

# Minutes of the Bismarck Public Library Board of Directors

Date: October 30, 2014

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

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

The October Board meeting was called to order by M. Schaff, President, at 12:18 PM. The September minutes had been mailed out in advance. M. Fladeland moved to approve the minutes from September 15<sup>th</sup>, a special Board Meeting, and September 25<sup>th</sup>. Seconded by P. Grantier. Motion carried.

The October vendor invoices and September financial reports had also been mailed out in advance. Following discussion, P. Grantier moved to approve the October vendor invoices. Seconded by M. Fladeland. Motion carried. Following discussion, M. Fladeland moved to accept the September financial reports. Seconded by P. Grantier. Motion carried.

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

\*The Board needed to start planning for the Strategic Plan to be held in January or February 2015. Paul Griffin from The Consensus Council, who had mediated the last strategic planning process, had agreed to mediate again. M. Schaff, E. Jacobs, and C. Kujawa will meet with Paul Griffin on November 17<sup>th</sup> to discuss the process and set a date in January or February.

\*She had completed the 2015 salary schedule and gave it to Board members for review. Board consensus was that the budget was within the guidelines set forth previously.

\*One of the staff, who is confined to a wheel chair, had spoken to C. Kujawa about reserving one of the staff parking spots because she needs a spot where she can park her van and exit on the passenger side with enough room to lower the wheel chair. C. Kujawa said the end spot on the south side was large enough and will be painted blue indicating a handicap spot. She had spoken to the City Attorney and he agreed this was a good solution. Board consensus was to go ahead.

\*She had given a speech on the past, present, and future direction of the Library at the annual PEO reciprocity luncheon. Participants seemed to enjoy learning about current services and programs as well as what the Library is planning for the future, especially the teen center.

\*The Gifted Bean Coffee Shop was doing well. They had been featured in an article in the Bismarck Tribune and were doing more advertising. The signage on the outside of the building needs to be changed to the new concessionaire. Discussion followed on who should pay for the signage. M. Fladeland made a motion that the Library pay 50% of the signage up to \$500. Seconded by P. Grantier. Motion carried.

For the Foundation, it was reported that a new executive director had been conditionally hired, Cameo Skager. Her name will be presented for Board approval at the Foundation meeting in November.

For the Friends, E. Jacobs reported that the October sale had grossed \$24,634. A mini-book sale and membership drive is being planned for December 11, 12 and 13 to reduce the inventory that was left over from the last sale.

The meeting adjourned at 1:05 PM.

Respectfully submitted.

Marilyn Barbie  
Administrative Assistant

Christine Kujawa  
Director