L. Lucas. Motion carried.

\*Draft copies of the 2014 Library, Bookmobile and Memorial budgets had been given to the Board. M.J. Schmaltz had met with Sheila Hilman, chief financial officer, who had helped M.J. Schmaltz with the budgets. Following the Board meeting, M.J. Schmaltz and two of the Board members would be meeting with a City Commissioner representative and City personnel to review the 2014 budgets.

The Library Foundation had not met in July. D. Ripley moved that M. Schaff be appointed as the Library Board representative to the Library Foundation. Seconded by L. Lucas. Motion carried.

C. Kujawa reported that she and K. Waldera, Head of Reference, had attended the ALA conference in Chicago. For the Friends, C. Kujawa noted that the new self-check machine, purchased by the Friends, was installed and operational. 679 patrons had used the machine and 1548 items had been checked out. The annual ice cream social, sponsored by the Friends, signaling the end of the summer reading program would be held on the plaza July 30<sup>th</sup>. The Library was setting up a table at the downtown Community Urban Harvest on August 8<sup>th</sup> and would be staffed by the Library staff.

There being no further business, M. Schaff moved for adjournment at 1:45 PM.

Respectfully submitted

Marilyn Barbie  
Administrative Assistant

Mary Jane Schmaltz  
Director

# Minutes of the Bismarck Public Library Board of Directors

Date: August 22, 2013

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

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

Immediately following lunch, the August Board meeting was called to order by M. Fladeland, President, at 12:07 PM. The July minutes had been mailed out in advance. D. Weber moved to approve the minutes. Seconded by L. Lucas. Motion carried.

The August vendor invoices and July financial reports had also been mailed out in advance. Following discussion, D. Weber moved to approve the August 2013 vendor invoices. Seconded by L. Lucas. Motion carried. Following discussion, M. Schaff moved to accept the financial reports through July 31, 2013. Seconded by L. Lucas. Motion carried.

At this time M.J. Schmaltz requested a transfer of funds to the Library Board for consideration. (The total cost of the generator and its installation was \$150,702.84. The City Commission had authorized a 2012 Capital Expenditure of \$140,000. The Library Board had agreed to pay the difference. It was necessary to move funds within the 2013 budget in order to cover this cost and allow the City to close out this account.) L. Lucas moved to transfer \$10,703 from the Pass-Thru Grants to the Building Improvement line item in order to pay the difference between the actual cost and the estimated cost. Seconded by D. Weber. Motion carried.

The City Commission had authorized a one-time expenditure of \$20,000 to upgrade the Library's video security system. V. Mastel, technology coordinator, had requested additional money in order to upgrade some of the current cameras to digital. D. Weber moved to approve an additional \$2,500 from the Library's 2013 budget to upgrade and complete the project. Seconded by M. Schaff. Motion carried.

Sheila Hillman, City Finance Director, had agreed to go to the City Commission with a Library request agenda to do a 2014 One-Time Priority request in the 2013 budget instead of the 2014 budget. The Head of Technical Services is retiring at the end of the year and it was important to do this before her retirement. D. Weber moved to take \$8,029 out of the 2013 Library budget to cover this project. Seconded by L. Lucas. Motion carried.

The City Commission had approved \$15,000 to replace the lobby sliding doors in 2013. C & H Glass had the lowest bid of \$11,772. D. Weber moved to accept the C & H bid of \$11,772 for renovation of two sets of the lobby doors. Seconded by M. Schaff. Motion carried.

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

\*The 2013 Library County budget had been approved as presented.

\*Beginning in October Blue Cross/Blue Shield will reimburse City employees on the City's health insurance plan \$20/mo if they participate in an exercise program at a participating health club 12 times per month.

\*The interviews for the two candidates for the Library Director position will be held August 26<sup>th</sup> and August 30<sup>th</sup>. They will each take the "General Management Assessment" test administered by the City's Human Resource department for City Department Head positions. Following the test, they will each be interviewed by the Library Board with a reception to follow for staff, Library Foundation and Friends members.

\*Knife River Corporation had bid \$42,776 to replace the pavers on the plaza with concrete. The City Commission had approved \$62,000 for this project as a 2013 One-Time Priority. Knife River would have the job completed by the end of the year.

\*A check for \$39,288.40 had been received from the Lucille Campbell estate. The money was designated for the visually impaired and will be deposited into the Memorial account to be used for this .

\*The auditors are scheduled to present the 2012 audit at the September meeting.

