

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: August 23, 2018

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

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

The August 23, 2018 Board meeting was called to order by M. Schaff, President, at 12:02 p.m.

The July 26th minutes had been mailed out in advance. M. Schaff moved to approve the minutes. Seconded by J. Hinman. Motion carried.

The vendor invoices for August 2018, along with the July financial reports had been mailed out in advance. Following discussion, J. Hinman moved to approve the August 2018 vendor invoices. Seconded by P. Grantier. Motion carried. Following discussion, P. Grantier moved to accept the July financial reports. Seconded by S. Sorlie. Motion carried.

In the Director's report C. Kujawa reported:

Budget updates-

- J. Hinman and C. Kujawa attended the preliminary City Budget meeting. City Commissioner Guy advocated for moving the Library's HVAC project forward. After much discussion, Commissioners cited the need for additional funding for the project. Keith Hunke, City Administrator, stated that using the Library's general fund for additional costs would be an option. J. Hinman agreed to funding additional costs up to, but no more than \$200,000, from the Library's general fund. The Commission approved the HVAC project for 2019. Following discussion, M. Schaff moved to approve expenses over and above \$800,000 up to \$200,000. Seconded by B. Bartosh. Motion carried.

Building project updates-

- Projections reflect the roof project being a month ahead of schedule.
- 98% of the roof has been crimped. The trim, gutters, and downspouts are 70% completed.
- Caulking the expansion joints is scheduled for Monday August 27.
- Lawn repair will occur soon.
- Architectural Concepts Inc. is developing a change order to include west side concrete work and step repair. Once obtained, an estimate will be requested from Industrial Enterprises Inc., and submitted to the City for approval.
- The entryway utility closet must be repaired due to mold in the wall. Industrial Enterprises Inc. will provide a quote; this work would be completed with funds from the Library budget.

- Mold remediation is finished for the walls, leaving only carpet baseboards and cleaning heat panels remaining.
- Landscaping on the north side to aid in water movement away from the wall is finished. C. Kujawa is waiting for a response from a landscaper regarding perennials for this space.

Library Service Updates-

- The end panel project, generously funded by an anonymous couple, came in well under budget. C. Kujawa and Traci Juhala, Head of Youth Services, met with them to propose other projects including: charging stations, educational tablets, balcony chairs, Library mascot, Easter rabbit costume, and trademark attorney fees for the comic con logo.
- A partnership with Sanford Health has come to fruition, they provide preventative health sessions, and we provide the no-cost meeting space and advertising.
- AARP has also partnered with the Library, they provide the basic technology presenter kits, and we handle the instruction.
- MDU Resources Community Day is on Saturday August 25th. The Library has been asked to participate in the festivities and will have a table.
- The Bookmobile has 2 remaining Little Free Libraries which will be placed at the Eagles Park & Campground and Sibley Park & Campground. Commissioner Jones was invited to attend the ribbon-cuttings.
- The next City Commission meeting will be held on September 11 at 5:15 p.m. This will be a public hearing regarding the 2019 budget. Board members were encouraged to attend.
- Mayor Bakken will tour the Library on Friday August 24th. J. Hinman, C. Kujawa, and E. Jacobs will lead the tour and answer any questions.
- The Library was again proudly awarded the Star Library Award presented by North Dakota State Library based on various statistics such as programming, card holders, etc.
- C. Kujawa coordinated Library advocate attendance at the City's first set of focus groups for their strategic planning process.

For the Bismarck Library Foundation, Inc., P. Grantier reported:

- Luke Leno from American Trust Center provided an endowment report at the August meeting.
- The Eide family has been selected as the 2018 recipient of the Pearce Award.

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

- The Friends approved funding for a concert "Songs & Stories of American West" to be held in October.
- Capital Area Transit (CAT) is planning for a "Read & Ride" bus. The vehicle wrap will include both the Friends and the Library logos. The Friends approved \$600 to sponsor this effort; CAT is also seeking a corporate sponsor.

The regular Board meeting has been scheduled for Thursday, September 27, 2018 at 12:00 p.m.

The meeting adjourned at 12:52 p.m.

Respectfully submitted,
Bea Kaiser
Administrative Assistant

Christine Kujawa
Director