

Minutes of the Bismarck Public Library Board of Directors

Date: August 25, 2016

Location: BPL Mezzanine Board Room; 515 North Fifth Street

Present: Library Board Members: Joyce Hinman, President; Pat Grantier, Vice President; Mike Fladeland, Bob Bartosh, and Mike Schaff.

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Charlotte Strong, Administrative Assistant; and guests, Matt McMerty and Sandy McMerty. Commissioner Jones arrived at 12:25 p.m.

The August Board meeting was called to order by Joyce Hinman, President, at 12:00 p.m.

The July 28th minutes had been mailed out in advance. M. Schaff moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

The August vendor invoices and July financial reports had been mailed out in advance. Following discussion, P. Grantier moved to approve the August vendor invoices. Seconded by M. Fladeland. Motion carried. Following discussion, M. Fladeland moved to accept the July financial reports. Seconded by B. Bartosh. Motion carried.

Gifted Bean Coffee Shop

Upon invitation, Matt and Sandy McMerty attended the Board meeting to provide an update on the Gifted Bean Coffee House. They reported that the last P&L statement showed a deficit because they had paid their taxes and it is generally slower during the summer months. They had an increase on the first day of school, especially with Bismarck High School being in session and having an off campus lunch hour. They have noticed trends in repeat customers, especially with nurses and doctors from the neighboring hospitals and different groups that regularly visit the Library. The Board assured the McMerty's that the Gifted Bean is viewed as an important part of the Library, and wants it to continue to be successful. The Board offered to help in marketing The Gifted Bean with the Library. The Gifted Bean suggested advertising in the BHS student newspaper after the Teen Center is constructed. The ad could include information about both the Gifted Bean and the new teen space. They are also looking into marketing on the radio as well. The Gifted Bean will continue to provide P&L statements with the year-to-date comparison twice a year.

Matt reported that the part-time patrol service in the Library has been helpful. Sandy stated that the plaza beautification makes a noticeable difference to the entrance of the Library. Matt mentioned the negative feedback he had received from patrons when the bench and concrete were on the plaza. Now, the feedback received is all very positive.

Matt said that the coffee shop equipment is working well, and the new espresso machine works great. He recently paid for a service call fee from LiquiServe for a minor repair. Recently there was a refrigeration issue and Lynn was able to fix it. The Board reminded Matt that there is still

a small fund set up for the coffee shop. Matt said that he did not want to utilize those funds unless necessary, and might request use of funding for shared advertising. The Board thanked the McMerty's for attending the meeting. They departed at 12:25 p.m.

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

- Library Budget Update:
 - No further updates since the City budget committee meeting and City commission meeting regarding the 2017 budget.
- Bookmobile Budget Update:
 - The first County budget meeting recessed after 5½ hours and 2 hours the next day.
 - The final County public budget hearing will be on Thursday, September 22, 2016 at 5:00 p.m. C. Kujawa asked that board members attend, if available.
 - C. Kujawa shared a copy of a letter written by a director at one of the assisted living facilities that the bookmobile stops at. The director is planning to submit it for publication in the Bismarck Tribune.
- Teen Center Construction Update:
 - C&H Glass brought in all of the frames for the glass walls; only waiting for the glass to install. The opening to the 6th Street stairwell has been plastered and closed up. The fire sprinklers have been prepped. The electricians are waiting for the remainder of lights to arrive. The final furniture quote was signed and submitted to DEMCO on July 31st. Construction is moving forward quickly, ahead of schedule. Projected finish date is still November 2016.

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

- The Foundation board nominated Betty Mills for the 2016 Pearce Award.
- Some Foundation board members had suggested adding a corporate category for future Pearce Awards.

For the Friends of the Library E. Jacobs reported:

- The Ice Cream Social, held on Monday, August 1 at 6:30 p.m. on the Library plaza, was fun and successful.
- They are starting to plan for the next book sale, to be held in the Library's Meeting Rooms on October 6, 7, and 8.

Open Discussion: It had been mentioned that there has been discussion regarding a parking ramp being built on the corner of 5th St. and Avenue A within the next 5 years. No other information was shared.

The August Board meeting has been scheduled for September 22, 2016 at noon.

The meeting adjourned at 1:08 p.m.

Respectfully submitted,

Charlotte Strong
Administrative Assistant

Christine Kujawa
Director