

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: April 26, 2018

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Administrative Assistant

The April Board meeting was called to order by P. Grantier, Vice President, at 12:04 p.m.

Kate Waldera, Head of Information Services, gave a presentation on Digital Horizons. This new resource includes thousands of images, documents, and oral histories depicting life on the Northern Plains from the late 1800's to present time.

The March 22nd minutes had been mailed out in advance. M. Schaff moved to approve the minutes. Seconded by B. Bartosh. Motion carried.

The vendor invoices for April 2018, along with the March financial reports had been mailed out in advance. Following discussion, M. Schaff moved to approve the April 2018 vendor invoices. Seconded by M. Fladeland. Motion carried. Following discussion, J. Hinman moved to accept the March financial reports. Seconded by M. Fladeland. Motion carried.

Policy Discussion: BVMPL Code of Conduct Policy & Zero Tolerance Policy

- C. Kujawa provided drafts of the Code of Conduct Policy and Zero Tolerance Policy. The Board read and discussed each section of the policies, and made changes to wording in various areas.
- M. Fladeland moved to approve both policies with changes after discussion. Seconded by J. Hinman. Motion carried.

In the Director's report C. Kujawa reported:

- Concrete repair is needed on the plaza curb, which was previously a bus stop. The estimate for the work was for \$3,186.52. Following discussion, M. Schaff moved to approve completion of the project. Seconded by B. Bartosh. Motion carried.
- The roof project is underway; a soffit was found to be a safety hazard and will be fixed, adding approximately \$1,000.00 to the total cost. The contract cites covering the cost to repair damaged grass and cement at the end of the project. C. Kujawa will look into signage if the northeast parking lot exit remains closed during roof construction.

- H. A. Thompson & Sons presented the lowest estimate to replace the boilers. Per Board approval in March estimates less than \$25,000.00, which this was, will proceed with replacing one boiler.
- The Library has a Comic Con agreement with KXMA-TV, The Dakota's CW2, to promote and help sponsor the Comic Con event being held May 12th.
- The Library received a Request for Reconsideration of Material for a book in the children's collection. A letter to the petitioner was drafted citing a summary of the book, professional reviews, and Library policy. The Board appreciated the thorough response and being apprised of the situation.
- Lynn Bryntesen, Head of Maintenance Services, reported to Library Administration that he found syringes on Library grounds, as well as in the public ejector pump. The Board voiced concern about this and agreed that it is a safety hazard to both staff and patrons. C.Kujawa proposed that syringe boxes be placed on site. The Board agreed, but wanted to strategize placement and discuss at the next Board meeting.
- The 2019 budget process has begun for the Bookmobile and the 2019 draft budget will be presented at the next Board meeting.
- A part-time service awards ceremony will be held May 31st at 10:00 a.m. P. Grantier stated that she will attend as a representative of the Board. Other Board members were encouraged to attend.
- M. Fladeland's term will be ending effective June 2018. The Board discussed potential new members. P. Grantier will reach out to a prospective board member.

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

- Art of Books will be held Friday, April 27 at 7:00 p.m.
- Elections were held for Officers and Board Members.

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

- Elections were held with no change to the Officers.
- The FOL annual meeting was held April 10th.
- The FOL is funding a free family concert by The Okee Dokee Brothers on June 3rd; tickets will be available in person only at the Library starting May 1st.

The regular Board meeting has been scheduled for Thursday, May 24, 2018 at 12:00 p.m.

The meeting adjourned at 1:19 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director