

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: December 22, 2016

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; and Charlotte Strong, Administrative Assistant.

The December Board meeting was called to order by Joyce Hinman, President, at 12:02 p.m.

The November 17th minutes had been mailed out in advance. M. Fladeland moved to approve the minutes. Seconded by P. Grantier. Motion carried.

The December vendor invoices and November financial reports had been mailed out in advance. Following discussion, M. Fladeland moved to approve the November vendor invoices. Seconded by P. Grantier. Motion carried. Following discussion, M. Fladeland moved to accept the October financial reports. Seconded by M. Schaff. Motion carried.

Policy Discussion

- Proposed addition to the personnel policy to include “Appendix 4: Infant at Work and Nursing Mother Policy” in the table of contents and the new policy wording after “Appendix 3”. Also proposed, is the Infant at Work – Waiver of Liability Form and the Infant at Work Request form. M. Schaff moved to approve the finalized wording and policy placement after discussion, M. Fladeland seconded, and the motion carried.
- Proposed change to the public service policy “Emergency Closing” section (page 9) had wording changed and finalized after discussion. Proposed addition to the personnel policy to include the “Emergency Closings” as subsection D under the “Working Conditions” section on page 12. M. Fladeland moved to approve the finalized wording and policy placement after discussion, B. Bartosh seconded, and the motion carried.

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

- Update on the overhang damage done by snow contractor’s front loader equipment, including copies of the contractor’s insurance, incident report, and photos of the damage.
- Update on Teen Center activity. Two major invoices from the architect and electrician have not been received yet. We will continue to receive pledged donations through 2020. These funds will be deposited to the Memorial Fund and used only for Teen Center expenses, estimated at: 2017 = \$17,000; 2018 = \$17,000; 2019 = \$15,000; and 2020 = \$13,000. Traci Juhala’s new office furniture should be received in the next couple weeks. She should be moved into the space by mid-January. The draft Teen Center policy will be brought to the Board for approval at the January 2017 meeting.
- M.Schaff requested that the Board discuss the change in state law regarding medicinal Marijuana. At this point, our current policy covers all medical related drug uses. The

Board will discuss at a later time if they feel additional wording should be drafted for the Personnel Policy.

- Regarding progress on emergency procedures, we are in the process of setting up a paging system through the Library's phone system, and are continuing to work on the Lock Down and Shelter in Place procedures.
- C.Kujawa reported that the Army Corp of Engineers reached out to her and requested that the Library provide copies of the recent Environmental Impact Statement (4,000+ pages) on USB drives. We have received five USB drives and they are available for in-house.

For the Bismarck Library Foundation, Inc., B. Bartosh reported:

- Development Committee preparing for The Art of Books Spring Event on April 28, 2017, which includes honoring Betty Mills with the Pearce Award.
- The Foundation will connect with their auditor in 2017 regarding how to proceed with their financial reporting, cash basis vs accrual method.
- The Library will receive a \$25,000 grant going towards the expenses for the 100 Year Anniversary Celebration events planned.
- J. Hinman thanked the Foundation members for not only fundraising for the Teen Center, but also by having so many Foundation Board members present at the Grand Opening.
- P. Grantier will continue to represent the Board at the Foundation meetings, unless unable to attend, then B. Bartosh or M. Schaff.

For the Friends of the Library, E. Jacobs reported:

- The Friends continue book sorting for the next Book Sale in the spring.
- The Holiday Book Auction did not take place.
- The Friends Board did not meet in December.

The January Board meeting has been scheduled for January 26, 2017 at noon.

The meeting adjourned at 1:03 p.m.

Respectfully submitted,

Charlotte Strong
Administrative Assistant

Christine Kujawa
Director