

# Minutes of the Bismarck Veterans Memorial Public Library Board

Location: BVMPL Missouri River Room; 515 North Fifth Street

Present: Library Board Members: Dianna Kindseth, President; Justin Hughes and Sue Sorlie

Also Present: Christine Kujawa, Library Director; Elizabeth Jacobs, Assistant Library Director; Bea Kaiser, Administrative Office Manager; and guest Bismarck City Administrator Jason Tomanek

Not Present: Library Board Members: Mike Fladeland, Vice President; and Mike LaLonde

The May 23, 2024 Board meeting was called to order by D. Kindseth, President, at 12:00 p.m.

The April 25 minutes had been mailed out in advance. S. Sorlie moved to approve the minutes. Seconded by J. Hughes. Motion carried. The May 9 minutes had been mailed out in advance. S. Sorlie moved to approve the minutes. Seconded by J. Hughes. Motion carried.

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

## 2023-2024 Election of Officers:

- Following discussion, J. Hughes moved to nominate Nancy Guy to a three-year term, replacing outgoing board member S. Sorlie, Seconded by S. Sorlie. Motion carried.
- Following discussion, J. Hughes moved to approve D. Kindseth for the position of President, which serves as the designated municipal representative in accordance with NDCC 40-38.03 to ensure qualification for State Aid to Public Libraries funding as outlined in 54-24.2-01, Seconded by S. Sorlie. Motion carried.
- Following discussion, J. Hughes moved to approve M. Fladeland for the position of Vice President. Seconded by S. Sorlie. Motion carried.
- C. Kujawa was given authorization to request approval by the City Commission of the nominations and recommended appointments.

## 2025 budget updates:

- C. Kujawa submitted Burleigh County Library budget documentation to the county auditor's office.
- The Burleigh County budget committee will meet on Tuesday June 25 at approximately 4:00 p.m. C. Kujawa will present the Burleigh County Library budget.
- The Burleigh County Commission budget hearings will be July 15 and July 16, with final approval on September 16.
- C. Kujawa and D. Kindseth will meet with the finance department, city administration, and Commissioner Cleary to review all 2025 budgets.
- City commission budget meetings are scheduled for July 9 and July 23, with possibly a special meeting on August 5, C. Kujawa will attend all these meetings.

Library Director's report:

- Security service bids close May 24 at 3:00 p.m. and will be opened at 4:00 p.m. A special library board meeting may be necessary to address approval on that item.
- Patron incident tracking software should be implemented within the next two months, to allow for easy access and organization of documents, photos, images, etc.
- The library event calendar is being reconfigured; it is not live yet but will be soon.
- The library website upgrade is in conjunction with the update of the city's site, content may need to be adjusted. J. Tomanek stressed the importance of the city keeping websites up to date.
- C. Kujawa is working with supervisors on the volunteer policy regarding background checks. Procedures are being reviewed and updates to volunteer applications, when completed, the library board will be given the updates for approval.
- Mike Bolme will present to the staff professional development meeting on June 6 on resiliency in the workplace and compassion fatigue.
- Human resources and the city attorney are assisting C. Kujawa with a situation regarding an employee's performance and ongoing issues. Security measures have been taken.
- HighPoint Networks, contracted through City IT, will assess and provide the library with an estimate on updated door security.
- Funding from the Library Foundation from an anonymous donor was earmarked to advertise and promote the library. Bids are being sought from local companies for window coverings on exterior windows, plans are to feature book cover art.

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

- They accepted the nominations and approval of current directors.
- Discussed the success of Art of Books and brainstormed future changes of the event.
- There is ongoing litigation of a donor's trust, representatives have met to discuss how to proceed.

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

- On May 30 there will be a smaller scale book sale held in conjunction with the summer reading kickoff on May 30. The day prior to that will be an invite only sale for residents of local assisted living facilities and members of the Burleigh County Senior Adults Program.
- The FOL board met last week and decided to forego Librarypalooza this year and hope to regroup next year.

The next regular Board meeting has been scheduled for Thursday, June 20, 2024 at 12:00 p.m.

The meeting adjourned at 12:58 p.m.

Respectfully submitted,

Bea Kaiser  
Administrative Office Manager

Christine Kujawa  
Library Director