

Minutes of the Bismarck Public Library Board of Directors

Date: March 24, 2016

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Cheryl Evensvold, Administrative Assistant; and guests Kathleen Jones, Burleigh County Commissioner and Sandy McMerty (left at 12:20).

The March Board meeting was called to order by Mike Schaff, President, at 12:05 PM.

The February 25th minutes had been mailed out in advance. D. Ripley moved to approve the minutes. Seconded by P. Grantier. Motion carried.

The March vendor invoices and February financial reports had been mailed out in advance. Following discussion, M. Fladeland moved to approve the March vendor invoices. Seconded by D. Ripley. Motion carried. Following discussion, M. Fladeland moved to accept the February financial reports. Seconded by P. Grantier. Motion carried.

Logo Discussion: Sandy McMerty presented the new logo that the committee had designed. M. Fladeland made a motion to approve the new logo. Seconded by D. Ripley. Motion carried.

Petitioning on the Plaza Policy Review/Update: C. Kujawa distributed the updated policy, which had been reviewed by the City Attorney. M. Fladeland made a motion to approve the revised policy. Seconded by P. Grantier.

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

- Facility Updates:
 - Ruth Meiers Hospitality House has taken the study carrels. We may be getting more individual study tables.
 - The draft of the HVAC study is almost completed.
 - Lynn has completed replacing and painting ceiling tiles.
 - We are currently working on updating the inventory list that will be submitted to the insurance company.
- Security Update: C. Kujawa distributed notes from the meeting with Deputy Chief Zeigler and Chief Donlin. C. Kujawa proposed hiring a patrol company to provide a part-time hourly walk-through service for all areas including maintenance and entire grounds. Funding would be available through money saved in other accounts. P. Grantier made a motion to approve going forward. Seconded by D. Ripley.

- Personnel Update:
 - A second round of interviews is being done for the Teen Services Coordinator position.
 - A Community Relations Coordinator has been hired. She will start on April 4th.
- Strategic Plan: Library staff reviewed the Strategic Plan and noted progress from previous year.

For the Library Foundation, Inc. P. Grantier reported:

- Over \$269,000 has been raised for the new teen center
- The Art of Books event will take place at the Library on April 29th.
- Soliciting items for the silent auction at the mini-golf fundraiser was discussed.
- An employee luncheon was held on February 22nd.

For the Friends of the Library E. Jacobs reported:

- The annual membership meeting will be held on April 12th. Monica Hannon and Cliff Naylor will be guest speakers.
- Over \$20,000 was raised at the spring book sale. Proceeds will go toward the teen center.

The meeting adjourned at 1:32 PM.

Respectfully submitted,

Cheryl Evensvold
Administrative Assistant

Christine Kujawa
Director