

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: May 25, 2017

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Charlotte Strong, Administrative Assistant; and guest Kathleen Jones, Burleigh County Commissioner.

The May Board meeting was called to order by Joyce Hinman, President, at 12:30 p.m.

The April 27th minutes had been mailed out in advance. B. Bartosh moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

The vendor invoices for May 2017, along with the April financial reports had been mailed out in advance. Following discussion, M. Schaff moved to approve the May 2017 vendor invoices. Seconded by M. Fladeland. Motion carried. Following discussion, B. Bartosh moved to accept the April financial reports. Seconded by M. Schaff. Motion carried.

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

- A Boy Scout Troop volunteered and provided outdoor cleanup for the Library grounds on May 23rd. The Library has a partnership with the Bismarck-Mandan Garden Club. They provide and plant flowers for the planters on the grounds, and in turn receive meeting room space throughout the year.
- Regarding building projects, the roof project is open for bids until May 31 and the new roof should be in place by the end of the year. She has checked with the city facilities maintenance manager regarding the other projects (HVAC and exterior walls), and they will continue to keep these projects on their capital improvement project (CIP) list that goes to the city budget committee for consideration. There are HVAC projects in other city buildings, and they may consider including the library's HVAC in a collective project.
- C. Kujawa thanked board member Mike Schaff for attending and speaking at the Volunteer Appreciation Celebration that was held on May 22nd. Volunteers collectively worked 1,300 hours over the past year, worth approximately \$20,000 in wages. She reported the Part-time Service Award Ceremony will be held on Friday, June 9 at 10:00 a.m. in the Missouri River Room. J. Hinman will attend, and possibly M. Fladeland or M. Schaff. Five staff people will be receiving awards for their years of service.
- 100th Anniversary recap: 180 people attended the Humanities Scholar Clay Jenkinson as Theodore Roosevelt event on May 24th. Nearly 2,000 people attended the anniversary events during the month of May. The library received a certificate from the ND State Library in recognition of 100 years of service.

- Bismarck Comic-Con's first year was a huge success being the most attended event during the Library's 100 Year Anniversary celebrations during May, with over 1,200 people. Plans are to continue with another Bismarck Comic-Con next year.
- In addition, C. Kujawa completed a city department head "Mastering Leadership" class.
- She is starting to work on the 2018 budget.

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

- The Art of Books Spring Event took place on Friday, April 28, 2017, at the Library, and raised over \$2,500. The committee is discussing changing the theme for next year.
- After the May meeting, the Foundation has decided to change the accounting method from cash basis to accrual method beginning with fiscal year 2017.
- The Foundation will continue fundraising throughout the year with the \$100 for 100 years in connection with the anniversary to "celebrate the past by investing in the future." People may now donate online: <http://www.bismarcklibrary.org/171/Library-Foundation>.

For the Friends of the Library, E. Jacobs reported:

- An online application is open until May 31st for individuals to apply to have one of the three additional Little Free Libraries at their homes.
- The Friends are working with the Bismarck Larks to promote one of their Community Programs – The Larks Reading Program. The Library will have the option of setting up an informational table at six home games this season.

The June Board meeting has been scheduled for Tuesday, June 20, 2017 at 12:00 p.m.

The meeting adjourned at 1:27 p.m.

Respectfully submitted,

Charlotte Strong
Administrative Assistant

Christine Kujawa
Director