

Minutes of the Bismarck Public Library Board of Directors

Date: May 23, 2013

Present: Library Board Members: David Ripley, President; Mike Fladeland, Vice President; Mary Maichel Guler; Liz Lucas and Dick Weber.

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

Immediately following lunch, the May Board meeting was called to order by D. Ripley, President, at 12:10 PM. The April minutes had been mailed out in advance. D. Weber moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

The May vendor invoices and April financial reports had also been mailed out in advance. Following discussion, L. Lucas moved to approve the April 2013 vendor invoices. Seconded by D. Weber. Motion carried. Following discussion, M. Fladeland moved to accept financial reports through April 30, 2013. Seconded by M. Guler. Motion carried

In the Director's Report, Mary Jane Schmaltz reported:

*The deadline for the applications for the Director position was June 14th. She gave Board members a draft of the proposed interview questions for the Board to review.

*Mary Guler's second three-year term on the Board would be completed on June 30th. Board consensus was to recommend Mike Schaff, a local lawyer and member of the Library Foundation Board, as a member of the Library Board. M. Fladeland moved to send a letter to the City Commission to put Mike Schaff's name forward as an appointee to the Library Board. Seconded by D. Weber. Motion carried.

*Alyssa Feik, current Circulation Manager, was hired as the Head of Circulation. She will continue to do both jobs until a new Circulation Manager is hired. The closing for applications for Circulation Manager is May 31st.

*An intern has been hired in the Teen Department for the summer. The Friends are financing the intern.

*The hatch to the roof had been installed. Because ladders were not included in the original bid, additional bids were being taken for ladders. One bid was for \$4,800 for steel ladders and another bid was for \$2,450 for aluminum ladders. Board consensus was to accept the lower bid. .

*\$15,000 had been allotted from the City to change the lobby doors to more handicapped accessible doors. The sliding doors would all be removed. The City was requesting bids for the changes as this is a one-time priority paid for with City money.

*The pavers on the front plaza were to be removed and replaced with concrete. This project is moving very slowly because the City has not had time to pursue it.

*The City was replacing the old lighting fixtures on the main floor of the Library at a cost of \$28,000 and replacing them with more environmentally friendly lighting.

*The 2014 budget was coming together. The revenue portion needed to be completed by June 15th and the expense portion by July 15th. Between July 22-25, M. J. Schmaltz would meet with Sheila Hilman, Finance Director, and Parrell Grossman, City Commissioner. She asked that one or two Board members accompany her.

*Rachel Neva, owner of the coffee shop, had sent a message that she would like to close the coffee shop on Saturday, May 25th, the Saturday before Memorial Day. M. Fladeland moved to give Rachel Neva written permission to close on May 25th for Memorial Day week-end. Seconded by L. Lucas. Motion carried.

*The tornado procedure has been updated. M.J. Schmaltz was planning to hold a couple of tornado procedure drills for staff before the Library opens in the morning.

*The Fire Department came and conducted their annual building check. Three of the emergency doors did not open. These doors were immediately repaired.

*Friday, June 1 is the annual Summer Reading kick-off to be held at the Capitol from 10AM – 3PM. This is held in conjunction with the State Library and Mandan Public Library.

For the Foundation it was reported that the 2012 audit of the Foundation was clean.

For the Friends, C. Kujawa reported that the Friends had approved \$49,000 in expenditures for the Library including \$29,000 for a self-checkout, Dyson hand dryers, a printer for C. Kujawa's office, well lighting around the flagpole, electrical post out-lets around the trees for Library events held on the plaza, a staff camera and money for the summer reading program. The Board asked M.J. Schmaltz to send a thank-you letter to the Friends thanking them.

The Board discussed increasing M.J. Schmaltz's salary as Director and M. Barbie's salary for her additional responsibilities. It was moved, seconded and approved by the Library Board to increase Mary Jane Schmaltz's salary to \$87,000/year to compensate her for her new position as Library Director and to increase Marilyn Barbie's salary to \$47,000/year to compensate her for the additional responsibilities she has assumed. Both increases are to start June 1st. Motion carried.

There being no further business the meeting adjourned.

Respectfully submitted

Marilyn Barbie
Administrative Assistant

Mary Jane Schmaltz
Director

