

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: October 25, 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 guest, Katie Williams, CPA from Eide Bailly, LLP

The October 25, 2018 Board meeting was called to order by M. Schaff, President, at 12:02 p.m.

Katie Williams, CPA from Eide Bailly, LLP spoke regarding the 2017 Library audit report. Following discussion, J. Hinman moved to accept the 2017 Library audit report. Seconded by P. Grantier. Motion carried.

The September 17th minutes had been mailed out in advance. P. Grantier moved to approve the minutes. Seconded by B. Bartosh. Motion carried.

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

Library lower level discussion:

Discussion included reported concerns and creating a safer atmosphere. A proactive approach was encouraged, including analyzing camera location, and security and staff presence. The Board requested that staff brainstorm suggestions and share them with the Board.

2019 personnel budget:

C. Kujawa went through the 2019 Personnel Budget and Salary Schedule for the Library and Bookmobile staff, which had been mailed out in advance. Following discussion, J. Hinman moved to approve the 2019 Personnel Budget & Salary Schedule. Seconded by S. Sorlie. Motion carried.

Library Board municipal designated representative:

It was recently discovered that in order to be compliant with ND state law, the Board must approve a municipal designated representative, to be proposed to the City Commission for approval. Following discussion, J. Hinman moved to approve the current Library Board President, M. Schaff and future Library Board presidents be designated as the municipal representative. Seconded by B. Bartosh. Motion carried.

Christmas Eve holiday:

Following discussion, S. Sorlie moved to close the Library on Monday, December 24, 2018, in keeping with the state holiday schedule. Seconded by P. Grantier. Motion carried.

In the Director's report C. Kujawa reported:

- Richard Bohrer of Architectural Concepts, Inc. will be updating the plans for the concrete on the stair replacement project; Industrial Enterprises, Inc. will provide a quote for the increased cost due to the unforeseen condition of the stair structure. Budget accounts with year-end fund balances will cover the additional expense.
- Wells Fargo notified her of a trust in which the Library was a named beneficiary. The Foundation has been advised.
- The 2019 Library Foundation grant request was shared with the Board. It will be shared with the Foundation Grants Committee to consider approval, followed by consideration by the Foundation Board. Projects include partial funding to replace the plaza light poles, with remainder funding requested from the Friends, and funding for two interior art murals.
- Dakota West Arts Council secured funding for mosaic art to be created by local artists on the columns near the adult computers. Input will be sought from Library staff, Board Trustees, and Foundation and Friends Board members. The project is expected to start in March or April 2019, with teens assisting in placing the glass pieces.
- The City's Town Hall meeting, regarding their strategic plan, will be held at Bismarck State College on Thursday, November 1st. Library Board representation was requested.
- The Library mascot survey will be shared on social media to invite the community to vote for their favorite animal and provide name suggestions.

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

- Cameo Skager has resigned as Executive Foundation Director. The Personnel Committee is seeking a replacement. She will work Mondays until a replacement is found.
- The Finance Committee will meet October 31st, before the November Board meeting.

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

- The Fall Used Book Sale raised approximately \$23,000 with the help of 125 volunteers.

The regular Board meeting has been scheduled for Tuesday, November 20, 2018 at 12:00 p.m.

The meeting adjourned at 1:18 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director