

# Minutes of the Bismarck Public Library Board of Directors

Date: June 23, 2015

Present: Library Board Members: Mike Schaff, President; Pat Grantier, Joyce Hinman, Mike Fladeland, and David Ripley.

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; and Cheryl Evensvold, Administrative Assistant.

The June Board meeting was called to order by M. Schaff, President, at 12:12 PM.

The May minutes were distributed. J. Hinman moved to approve the minutes. Seconded by P. Grantier. Motion carried.

The June vendor invoices and May financial reports had been mailed out in advance. Following discussion, D. Ripley moved to approve the June vendor invoices. Seconded by M. Fladeland. Motion carried. Following discussion J. Hinman moved to accept the May financial reports. Seconded by D. Ripley. Motion carried.

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

- Priority Request Update: Estimates have been received for all projects except the railing by the concrete steps leading to the staff door. As this will be a small amount, cost may be covered by the regular budget. C. Kujawa distributed packets with project estimates, which will be reviewed at the special Board meeting in July. The main Library budget narrative and expense worksheet will be mailed out prior to the meeting.
- Board Positions: M. Fladeland's first three year term has been completed. D. Ripley made a motion to recommend M. Fladeland for a second three year term. Seconded by J. Hinman. Motion carried. The Board elected officers for terms beginning July 1, 2015. D. Ripley made a motion to elect M. Schaff as President and J. Hinman as Vice President. Seconded by P. Grantier. Motion carried.
- Library Updates:
  - The coffee shop Profit & Loss Statement had been sent out. The expense for professional fees was discussed.
  - Several trees were damaged during last week's storm. C. Kujawa contacted Public Works and the City Forester to inform them of the damage. They came this morning to clean. A tree on the east side will need to be removed, because after damaged branches are removed, the only remaining branches would hang over the Library roof.

- The new Teen Center project was discussed. C. Kujawa, E. Jacobs, and T. Juhala have discussed a timeline for getting the project started. Architects will be contacted. It was suggested to create an RFP for the architects and possibly request sketches from the architects contacted.

Report from the Library Foundation, Inc.:

- M. Schaff reported that at the last Foundation meeting, the need for updating the by-laws was discussed. They have not been updated since 2011 and the new Executive Director has noted some inconsistencies. Suggested changes will be brought to the August meeting.
- The Executive Director has set up fundraising with Space Aliens. On June 29<sup>th</sup>, a portion of all sales will go to the Foundation.
- The Bill Pierce Award policy was discussed at the Foundation meeting. This is awarded for those who have made outstanding contributions to the Library.
- The Executive Director plans to do more community outreach by participating in community groups such as Rotary.

Report from Friends of the Library:

- E. Jacobs reported that a budget and finance subcommittee has been formed with the goal of budgeting set amounts to specific programs and projects. This would go into effect next year.
- Friends of the Library will be funding a folk music concert on September 6<sup>th</sup>, a beginning photography class on July 13<sup>th</sup> and 22<sup>nd</sup>, a pine needle basket class on July 18<sup>th</sup>, a board gaming class on August 1<sup>st</sup>, and a 5" x 5" ad on a Bismarck area map.

The meeting adjourned at 1:07 PM.

Respectfully submitted,

Cheryl Evensvold  
Administrative Assistant

Christine Kujawa  
Director