

# Minutes of the Bismarck Veterans Memorial Public Library Board

Location: BV MPL Missouri River Room; 515 North Fifth Street

Present: Library Board Members: Dianna Kindseth, President; Mike Fladeland, Vice President; Mike LaLonde, Justin Hughes, and Sue Sorlie

Also Present: Christine Kujawa, Library Director; Elizabeth Jacobs, Assistant Library Director; Bea Kaiser, Administrative Office Manager; and guest Nancy Guy

The June 20, 2024 Board meeting was called to order by D. Kindseth, President, at 12:02 p.m.

The May 23 minutes had been mailed out in advance. M. LaLonde moved to approve the minutes. Seconded by J. Hughes. Motion carried. The June 12 minutes were distributed. J. Hughes moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

The vendor invoices for June 2024, along with the May financial reports had been mailed out in advance. Following discussion, M. Fladeland moved to approve the June 2024 vendor invoices. Seconded by M. LaLonde. Motion carried. Following discussion, M. LaLonde moved to accept the May financial reports. Seconded by S. Sorlie. Motion carried.

Door security proposal:

- C. Kujawa explained that this project has recently moved to a higher priority, with many operational benefits resulting from the proposed upgrade.
- High Point Networks assessed the library building door security and provided the library with an estimate in the amount of \$79,288.50.
- Following discussion, M. Fladeland moved to approve contracting with High Point Networks for the door security project through the existing State of North Dakota technology contract #110, North Dakota Statewide Technology Access for Government and Education Network Equipment with the library's donation budget as the revenue source, with an allowance of \$100,000 for expenses. Seconded by M. LaLonde. Motion carried.

2025 budget updates:

- The Burleigh County budget committee will meet Tuesday, June 25, with the Burleigh County Library scheduled for 3:00 p.m. C. Kujawa will provide the library board with a summary of the meeting.

Library Director's report:

- C. Kujawa will attend the American Library Association (ALA) conference in San Diego, CA from 6/29 – 7/2/24. She will also be fulfilling duties as a trustee of the national Freedom to Read Foundation Board.
- The Borrower's Guide, designed by Public Information Specialist Kevin Tengesdal with content created by E.Jacobs and Head of Circulation Services Matt Hovland, has won the ALA's PR Xchange Award in the External Communications category. The national level award will be accepted by C. Kujawa at the ALA conference, followed by a press release.

- The security service bid will be on the June 25 agenda for approval by the Bismarck City Commission. The current contract ends July 31.
- Patron incident tracking software should be live by mid-July, with vendor provided training for the library's Leadership Team.
- The new online event and reservation calendar is live, featuring patron access to events, program registration, and room reservations.
- Post-election City Commission changes include Steve Marquardt no longer on the commission, John Risch and Mike Connelly were elected; portfolios will be discussed at a July 1 special Bismarck City Commission meeting.

For the Bismarck Library Foundation, Inc., J. Hughes reported:

- Feedback has been received and discussed on the Art of Books event.
- They have been evaluating ways to enhance donor and patron opportunities; potential Foundation board members are needed to fill vacancies as they arise.
- There is ongoing litigation of a donor's trust, continued preparations are being handled before the litigation deadline.

For the Friends of the Library (FOL), E. Jacobs reported:

- The one-day book sale held in conjunction with the summer reading kickoff raised approximately \$1,300. Each child attending the kickoff received a free book voucher.
- Another book sale will be held on the plaza July 12.
- Events continue to be sponsored including music, teen yoga, and a puzzle competition.

Other business:

- S. Sorlie was thanked for her dedication to the library board, having served two 3-year terms, in addition to previous Foundation board service, and involvement in library capital projects. She welcomes opportunities to remain active when needed.

The next regular Board meeting has been scheduled for Thursday, July 25, 2024 at 12:00 p.m.

The meeting adjourned at 12:54 p.m.

Respectfully submitted,

Bea Kaiser  
Administrative Office Manager

Christine Kujawa  
Library Director