\*The Hotwire Café showed a profit of \$701 for previous month. M.J. Schmaltz reminded the Board that their lease will expire at the end of 2013.

\*A list of those trespassed from the Library was presented to the Board for their information.

\*The Library's annual leave policy for employees differs from the City's policy. M.J. Schmaltz asked the Board to consider changing the Library's policy to mirror the City's policy. The Board will consider this and other policy changes at a later date.

C. Kujawa gave the Library Board a report on the strategic planning workshop she and Mary Jane had attended.

There were no reports from the Foundation or Friends.

L. Lucas moved that the meeting adjourn at 2:02 PM.

Respectfully submitted

Marilyn Barbie  
Administrative Assistant

Mary Jane Schmaltz  
Director



# Minutes of the Bismarck Public Library Board of Directors

Date: September 26, 2013

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

Also Present: Mary Jane Schmaltz, Director; Christine Kujawa, Assistant Director; Marilyn Barbie, Administrative Assistant; and Dora Frueh, auditor from Eide Bailly LLP.

Immediately following lunch, the September Board meeting was called to order by M. Fladeland, President, at 12:05 PM. M. Fladeland called upon Dora Frueh from Eide Bailly to review the 2012 independent auditor's report. The Library is part of the City of Bismarck's audit. It is the responsibility of the audit to express an opinion on the Library's finances. D. Frueh stated that there were no issues to address and the audit was a clean audit. The Board asked M.J. Schmaltz to invite Eric Lund from the City's finance department to the October meeting to explain the Management Letter that he submitted to the auditors. Following review and discussion, D. Weber moved to accept the 2012 audit report. Seconded by L. Lucas. Motion carried. At this time the auditor left the meeting.

The minutes from the August and Special September 4<sup>th</sup> meetings had been mailed out in advance. Following a typo correction, D. Weber moved to approve the August minutes. Seconded by L. Lucas. Motion carried. Following a correction regarding the dates of the director candidates interviews, M. Schaff moved to approve the minutes from the September 4<sup>th</sup> meeting. Seconded by L. Lucas. Motion carried.

The September vendor invoices and August financial reports had also been mailed out in advance. Following discussion, D. Weber moved to approve the September 2013 vendor invoices. Seconded by L. Lucas. Motion carried. Following discussion, M. Schaff moved to accept the financial reports through August 31, 2013. Seconded by D. Weber. Motion carried.

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

\*The lease for the Hotwire Café will be up in December 2013. The Board asked M.J. Schmaltz to include the 2013 profit and loss statements from the coffee shop with the Board material sent out in October along with a copy of the lease.

\*At the October meeting, M.J. Schmaltz will have recommendations for changes to the staff annual leave policy.

\*The contractor promised he will have the roof ladders installed before the snow fell.

\*The subcontractor who was going to do the cement work on the plaza had backed out. Knife River Construction has the City's street, road, and sidewalk bid and subcontracts the cement work. Myhre Concrete Design LLP will submit a bid. The job will be done in two sections in order to allow access to the Library at all times. This project was being paid for by the City.

At this time M. Schaff took over as President, as M. Fladeland had to leave.

\*The lobby door replacement will start shortly. M.J. Schmaltz had authorized spending \$1,700 to fix the sliding doors going to the meeting rooms. Because of fire code requirements, it was necessary to have the doors unlocked from the inside so anyone in the lower level could escape in the event of a fire. This lobby door replacement was also being paid for with City funds.

\*The lighting upgrade, also paid for by the City, will be completed by the end of 2013. The ballasts will be retrofitted to meet code and bulbs replaced with T5 bulbs on the main floor at a cost of \$28,600. This would brighten the area and save money on electricity.

\*The Library's last strategic planning session was held in 2011 to reflect goals for 2011-2016. The Board stated that they would like to have a strategic planning session early in 2014 before the budget planning process begins.

\*Christine Kujawa was taking two administrative classes on-line from the University of Wisconsin in Madison—Basic Public Library Administration and Advanced Public Library Administration at a cost of \$415/each. Following discussion, L. Lucas moved that the Library reimburse C. Kujawa for the cost of the classes. Seconded by D. Weber. Motion carried.

\*Several staff members had taken a webinar presented by the American Library Association on "Dealing with Difficult Patrons". Following Board discussion, it was decided to ask the Bismarck Police Department to send an officer at least once a day to walk through the Library.

