

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 30th through November 5th.

*Teen Read Week was October 13 – 19th. 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 23rd. 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 20-26th. 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