

Minutes of the Bismarck Public Library Board of Directors

Date: April 28, 2016

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; and Cheryl Evensvold, Administrative Assistant.

The April Board meeting was called to order by Mike Schaff, President, at 12:10 PM.

The March 24th minutes had been mailed out in advance. M. Fladeland moved to approve the minutes. Seconded by P. Grantier. Motion carried.

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

Smoking on Library Grounds: C. Kujawa distributed the Bismarck Code of Ordinances regarding smoking regulations at public places, as requested by M.Schaff. Extending the smoking prohibition beyond twenty feet from entrances was discussed. It was decided to table the issue at this time.

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

- Facility Updates:
 - The completed HVAC study results had been mailed out in advance. Since issues with the roof and moisture in exterior walls are currently of greater concern, it was decided that roof repair would be the priority this year. C. Kujawa shared that the City's recommended project strategy includes conducting a study before any work is done, to insure that the work is done correctly the first time. City Facilities Maintenance is checking to see if repair of the walls may be included in the original roof bid, as the issues are tied together. If yes, a study of the roof and wall issues will be conducted at the same time. Depending on total estimated cost of the HVAC project, partial repair may be done in 2017, because it is possible to do the work in phases.

The 2016 CDLN budget was reviewed.

- Personnel Update:
 - C. Kujawa shared a thank you letter sent to Kate Waldera from the University of Illinois in Champaign-Urbana.

- Nicole Ortega, our new Community Relations Coordinator started on April 4th.
- The Library participated at the Intercultural Festival, which was held at Gateway Mall last weekend.
- Laura Rysavy started her position as Library Teen Program Coordinator on April 19th.
- C. Kujawa shared a voicemail from a patron appreciating the helpfulness of our Interlibrary Loan Manager, Troy Hamre.

For the Library Foundation, Inc. M. Schaff reported:

- The Art of Books event will take place tomorrow at the Library.
- C.Kujawa reported that a \$50,000 donation was received for the Teen Center from an area couple whose grandson is looking forward to using the new teen area.

For the Friends of the Library E. Jacobs reported:

- The annual membership meeting was held on April 12th. Monica Hannon and Cliff Naylor were guest speakers.
- The Friends of the Library will be sponsoring a book talk by North Dakota Poet Laureate Larry Woiwode on Sunday at 2:00 pm.

The May Board meeting has been rescheduled for May 25th.

The June Board meeting has been rescheduled for June 30th. This will be held at Reza's Pitch, as we honor outgoing Board member D. Ripley's years of service.

The meeting adjourned at 1:00 PM.

Respectfully submitted,

Cheryl Evensvold
Administrative Assistant

Christine Kujawa
Director