For the Foundation, it was reported that the November 1<sup>st</sup> Pearce Award luncheon for Mary Golden had been cancelled at her request.

For the Friends, C. Kujawa reported the fall book sale would be held October 3-5.

There being no further business L. Lucas moved for adjournment.

Respectfully submitted

Marilyn Barbic  
Administrative Assistant

Mary Jane Schmaltz  
Director

# Minutes of the Bismarck Public Library Board of Directors

Date: October 24, 2013

Present: Library Board Members: Mike Schaff, Vice President; Liz Lucas, and D. Ripley.

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

Immediately following lunch, the October Board meeting was called to order by M. Schaff, Vice President, at 12:20 PM. E. Lund had been invited to the meeting to explain the Management Letter which he had written. This letter was part of the 2012 audit that had been presented at the September meeting by the auditing firm. E. Lund explained the purpose of the letter was to give a financial overview of the financial statements of Bismarck Public Library in 2012. The intent is to hit the financial highlights of the Library. He said the Library was in very good financial shape. The Board asked several questions, E. Lund then left the meeting.

The September minutes had been mailed out in advance. L. Lucas moved to approve the minutes. Seconded by D. Ripley. Motion carried.

The October vendor invoices and September financial reports had also been mailed out in advance. Following discussion, L. Lucas moved to approve the October 2013 vendor invoices. Seconded by D. Ripley. Motion carried. Following discussion D. Ripley moved to accept the financial reports through September 30, 2013. Seconded by L. Lucas. Motion carried.

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

\*She will be on vacation from October 30<sup>th</sup> through November 5<sup>th</sup>.

\*Teen Read Week was October 13 – 19<sup>th</sup>. In 2012 K. Harms, former Director, had allowed K. VanderVorst, teen librarian, to waive library fines up to \$10.00 for all teen-agers. This had been very well received. K. VanderVorst waived the teen fines for teen week the previous week. In 2012 and 2013, 14 teens had participated for a total of \$67.80 in waived fines. Following discussion, D. Ripley moved to continue to allow the Library to waive fines of up to \$10.00 for teen-agers in future years during Teen Read Week. Seconded by L. Lucas. Motion carried.

\*The public Time and Print Management System has been in service for one year. In that time, there have been 53,202 log-ins with 5,245 guest passes issued. The total hours of logged in use was 43,345 hours with the average session lasting 49 minutes. There were 30,971 print jobs completed with 4,819 abandoned jobs and 24,006 pages generated but not printed. More than \$8,300 was collected in print fees.

\*The replacement of the pavers on the plaza with concrete started on October 23<sup>rd</sup>. The City Maintenance project director was in charge of the project.

\*The roof hatch ladders had still not been installed. M.J. Schmaltz will call the contractor to hurry them along in order to get completed before winter.

\*The first two sets of sliding glass doors in the lobby had been replaced with handicapped accessible push button doors. Following discussion, D. Ripley moved to install the third set of inner lobby doors with handicapped accessible push button doors not to exceed \$7,200. Seconded by L. Lucas. Motion carried.

\*The City will be spending \$28,139 by the end of the year to upgrade the lighting in the Library. An annual savings of \$5,274/year should be realized.

Following discussion of the coffee shop, the Board decided to ask both the Foundation and the Friends if they would be willing to contribute financially to keep the coffee shop open. It was noted that the Library needs to act soon as the current lease for the coffee-shop expires December 31, 2013. Board consensus was that the Board needs to put together a plan of what the Board expects from the coffee-shop and present this to R. Neva in November.

M.J. Schmaltz reviewed the 2011-2016 Strategic Plan with the Board noting what had been accomplished, what the Library was working on, and what still needed to be done. A strategic planning session for the next five years will be held in March or April of 2014.

It was decided to table the discussion of the Annual Leave Policy until the November meeting.

For the Foundation, M. Schaff reported that the Legacy committee had met and they were intending to approach Library patrons to ask them to consider giving to the Library in their estates. The Foundation was also discussing having an annual appreciation dinner to thank donors for contributing to the Foundation. M.J. Schmaltz had met with Foundation Board members and they had completed Gayle Schuck's yearly evaluation.

For the Friends, C. Kujawa reported that National Friends of the Library Week was October 20-26<sup>th</sup>. The Friends had set up a table in the Library and had spoken to many patrons. The Friends had sponsored two adult programs—a woman hiker of the Appalachian Trail and a classical guitarist. Both events had been well attended. She was planning to have the Friends sponsor more adult programming. The fall book sale had grossed \$22,856.

