

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: September 17, 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 September 17, 2018 Board meeting was called to order by M. Schaff, President, at 12:04 p.m.

The August 23rd minutes had been mailed out in advance. P. Grantier moved to approve the minutes. Seconded by B. Bartosh. Motion carried.

The vendor invoices for September 2018, along with the August financial reports had been mailed out in advance. Following discussion, J. Hinman moved to approve the September 2018 vendor invoices. Seconded by B. Bartosh. Motion carried. Following discussion, B. Bartosh moved to accept the August financial reports. Seconded by J. Hinman. Motion carried.

Library Director 2018 evaluation & salary review:

- P. Grantier noted that the evaluation process is a great reminder of all that gets done at the Library. S. Sorlie moved to accept the evaluation for C. Kujawa. Seconded by J. Hinman. Motion carried.
- Following discussion, B. Bartosh moved to approve a one-time 6% salary increase for Library Director C.Kujawa, to become effective on October 1, 2018, and will result in an annual salary of \$101,627 or a \$5,752 increase from the current salary of \$95,875. This amount is justified as a result of her most recent evaluation as well as consideration for her positive long term performance as Library Director. Seconded by J. Hinman. Motion carried.
- B. Bartosh reported that C. Kujawa had requested the Board consider increasing her salary to \$106,000, which is where the salary falls within the Library's salary schedule for the Library Director position based on years of experience, as well as salary survey results. Following discussion, B. Bartosh moved that consideration be given in the future to increasing the Library Director salary as it relates to the salary schedule, performance, and tenure in that position. Seconded by J. Hinman. Motion carried.

Gifted Bean automatic door grant:

- C. Kujawa reported that in 2017 Laura Mildenberger expressed interest in seeking funding for an automatic door opener for the Gifted Bean. She recently obtained a grant to reimburse the Library for 50% of the expenses, not to exceed \$1,500. Estimates have been obtained with a projected cost of \$2,560. The grant would reimbursement the Library \$1,280, which

is 50% of the cost. Following discussion, J. Hinman moved to approve the door project. Seconded by P. Grantier. Motion carried.

In the Director's report C. Kujawa reported:

2019 Budget updates-

- The County final budget public hearing will be held on Wednesday, September 19 at 6:00 p.m. C. Kujawa, P. Grantier, and S. Sorlie will attend.
- The City final budget public hearing will be held on Monday, September 25 at 5:15 p.m. C. Kujawa and P. Grantier will attend.

Building project updates-

- The roof project is on schedule, and may be completed ahead of schedule. The following are still in progress: gutters and downspouts, snow guards, mounting exterior cameras, and grass repair.
- Industrial Enterprises, Inc. will repair damages in the lobby utility room next week. The estimate to fix the mold and moisture issues is \$1,100.
- The replacement air handler was installed and the replacement boiler was built on site.
- RaeAnn Presky of Interiors by France notified C. Kujawa that the new brush carpet product is scheduled to be released in early 2019. The Library will be a test site due to receiving faulty brush carpet mats.

Library Service Updates-

- The 2018 Summer Reading statistics impressively increased from 2017.
- The Library is being honored with the ND State Library 2018 Star Library Award. M. Schaff and C. Kujawa will meet with State Librarian Mary Soucie for photos. The award is based on several criteria, including circulation per capita, hours open per week, and program attendance.
- Library employees are applying for the 2019 National Medal for Museum and Library Service. Several letters of recommendation have been obtained in recognition of the services the Library provides. The completed nomination packet will be shared with Trustees.

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

- Discussion of the history of the Foundation

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

- The Fall Used Book Sale will begin on October 4 at 7:00 a.m.

The regular Board meeting has been scheduled for Thursday, October 25, 2018 at 12:00 p.m.

The meeting adjourned at 12:52 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director