

Minutes of the Bismarck Public Library Board of Directors

Date: June 24, 2014

Present: Library Board Members: Mike Fladeland, President; Mike Schaff, Vice President; Liz Lucas; Dick Weber and future Board member, J. Hinman.

Also Present: Mary Jane Schmaltz, Director; Christine Kujawa, Director; and Marilyn Barbie, Administrative Assistant.

Immediately following lunch, the June Board meeting was called to order by M. Fladeland, President, at 12:10 PM. The June meeting was held at the Bistro Restaurant hosted by the Library Board. M. Fladeland noted this was M.J. Schmaltz last meeting as she was retiring June 30th. He welcomed new Board member Joyce Hinman and said this was also the last meeting for Liz Lucas and Dick Weber; both had completed six years as Board Members. The May minutes had been mailed out in advance. D. Weber moved to approve the minutes. Seconded by M. Schaff. Motion carried.

The June vendor invoices and May financial reports had also been mailed out in advance. Following discussion, M. Schaff moved to approve the June 2014 vendor invoices. Seconded by L. Lucas. Motion carried. Following discussion, D. Weber moved to accept the financial reports through May 31, 2014. Seconded by M. Schaff. Motion carried.

The first order of business was the election of officers for the new year starting July 1, 2014. D. Weber nominated M. Schaff for President. Seconded by L. Lucas. There were no further nominations. Unanimously approved. L. Lucas nominated M. Fladeland for Vice President. Seconded by D. Weber. There were no further nominations. Unanimously approved.

In the Director's report, Christine Kujawa reported that:

*A transfer was needed to reallocate funds within the Bookmobile budget so the bookmobile librarian and her assistant could attend the national bookmobile conference in San Diego, CA later this year. D. Weber moved that \$2,500 be taken from adult books and put in the travel line items. L. Lucas seconded. Motion carried.

*She was asking for three City of Bismarck Capital Improvement Projects for consideration by the City Commission to be completed between 2015-2019: 1) HVAC System Upgrade for an estimated cost of \$794,450; 2) Roof Replacement Project for an estimated cost of \$561,000; and 3) Additional Parking for an estimated cost of \$1,167,600. Following discussion, M. Schaff moved to include these requests in 2015. Seconded by L. Lucas. Motion carried.

*Rachel Neva, lessee of the coffee shop, had sent a letter to C. Kujawa requesting to close the coffee shop on July 4th & 5th for the Fourth of July holiday. L. Lucas moved that the coffee shop be allowed to close on July 4th & 5th providing she put up notices to that end as soon as possible. Seconded by M. Schaff. Motion carried.

*The bid opening for the upgrade to the generator was held June 10th. Only one bid was received from Skeels Electric Co. \$29,000 had been budgeted for the project. Work should start on July 15th with a projected completion date of August 15th.

*M. Schaff and D. Ripley had met and put together a report on the coffee shop based on the monthly Profit and Loss Statements that the director receives each month. The coffee shop averages about \$65,000 in yearly expenses. Discussion followed. It was suggested eliminating the monthly rent and having the coffee shop pay the property taxes. Also, it was suggested putting \$6,500 in the 2015 budget to cover coffee shop related expenses such as supplies, advertising, etc. It was decided to include \$6,500 in the 2015 budget for expenses to be approved at the special budget meeting in July.

*In order to approve the 2015 budget by the City deadline, it will be necessary to have a special meeting. It was decided the Board will meet Tuesday, July 15th at 4 PM in the administration area. The regular July meeting will be held July 24th.

For the Foundation, it was reported that the search for a new executive director will continue as both candidates who had applied withdrew their names. Gayle Schuck had agreed to stay on for the interim on a very limited basis.

For the Friends, C. Kujawa reported that the Friends were looking for sponsors for the *Little Free Libraries* to be set up in various community locations. Each sponsorship costs \$750 and the sponsor's name will be listed on the box. Eight sponsors are needed. Many people have applied for a Library in their community.

Gifts were presented to L. Lucas and D. Weber thanking them for their six years on the Library Board. A retirement gift was also presented to M. J. Schmaltz for her 43 years at Bismarck Public Library.

M. Schaff moved to adjourn.

Respectfully submitted

Marilyn Barbie
Administrative Assistant

Christine Kujawa
Director