There being no further business the meeting adjourned at 2:21 PM.

Respectfully submitted

Marilyn Barbie  
Administrative Assistant

Mary Jane Schmaltz  
Director

# Minutes of the Bismarck Public Library Board of Directors

Date: November 21, 2013

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

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

Immediately following lunch, the November Board meeting was called to order by M. Schaff, Vice President, at 12:05 PM. The October minutes had been mailed out in advance. L. Lucas moved to approve the minutes. Seconded by D. Weber. Motion carried.

The November vendor invoices and October financial reports had also been mailed out in advance. Following discussion, L. Lucas moved to approve the November 2013 vendor invoices. Seconded by D. Weber. Motion carried. M.J. Schmaltz asked the Board to approve a transfer of funds within the 2013 budget. Because J. Jones, the Head of Technical Processing, was retiring at the end of the year and the Marcive project was quite complicated; it was important that J. Jones do this project before she retired. The City Commission had approved this 2014 One-Time Priority request be completed in the 2013 budget instead of the 2014 budget. It was necessary to move funds within the budget to cover this expense. D. Weber moved to approve the transfer as presented. Seconded by L. Lucas. Motion carried.

Following discussion, L. Lucas moved to accept the financial reports through October 31, 2013. Seconded by D. Weber. Motion carried.

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

\*The pouring of the concrete on the plaza was completed. The ladders on the roof had been installed. The first two sets of sliding doors in the lobby had been replaced with handicapped push-button doors. The third set will be replaced before the end of the year. The upgrade of lights will be completed before the end of the year. A demonstration of the location of the new security cameras was given to the Board.

\*Lora Rose was hired to replace Jennifer Jones, Head of Technical Processing, who was retiring at the end of the year. L. Rose will start on February 3, 2014. She is currently assistant director in Harrisburg, Virginia. A retirement party will be held for Jennifer Jones on December 18<sup>th</sup> in Room B from 3PM to 6PM. The Board will be reminded via email.

\*M.J. Schmaltz gave Board members copies of the 2014 salary schedule. She asked the Board to move the Administrative Assistant position from a Grade 3 to a Grade 4 because of additional responsibilities. She also asked that the Technical Processing Assistant position move from a Grade 1 to a Grade 2 as the person in that position is a supervisor to two staff members in Grade

1. Following discussion, L. Lucas moved to move the Administrative Assistant to a Grade 4 and the Technical Processing Assistant to a Grade 2. Seconded by D. Weber. Motion carried. D. Weber then made a motion to approve the entire 2014 salary package with a 4% increase as presented. Seconded by L. Lucas. Motion carried. D. Weber reported that members of the Library Foundation Board had done an evaluation on Gayle Schuck, Foundation Development Director, and Gayle Schuck had done an evaluation on Kristi Simenson, Foundation Administrative Assistant. The Library Foundation had approved a 3.5% increase in 2014 for both of them.

\*Representatives from the Friends, Foundation and Library had met concerning the expiration of the coffee shop lease December 31, 2013. The Friends did not want to commit to a regular monthly stipend for the coffee shop but would possibly contribute on an as-needed basis. It was decided to do three surveys on coffee shop usage—one for patrons in-house, one for staff and one online for those accessing our website. This will be made available immediately.

\*Tara Holt, a Board member of the Library Foundation, and M.J. Schmaltz had met with Rachel Neva, owner of the coffee shop, to discuss ways to improve usage of the coffee-shop. It was suggested that the coffee-shop stock some grab-and-go sandwiches. The Board felt it was necessary to send a letter to R. Neva before December 31<sup>st</sup> outlining the Board's intentions. M. Schaff will draft the letter to be signed by M. Fladeland, Board President, stating that the current lease will not be renewed. D. Weber moved to draft a letter of understanding to R. Neva for the 2014 lease to include \$100/mo rent to be paid by the 10<sup>th</sup> of each month on a month-to-month basis. Seconded by L. Lucas. Motion carried.

Following discussion, it was decided to table a decision on the Annual Leave Policy until the December meeting. M.J. Schmaltz will send out suggested policy changes to all the Library Board members before the December meeting.

For the Friends, C. Kujawa reported that the President, Cindy Kirkpatrick, was moving to Washington and Jason Matthews was taking over as President.

Respectfully submitted

Marilyn Barbie  
Administrative Assistant

Mary Jane Schmaltz  
Director