

Minutes of the Bismarck Public Library Board of Directors

Date: February 27, 2014

Present: Library Board Members: Mike Fladeland, President; Mike Schaff, Vice President; Liz Lucas, Dave Ripley and Dick Weber.

Also Present: Mary Jane Schmaltz, Director; Christine Kujawa, Assistant Director; Marilyn Barbie, Administrative Assistant; Rachel Neva, current lessee of the coffee shop; and Cassidy Rosene, prospective new lessee of the coffee shop.

Immediately following lunch, the February Board meeting was called to order by M. Fladeland, President, at 12:05 PM. The January 2014 minutes had been mailed out in advance. Following a spelling correction, M. Schaff moved to approve the minutes. Seconded by D. Weber. Motion carried.

The February 2014 vendor invoices and final December 2013 vendor invoices had also been mailed out in advance along with the January 2014 financial reports. Following discussion, M. Schaff moved to approve the February 2014 and final December 2013 vendor invoices. Seconded by L. Lucas. Motion carried. Following discussion, D. Ripley moved to accept the financial reports through January 31, 2014. Seconded by D. Weber. Motion carried.

M. J. Schmaltz introduced Rachel Neva, lessee of the coffee shop. R. Neva thanked the Board for their support during the time she has had the coffee shop. She wants to sell the coffee shop and has an interested party. R. Neva would train the new person and the new person would run it herself. They hope to have an agreement by the end of March. R. Neva then left the meeting.

M.J. Schmaltz introduced new arrival, Cassidy Rosene. She has worked in a local coffee shop for at least five years and is interested in owning her own. She would run it herself with some part time help. She would do additional marketing and would be willing to be open the times the Library is open. C. Rosene then left the meeting.

Following discussion, D. Ripley moved to allow the Board President to appoint two Board members to meet with M.J. Schmaltz; C. Kujawa; Tara Holt, from the Library Foundation; and Cassidy Rosene to go over the coffee shop concession agreement. M. Schaff seconded the motion and volunteered to be one of the Board members on the committee. Motion carried. M. Fladeland then appointed himself as the second Board member.

In the Director's report, M.J. Schmaltz reported that:

*All the 2013 Library CIP and One-Time projects had been completed. She gave Board members a sheet outlining the projects and their completion and the Library's responsibility for the overage.

*The Library Director position closes March 10th. The initial interviews will be via Skype. The Board will then interview the top two or three candidates face-to-face.

*State law prohibits the use of e-cigarettes in public places. M.J. Schmaltz asked the Board to change the Library's Public Service Policy and Rules of Conduct to reflect this change. D. Ripley moved to change the Public Service Policy and Rules of Conduct to read, "*The Library is a tobacco free and e-cigarette free facility. Use of tobacco and e-cigarettes is allowed 50 feet from the Library entrance.*" Seconded by D. Weber. Motion carried.

*M. Schaff had met with Kathy Vander Vorst, Head of Teen Services, concerning the proposed new teen center. M. Schaff reported he had a good meeting with her. K. Vander Vorst would like to see the coffee shop remain open and would like to have an enclosed larger teen center near the location of the current teen center.

It was noted at this time that both D. Weber and L. Lucas would be going off the Board in June. The Board needed to be thinking of replacements.

For the Foundation, it was reported that their investments are doing well. The Foundation is working with Mann Signs Inc. on designing a new donation wall which will be just east of the entrance to the Children's area.

For the Friends, C. Kujawa reported that the Spring Used Book Sale would be held March 6-8th. The Friends are working on setting up "Small Book Libraries" in 10 neighborhoods. The Friends have already purchased the small library containers. Hopefully, these will be funded by businesses and will be stocked with donated books and later by those who take one and replace one.

There being no further business M. Schaff moved to adjourn at 1:33 PM.

Respectfully submitted

Marilyn Barbie
Administrative Assistant

Mary Jane Schmaltz
Director