

Minutes of the Bismarck Public Library Board of Directors

Date: June 30, 2016

Location: Broadway Grill meeting room, Broadway Centre, 101 W. Broadway Avenue

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Charlotte Strong, Administrative Assistant; guests: Kathleen Jones; and Bob Bartosh.

The June Board meeting was called to order by Mike Schaff, President, at 12:05 p.m.

The May 26th minutes had been mailed out in advance. D. Ripley 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 J. Hinman. Motion carried.

M. Schaff nominated J. Hinman as Board President (one year term) and P. Grantier as Board Vice President (one year term). D. Ripley moved to accept the position assignments. Seconded by M. Fladeland. Motion carried. M. Schaff nominated Bob Bartosh to a three year term, replacing outgoing board member D. Ripley. M. Schaff was nominated for a reappointment to his second three year term. Following discussion, P. Grantier moved to accept and seconded by D. Ripley. Motion carried.

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

- Schedule Special Budget Meeting:
 - The special budget meeting will be on Wednesday, July 13, 2016 at 11:30 a.m. J. Hinman, M. Schaff, and C. Kujawa will meet with the City Budget Committee on July 25, 2016 at 3:00 p.m.
 - Commissioner Jones discussed bookmobile budget preparation. Board members were asked to attend both the County department budget meetings (Wednesday August 17 at 8:30 a.m.) and the County public hearing (Thursday, September 22 at 5:00 p.m.).
 - C. Kujawa discussed the possibility of separate outreach services between the City and County, in an effort to compromise with the County Commission. A member of the Friends of the Bismarck Public Library board is currently looking into vehicle possibilities.
- 2016 Library Director Evaluation
 - C. Kujawa stated that the director's evaluation should be done in the near future. J. Hinman and M. Fladeland will work with C. Kujawa on coordinating it.

- Facility Updates
 - The plaza beautification project is moving forward. Several positive comments from patrons have been reported. Benches are well received with possibly a third bench placed nearby.
 - A roof study, including exterior walls, is scheduled to take place by the end of 2016. Facilities maintenance is handling the paperwork for the Library's two major capital improvement projects (Roof and HVAC), for submittal in the 2017 budget.
 - The brush carpet in first half of the lobby should be replaced within the next couple of weeks.
 - The Technology Coordinator will be purchasing and installing Envisionware's Document Center from his existing technology budget. The equipment will allow patrons to scan and fax documents on their own. We are hoping this will be a useful service for small businesses in the community.
- Happy News
 - Parker Hintz, who recently asked his friends for new books for the Children's Library and donations for the Teen Center, in lieu of gifts for his birthday, was recognized by Mayor Seminary and City Commissioners for his good deed.
 - Kate Waldera was honored for her 30 years of service at the City's Service Award Ceremony.
 - Sheldon Steckler received the City's Shining Star award for his great work ethic.
 - Sarah Matthews was chosen for the 20 Under 40 award; an article about this recognition will be published on July 17 in *The Bismarck Tribune*.
- Gifted Bean P & L Statement
 - The board discussed the Gifted Bean P&L statement. M. Schaff requested that C. Kujawa ask the owners to include the year-to-date information in their monthly reports. M. Fladeland stated that the board could invite them to a future meeting to be sure their needs are being met.

For the Library Foundation, Inc. M. Schaff reported:

- Construction for the Teen Center has started.

For the Friends of the Library E. Jacobs reported:

- The board approved funding to use toward the plaza beautification project.
- They are sponsoring the program *Travelling Museum of Music* (by the Smithsonian Institute), scheduled for Sunday, July 3rd.

The board presented D. Ripley with his farewell gift. He was thanked for sharing his time and talents with the board and library. He will be missed.

The July Board meeting has been scheduled for July 28th.

The meeting adjourned at 1:37 PM.

Respectfully submitted,

Charlotte Strong
Administrative Assistant

Christine Kujawa
Director