

Minutes of the Bismarck Public Library Board of Directors

Date: April 23, 2015

Present: Library Board Members: Mike Schaff, President; Pat Grantier, and Dave Ripley.

Also Present: Christine Kujawa, Director; Marilyn Barbie, Administrative Assistant; Cameo Skager, guest; and Liz Lucas, former Board member and guest.

The April Board meeting was called to order by M. Schaff, President, at 12:10 PM. The meeting was held at the Broadway Grill and Tavern to celebrate M. Barbie's retirement. She will be retiring in May. The March minutes had been mailed out in advance. D. Ripley moved to approve the minutes following a typo correction. Seconded by P. Grantier. Motion carried.

The April vendor invoices and March financial reports had also been mailed out in advance. Following discussion, P. Grantier moved to approve the April vendor invoices. Seconded by D. Ripley. Motion carried. The Board then discussed potential projects in 2016 that could be financed through the Library's Fund Balances. Following the discussion, D. Ripley moved to accept the March financial reports. Seconded by P. Grantier. Motion carried.

In the Director's report, C. Kujawa reported that:

*The Strategic Plan 2015-2020 document was completed and she gave copies to the Board. She thanked the Board for their input and asked for their approval of the final copy. It was suggested by the Board that there be a review of the strategic plan annually at the January Board meeting. P. Grantier moved to approve the Strategic Plan 2015-2020. Seconded by D. Ripley. Motion carried.

*She along with E. Jacobs and M. Barbie had interviewed four good candidates for the administrative assistant position. Cheryl Evansvold, who currently works at the University of Mary, was hired and will begin work on May 11th. A retirement party will be held for M. Barbie May 11th from 3-5 PM in the Missouri River Room.

*The annual Volunteer Celebration to honor the Library's volunteers will be held May 29th at 10 AM in the Missouri River Room. C. Kujawa asked if any Board members could attend to hand out the certificates. P. Grantier volunteered.

*D. Ripley had prepared a graph showing the revenue and expenses of the coffee shop from September 2013 through March 2015. The expenses have remained about the same but the total income has risen considerably. C. Kujawa reported that the smoothie blender had to be replaced at a cost of \$822. This will be paid out of the \$6,500 in the budget allotted for coffee shop expenditures.

*She has begun to work on the revenue draft for the 2016 budget. She will meet with Sheila Hillman, finance director for the City, to discuss the 2016 budget.

*She and Keli McDonald, bookmobile librarian, had met with Burleigh County Commissioner Schonert, who holds the Bookmobile portfolio and is Chairman of the Burleigh County Commission. They reviewed the current stops, services and collection of the Bookmobile, as well as potential future stops and services.

*She and L. Bryntesen, Head of Maintenance, had met with City facilities maintenance personnel to discuss the roof and the HVAC system. Both need to be replaced.

For the Foundation, C. Skager reported that the Foundation's "Art of Books" event had been a success. The event was well attended and 11 of the 18 art pieces on display had sold. The Foundation would receive a 30% commission from the sale of the art pieces sold at the event.

For the Friends, C. Kujawa read a report prepared by E. Jacobs who was not available to attend the meeting. The annual membership meeting held on April 15th was well attended. Susan Wefald was the guest speaker. Five new directors were elected to the Board each with two year terms.

The meeting adjourned at 1:12 PM.

Respectfully submitted,

Marilyn Barbie
Administrative Assistant

Christine Kujawa
Director