

Minutes of the Bismarck Public Library Board of Directors

Date: November 21, 2013

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

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

Immediately following lunch, the November Board meeting was called to order by M. Schaff, Vice President, at 12:05 PM. The October minutes had been mailed out in advance. L. Lucas moved to approve the minutes. Seconded by D. Weber. Motion carried.

The November vendor invoices and October financial reports had also been mailed out in advance. Following discussion, L. Lucas moved to approve the November 2013 vendor invoices. Seconded by D. Weber. Motion carried. M.J. Schmaltz asked the Board to approve a transfer of funds within the 2013 budget. Because J. Jones, the Head of Technical Processing, was retiring at the end of the year and the Marcive project was quite complicated; it was important that J. Jones do this project before she retired. The City Commission had approved this 2014 One-Time Priority request be completed in the 2013 budget instead of the 2014 budget. It was necessary to move funds within the budget to cover this expense. D. Weber moved to approve the transfer as presented. Seconded by L. Lucas. Motion carried.

Following discussion, L. Lucas moved to accept the financial reports through October 31, 2013. Seconded by D. Weber. Motion carried.

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

*The pouring of the concrete on the plaza was completed. The ladders on the roof had been installed. The first two sets of sliding doors in the lobby had been replaced with handicapped push-button doors. The third set will be replaced before the end of the year. The upgrade of lights will be completed before the end of the year. A demonstration of the location of the new security cameras was given to the Board.

*Lora Rose was hired to replace Jennifer Jones, Head of Technical Processing, who was retiring at the end of the year. L. Rose will start on February 3, 2014. She is currently assistant director in Harrisburg, Virginia. A retirement party will be held for Jennifer Jones on December 18th in Room B from 3PM to 6PM. The Board will be reminded via email.

*M.J. Schmaltz gave Board members copies of the 2014 salary schedule. She asked the Board to move the Administrative Assistant position from a Grade 3 to a Grade 4 because of additional responsibilities. She also asked that the Technical Processing Assistant position move from a Grade 1 to a Grade 2 as the person in that position is a supervisor to two staff members in Grade

1. Following discussion, L. Lucas moved to move the Administrative Assistant to a Grade 4 and the Technical Processing Assistant to a Grade 2. Seconded by D. Weber. Motion carried. D. Weber then made a motion to approve the entire 2014 salary package with a 4% increase as presented. Seconded by L. Lucas. Motion carried. D. Weber reported that members of the Library Foundation Board had done an evaluation on Gayle Schuck, Foundation Development Director, and Gayle Schuck had done an evaluation on Kristi Simenson, Foundation Administrative Assistant. The Library Foundation had approved a 3.5% increase in 2014 for both of them.

*Representatives from the Friends, Foundation and Library had met concerning the expiration of the coffee shop lease December 31, 2013. The Friends did not want to commit to a regular monthly stipend for the coffee shop but would possibly contribute on an as-needed basis. It was decided to do three surveys on coffee shop usage—one for patrons in-house, one for staff and one online for those accessing our website. This will be made available immediately.

*Tara Holt, a Board member of the Library Foundation, and M.J. Schmaltz had met with Rachel Neva, owner of the coffee shop, to discuss ways to improve usage of the coffee-shop. It was suggested that the coffee-shop stock some grab-and-go sandwiches. The Board felt it was necessary to send a letter to R. Neva before December 31st outlining the Board's intentions. M. Schaff will draft the letter to be signed by M. Fladeland, Board President, stating that the current lease will not be renewed. D. Weber moved to draft a letter of understanding to R. Neva for the 2014 lease to include \$100/mo rent to be paid by the 10th of each month on a month-to-month basis. Seconded by L. Lucas. Motion carried.

Following discussion, it was decided to table a decision on the Annual Leave Policy until the December meeting. M.J. Schmaltz will send out suggested policy changes to all the Library Board members before the December meeting.

For the Friends, C. Kujawa reported that the President, Cindy Kirkpatrick, was moving to Washington and Jason Matthews was taking over as President.

Respectfully submitted

Marilyn Barbie
Administrative Assistant

Mary Jane Schmaltz
Director