

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 15th. 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 30th. The Library was setting up a table at the downtown Community Urban Harvest on August 8th 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