

Minutes of the Bismarck Public Library Board of Directors

Date: January 22, 2015

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

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

The January Board meeting was called to order by M. Schaff, President, at 12:03 PM. The December minutes had been mailed out in advance. M. Fladeland moved to approve the minutes. Seconded by J. Hinman. Motion carried.

The January 2015 vendor invoices, additional December 2014 vendor invoices and December 2014 financial reports had also been mailed out in advance. M. Fladeland congratulated C. Kujawa on the fine job she had done managing the budget. Following discussion, M. Fladeland moved to approve all the vendor invoices. Seconded by J. Hinman. Motion carried. Following discussion, J. Hinman moved to accept the December 2014 financial reports. Seconded by P. Grantier. Motion carried.

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

*The espresso machine in the coffee shop had been repaired but only one side is working. The coffee shop needs a new espresso machine and the owners are comparing machines and prices. C. Kujawa said she had included a new espresso machine on her wish list for the Foundation. Board consensus was that it is important to purchase a new machine as soon as possible before the old one quits working again and it affects the coffee shop's ability to operate. M. Schaff also asked C. Kujawa to request a more detailed monthly report from the coffee shop comparing past to present performance.

*Electrical work is being done at the Library. A fan was installed in the women's bathroom (there had never been a fan installed during construction). Some lighting that hadn't been working was repaired. Also, H.A. Thompson and Sons Inc. is doing some research on one of the building humidifiers. The humidifier is over 20 years old and parts are extremely hard to obtain. It might be prudent just to replace it.

*The Library will be included with the City's bid on summer lawn care. At this time the library's maintenance man is doing all the lawn care. With all his other duties, it is too time consuming.

*The staff lounge has not been completed as some of the furniture hasn't arrived. It is stuck on the west coast where there is a dock workers' labor dispute.

*The adult and teen focus groups, preceding the strategic planning meetings to be held February 13 and 14, were held on January 21. C. Kujawa has not received a report yet. The online survey via Survey Monkey has closed. There were 604 online teen responses, 492 online adult responses and 75 adult paper responses. One of the Friends members has volunteered to compile the results. As soon as C. Kujawa receives the results, she will email to the Board.

*On January 12, C. Kujawa had testified at the 2015 Legislative Assembly in favor of Senate Bill 2013 dealing with State Aid for public libraries. B. Wocken, City Administrator, reported to C. Kujawa that the City Commission had voted to support the bill. B. Wocken and C. Kujawa are also watching Senate Bill 2144 which relates to the property tax code that could affect public libraries.

*C. Kujawa had met with new City Commissioner Marquardt and had given him a tour of the Library. She had visited with him about facility issues including replacing the HVAC system and a new roof and he seemed to be amenable. C. Kujawa is meeting Commissioner Guy for lunch and will visit with her about the same issues. Doug Schonert, County Commissioner, will oversee the Bookmobile portfolio for the County.

*C. Kujawa had given a presentation on the library to the *Fort Abraham Lincoln Corral of Westerners*. P. Grantier, a member of the organization, said it was well received.

*The adult Winter Reading Bingo started on January 15th and runs through March 15th. Kate Waldera, Head of Reference and also president of the Bismarck Historical Society, is giving a presentation on the history of Bismarck Public Library in Room A on April 6th which is open to the public.

*One of the library's part time youth services assistants is starting a new sensory story time. This is an interactive program for children with sensory problems including children with autism.

M. Schaff asked guest, Cameo Skager to report on the Foundation. She noted that the Foundation spring event is scheduled for April 17th and is entitled the "Art of Books". Local artists are being asked to create a work of art to display and sell at the event giving a 30% commission to the Foundation. The Foundation is hosting the annual library staff appreciation lunch on February 23 in the Missouri River Room.

For the Friends, E. Jacobs reported that 21 people have volunteered to serve on a committee to handle future book sales. The Friends Board had approved two draft amendments to their by-laws: 1. Amending the terms of elected office from three years to two years. 2. Removing the stipulation that members must be on the Board one year before they can serve as Vice President or Treasurer. These amendments will be taken to the membership for a vote on April 14th at the annual meeting.

M. Schaff called the Board's attention to an article, from the VOICE, a magazine for library trustees and friends, that he had asked to be included in the Board's packets. M. Schaff noted that the article dealt with the evaluation of the director and there were some good points to consider. He did say that he thought the input from the staff had been helpful evaluating C. Kujawa. M. Schaff also stated that there are courses offered by the Trustee Academy online. He mentioned there were ten short videos that could be shown at the Board meetings. Board consensus was to look into it.

There being no further business, the meeting adjourned at 1:10 PM.

Respectfully submitted,

Marilyn Barbie
Administrative Assistant

Christine Kujawa
Director

