

# Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: May 17, 2018

Location: Broadway Grill & Tavern; 100 W Broadway

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Administrative Assistant; and guest Kathleen Jones, County Commissioner

The May Board meeting was called to order by J. Hinman, President, at 12:09 p.m.

The April 26th minutes had been mailed out in advance. M. Schaff moved to approve the minutes. Seconded by B. Bartosh. Motion carried.

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

2018 Base Bookmobile Budget:

C. Kujawa stated that changes with staff allowed for a conservative 1.5% increase while also allocating \$25,000 from the Bookmobile appropriation into the Bookmobile savings account. State Aid to Public Libraries funding has slightly increased. The requested amount from the levy fund is just over the minimum 3 year average of \$265,000 needed to receive State Aid to Public Libraries funding. The average current Burleigh County population is 22,613, which calculates to \$11.68/resident for bookmobile services. M. Fladeland moved to accept the proposed bookmobile budget. Seconded by P. Grantier. Motion carried.

Board Member Change:

P. Grantier nominated Sue Sorlie to a three year term, replacing outgoing board member M. Fladeland. Following discussion, M. Fladeland moved to accept and seconded by B. Bartosh. Motion carried. S. Sorlie's name will be forwarded to the City Commission for approval of the appointment.

In the Director's report C. Kujawa reported:

Building project updates-

- Two City of Bismarck Capital Improvement Project requests are being carried over from last year for the 2019 budget request. The Library HVAC upgrade is the first priority, and the Siding, Window, and Door Replacement as the second priority. P. Grantier moved to submit the Capital Improvement Project requests paperwork to the City. Seconded by M. Fladeland. Motion carried.

- A Deputy Chief of the Bismarck Police Department was consulted regarding syringe boxes. M. Schaff moved to add permanent locked syringe boxes in each adult restroom. Seconded by B. Bartosh. Motion carried.
- Concrete repair has been completed on the plaza curb.
- The roof project continues; exterior walls and windows are being worked on. Wood blocks placed in portions of the walls will allow for the option of mounting security cameras on the walls in the future. Currently the preferred mount for the security cameras is on the roof, using special aluminum clamps to protect the roof warranty.
- Looking ahead to 2019, there will be a one-time project request for additional funding to update exterior security cameras.
- Per suggestion by M. Schaff, signage has been added to the north parking lot stating that the exit remains closed during roof construction.

#### Library Service Updates-

- Four staff members attended the North Dakota Newspaper Conference, which featured a panel on fake news and its effect on journalism.
- The book discussion and signing of “Crazy Horse: The Lakota Warrior’s Life & Legacy” was well attended.
- Over 2,000 people participated in Comic Con, it was a success.
- KX News aired a segment on Jana Maher, a.k.a. Miss Sparkles, and Colette the Poodle, her puppet friend.
- A part-time service awards ceremony will be held May 31<sup>st</sup> 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.
- Movers took surplus furniture to the City auction to be held on May 15<sup>th</sup>, thus freeing up much needed space.

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

- Art of Books held Friday, April 27 raised approximately \$2,400.

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

- 800 tickets for the upcoming Okee Dokee Brothers concert on June 3<sup>rd</sup> have all been distributed; their hope to fill the Belle Mehus auditorium has been achieved.

The Library Board Trustees, Library Administration, and County Commissioner Jones expressed their gratitude to M. Fladeland for his six years on the Library Board and dedication to advocate for the Library.

The regular Board meeting has been scheduled for Monday, July 2, 2018 at 12:00 p.m.

The meeting adjourned at 1:04 p.m.

Respectfully submitted,

Bea Kaiser  
Administrative Assistant

Christine Kujawa  
Director