

# Minutes of the Bismarck Public Library Board of Directors

Date: August 28, 2014

Present: Library Board Members: Mike Schaff, President; Mike Fladeland, Vice President; and Pat Grantier.

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; and Marilyn Barbie, Administrative Assistant.

Immediately following lunch, the August Board meeting was called to order by M. Schaff, President, at 12:09 PM. The minutes from the Special Board Meeting July 15 and the minutes from July 24<sup>th</sup> had been mailed out in advance. M. Fladeland moved to approve the minutes from July 15<sup>th</sup>. Seconded by P. Grantier. Motion carried. Following a spelling correction, P. Grantier moved to approve the July 24<sup>th</sup> minutes. Seconded by M. Fladeland.

The August vendor invoices and July financial reports had also been mailed out in advance. Following discussion, M. Fladeland moved to approve the August 2014 vendor invoices. Seconded by P. Grantier. Motion carried. Following discussion P. Grantier moved to accept the financial reports through July 31, 2014. Seconded by M. Fladeland. Motion carried.

The first order of business was the review of C. Kujawa's three month evaluation. The President asked C. Kujawa and E. Jacobs to excuse themselves. The evaluation had been done by M. Schaff and M. Fladeland. They had met individually with five staff members and, then, C. Kujawa. The results were very positive. C. Kujawa had been hired at \$82,000. A recommendation was made to increase her salary to \$86,000 beginning August 31, 2014. C. Kujawa had also asked for a 3% increase starting January 1, 2015. Following discussion, M. Fladeland moved to increase C. Kujawa's salary to \$86,000 August 31, 2014 with a 3% increase to follow January 1, 2015. Motion carried.

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

\*The \$6,500 has been approved by the City Finance Committee for the 2015 budget to help defray the costs to the concessionaire for repairs and maintenance of the coffee shop. Ideas were discussed to try and make the coffee shop more profitable.

\*The update to the generator was completed on August 17<sup>th</sup>. The final invoice was \$26,210. The City's Public Works Department came back and finished striping the parking lot.

\*Matt Hovland began his duties August 18<sup>th</sup> as Head of Circulation Services. Troy Hamre began work on August 25<sup>th</sup> as the Interlibrary Loan Manager and will also work at the information desk. The staff evaluations have been completed.

\*The North Dakota Library Association's annual conference will be held in Bismarck on September 17, 18, and 19. Many of the BPL staff are attending and are also involved in hosting the event.

\*The meetings with the City's Finance Committee concerning the 2015 budget went well. C. Kujawa will attend the hearings with the City Commission on September 25<sup>th</sup>.

\*The October board meeting was changed to October 30. Also, the November and December board meetings will need to be changed because of the Thanksgiving and Christmas holidays respectively.

For the Foundation, C. Kujawa reported that one candidate was interviewed for the Executive Director position and they were waiting to hear back from the candidate.

For the Friends, E. Jacobs reported that September 13<sup>th</sup> was the kick-off for the *Little Free Libraries*. It would be held at the former Governors' Mansion. The fall book sale will be held October 2, 3, and 4<sup>th</sup>.

There being no further business the meeting was adjourned at 1:22 PM.

Respectfully submitted

Marilyn Barbie  
Administrative Assistant

Christine Kujawa  
Director