

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: January 24, 2019

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; and Bea Kaiser, Administrative Assistant; and Kathleen Jones, County Commissioner Liaison

The January 24, 2019 Board meeting was called to order by M. Schaff, President, at 12:02 p.m.

The December 27th minutes had been mailed out in advance. J. Hinman moved to approve the minutes. Seconded by P. Grantier. Motion carried.

The vendor invoices for January 2019 and additional December 2018, along with the December financial reports had been mailed out in advance. Following discussion, P. Grantier moved to approve the January 2019 and additional December 2018 vendor invoices. Seconded by B. Bartosh. Motion carried. Following discussion, J. Hinman moved to accept the December financial reports. Seconded by B. Bartosh. Motion carried.

In the Director's report C. Kujawa reported:

- Clarification had been emailed in advance regarding part-time wages in the 2019 budget. Direction from Fiscal Services has been that within the finance software, the base is to be entered and any increase must be requested. C. Kujawa found that other departments list the base and any increase, and Fiscal Services will work with her so the Library can also enter part-time wages this same way going forward.
- A proposed timeline to replace the bookmobile was shared. Although funding has been given and approved, the project must go through the 2020 budget process to request bookmobile savings funds be transferred for use. M. Schaff and B. Bartosh requested that specifications and timeline discussion be added to the February 1st Foundation Board meeting agenda to be discussed in the Finance Committee report. K. Jones offered to investigate finance options, such as corporate sponsorship, through the County.
- C. Kujawa & Keli McDonald, Bookmobile Services Librarian, will report to the County Commission on 2018 statistics and highlights on March 4th. They will explain the upcoming request for proposal, stress they're not requesting additional funds from the County for the new bookmobile, and that the remaining funding will be obtained through other sources. A request for proposal will be reviewed by the City Attorney, which once approved will be published as mandated.

- Recessed lights were added as part of the lower level project, however more are needed. Following discussion, J. Hinman moved to approve additional lighting costs, estimated to be approximately \$4,862, with a total project cost up to \$20,000. Seconded by B. Bartosh. Motion carried.
- The City Attorney approved a peace pole on the Library grounds, as long as religion/prayer is not included. The pole would be donated by Aruna Seth. Following discussion, J. Hinman moved to proceed with the peace pole, relying on Library staff and Board involvement to determine which languages to include. Seconded by B. Bartosh. Motion carried. The final proposal will be shared with the Board prior to placement.
- Technology Coordinator Vern Mastel would like approval to sell surplus, obsolete printers valued at less than \$3,000, which per City Code, allows them to be eligible for public sale. C. Kujawa is seeking confirmation from Sheila Hillman, Director of Finance. J. Hinman moved to approve the sale. Seconded by P. Grantier. Motion carried.
- The March 28th Library Board meeting will be moved to March 29th.

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

- Amber Schatz has been hired as Foundation Executive Director.
- C. Kujawa reported on upcoming Library programming.
- The Pearce Award policy will be discussed next month. Having two award categories, one for an individual and another for a business, will be considered.
- 2020 marks the 45th anniversary of the Library Foundation. Members were asked to start brainstorming ideas for celebration events and activities.
- Kristi Simenson's title has changed to Office Manager.
- The Foundation office hours have changed.

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

- Preparations are being made for the spring book sale, to be held in March.
- The Friends of the Library annual meeting will be in April.

The regular Board meeting has been scheduled for Thursday, February 28, 2019 at 12:00 p.m.

The meeting adjourned at 1:20 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director