

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: January 23, 2020

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Administrative Assistant; and guest, Dmitriy Chernyak, City Finance Director

Not Present: Pat Grantier

The January 23, 2020 Board meeting was called to order by B. Bartosh, President, at 11:58 a.m.

Dmitriy Chernyak, City Finance Director discussed the City audit, of which the Library is included, as well as the additional non-mandated Library audit currently being done. He proposed a reevaluation of value served regarding audit documentation. Eliminating the additional audit with letter of opinion would result in potential cost savings. Understanding the Library Board's commitment to their fiduciary responsibility, D. Chernyak offered to provide requested financial information. He recommended a trial period, assuring that the information will be accessible if needed in the future. Following discussion, J. Hinman moved to accept the advice of D. Chernyak, ceasing the additional audit with letter of opinion for a trial period of one year. Seconded by M. LaLonde. Motion carried. Board members and Library Administration are tasked with determining desired financial information and will reconvene on the issue again in two months.

The December 19 minutes had been mailed out in advance. M. LaLonde moved to approve the minutes. Seconded by S. Sorlie. Motion carried.

The vendor invoices for January 2020 and additional December 2019, along with the December financial reports had been mailed out in advance. Following discussion, J. Hinman moved to approve the January 2020 and additional December 2019 vendor invoices. Seconded by M. LaLonde. Motion carried. Following discussion, J. Hinman moved to accept the December financial reports. Seconded by S. Sorlie. Motion carried.

In the Director's report C. Kujawa reported:

- 2019 year end invoices are still being received and processed, the 2020 budget has begun.
- She questioned Fiscal Services regarding real estate tax revenue, an accounting error was discovered in the Library's favor, and has been corrected.
- The HVAC architect is getting contracts together for the contractors who will then get insurance and the bonds. A preconstruction meeting will follow to plan the project

schedule. Equipment to be ordered may take 4-6 weeks. The project was initially slated to begin in January, but may begin in March. She continues to be apprised of any updates.

- Carpet World has finished the carpeting on both sets of the Library Administration stairs.
- A damaged unit heater in the Circulation book drop area has been replaced by H. A. Thompson & Sons.
- LDV, Inc. has communicated that the new Bookmobile body should arrive in Burlington, WI by approximately month end. A timeline will then be provided for the project, and travel arrangements will be made accordingly for C. Kujawa, B. Bartosh, and Keli McDonald, Bookmobile Services Librarian.
- The meeting room mural has been completed; plans are underway for the main floor mural to begin in February. A rough draft was presented by artist Mel Gordon based on input from the public survey and mural committee.
- Events:
 - 1/13 Families Around the World included music, information, storytelling, and crafts.
 - 1/20 – 3/15 Winter Reading Challenge for adults, teens and children. Friends of the Library funded the new online challenge platform called Beanstack.
 - 1/25 Kittyko performance by a local musician
 - 1/31 Stuffed animal sleepover
 - 2/9 Suds & Short Stories at Laughing Sun Brewing Co., to be led by Tayo Basquiat.
- Efforts are still underway for Central Dakota Library Network (CDLN) to obtain tax exempt status. The IRS advised to complete form 501c6, and then retracted stating it needed to be 501c3, which is a longer application. A rough draft has been completed and she is working with the bookkeeper for the consortium for additional pertinent financial information.

B. Bartosh will reach out to the Foundation President and Finance Committee to advise that he and C. Kujawa will devise a payment plan for the Bookmobile, using Library and Foundation funds.

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

- A press conference is scheduled for February 3 at 10 a.m. to announce campaign results.
- The Art of Books fundraiser will be April 17.
- Pearce award recipients Walter & Carolyn Frank will be honored on March 6 at Broadway Grill & Tavern at 11:30 a.m. Library Board members will be invited.

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

- Book sorting has continued and the book sale will be March 5-7.
- Annual meeting planning has begun, it will be held April 14.

Other: Two Board members will have terms expiring in May, consider possible candidates.

The regular Board meeting has been scheduled for Thursday, February 20, 2020 at 12:00 p.m.

The meeting adjourned at 12:47 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director