

Minutes of the Bismarck Public Library Board of Directors

Date: May 18, 2015

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

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

The May Board meeting was called to order by M. Schaff, President, at 12:05 PM. The April minutes had been mailed out in advance. P. Grantier moved to approve the minutes. Seconded by J. Hinman. Motion carried.

The May vendor invoices and April financial reports had also been mailed out in advance. Following discussion, J. Hinman moved to approve the May vendor invoices. Seconded by P. Grantier. Motion carried. Following discussion J. Hinman moved to accept the April financial reports. Seconded by P. Grantier. Motion carried.

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

*Progress is being made on the 2016 one-time priorities: Knife River will give an estimate for removing of the outside bench and surrounding concrete. Cashman Nursery and Landscaping will give an estimate on landscaping the plaza. C. Kujawa will be getting estimates to repair the back steps by the loading dock and to repair the sinking concrete on the driveway by the book drop.

*Gloria David, the City's Public Information Officer, said that CivicPlus, the City's website provider, can do the update of the library website. CivicPlus could provide training to the staff. C. Kujawa will ask for \$15,000 to cover the entire project. Funds would come out of the Library's Fund Balances.

*C. Kujawa had previously sent a tentative schedule of the remaining Board meetings for 2015. She asked if this schedule would work for everyone.

*C. Kujawa had met with Sheila Hillman, Director of Finance, to discuss the first draft of the Library's 2016 budget. Everything looks fine so far.

*C. Kujawa emailed Clyde Thompson, Director of Finance, with questions concerning the Bookmobile budget.

*The coffee shop Profit & Loss Statement had been sent out. The coffee shop will be closed on May 23rd, Memorial Day weekend. It was suggested that a list of closed days be provided to the Board by the coffee shop.

*The staff evaluation process will be starting the end of May and first part of June. C. Kujawa's evaluation will be done in June. M. Schaff and J. Hinman will complete the evaluation including conducting interviews with Library department heads. C. Kujawa will do a self evaluation.

*At the March Central Dakota Library Network meeting, C. Kujawa was elected president.

*The Volunteer Appreciation Ceremony will be May 29th at 10:00 AM in the Missouri River Room. P. Grantier will assist with handing out rewards and gifts.

*The annual City Awards ceremony is scheduled for June 3rd at 2:00 PM. Those receiving awards from the Library are Lynn Bryntesen – 20 years, Vickie Schmidt – 15 years, and Jana Maher – 5 years.

*S. Matthews, head of adult programming, applied for a \$3,000 grant through the City Community Development Department to offer classes on how to create résumés and apply for jobs. The grant was approved at the May 12th City Commission meeting. There is one more step needed for final approval.

E. Jacobs reported that she had updated the Library's 2014 Annual Report and sent out copies to city and county commissioners. The Board was pleased with the layout of the document.

E. Jacobs reported that staff from the Center for Technology and Business Women's Leadership attended a reference meeting to train staff on how to refer patrons to available community services for low and middle income families. They also discussed the homeless situation in the Bismarck area.

Foundation Director, C. Skager reported that the Foundation is still working on updating incentives for the Ben Franklin and Gold Card Clubs. They are looking at starting a new club, the Novel Club for \$500 donors. The Foundation is looking at updating the letterhead and working on the current newsletter.

E. Jacobs reported for the Friends. The group met last week and are working on implementing their strategic plan. Two directors were assigned to each of the four areas of the plan. Friends of the Bismarck Public Library will be sponsoring two author events this summer. On June 1st, First Lady Betsy Dalrymple will talk about the history of the North Dakota Governors Residence. On June 13th, Chris Hodapp, author of several books in the "For Dummies" series, is going to speak about the Freemasons "truths and myths."

The meeting adjourned at 1:15PM.

Respectfully submitted.

Cheryl Evensvold
Administrative Assistant

Christine Kujawa
Director