

# **Minutes of the Bismarck Veterans Memorial Public Library Board of Directors**

Date: July 27, 2017

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Administrative Assistant; and Richard Bohrer, Guest from Architectural Concepts, Inc.

Not Present: Mike Fladeland

The June Board meeting was called to order by Joyce Hinman, President, at 12:00 p.m.

Guest presenter, R. Bohrer discussed roof project estimates from 1/17/2016 and 5/30/2017, and clarified expenses and requirements in relation to bid amounts. R. Bohrer explained options varying from whether to proceed or halt the project. P. Grantier moved to proceed with the project which included the base bid, wall panels, and insulation. Seconded by B. Bartosh. Motion carried. R. Bohrer agreed to meet with C.Kujawa and City Administration to discuss the roof project and bid results. B. Bartosh offered to attend the meeting as well, date to be determined.

The Library's 2018 county budgets are due 8/4/2017. The expenses were previously approved by the Library Board. A meeting with County Commissioner Jones and Peluso has been scheduled for Thursday, August 3rd at 10:00 a.m. C. Kujawa, P. Grantier, and M. Schaff will attend. The county budget hearing with department heads is scheduled for August 22 at 8:30 a.m. and August 23<sup>rd</sup> at 8:30 a.m. The preliminary county budget hearing is scheduled for September 6<sup>th</sup> at 5:00 p.m. and final county budget hearing is on September 28<sup>th</sup> at 6:00 p.m.

The June 20<sup>th</sup> minutes had been mailed out in advance. M. Schaff moved to approve the minutes. Seconded by P. Grantier. Motion carried.

The July 12<sup>th</sup> Special Board Meeting minutes had been mailed out in advance. P. Grantier moved to approve the minutes. Seconded by B. Bartosh. Motion carried.

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

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

- The Youth Services Department had 51 programs with an impressive attendance of 5972 people in June.
- The 2017 One-Time Projects were completed with approximately \$7,800.00 in reserve:
  - Brush carpet in lobby completed the week of June 19<sup>th</sup> – 23<sup>rd</sup>.
  - The cost of a snow sweeper has been decreased to \$11,000, compared to the initial cost of \$18,000.
  - The sewer ejector pump replacement is complete.
- KFYR contacted Troy Hamre, Interlibrary Loan Manager, regarding a segment to air June 27<sup>th</sup> featuring the Mobile Library.
- Upcoming Library events include:
  - The week of August 7<sup>th</sup>-11<sup>th</sup> - U.S. Citizenship and Immigration Services will be utilizing one of the meeting rooms.
  - August 16<sup>th</sup> - United Way's Day of Caring is scheduled to take place. Volunteers will work on several cleaning tasks at the Library throughout the day.
  - August 16<sup>th</sup> - Green Card Youth Voices will hold an open house and reading about their immigration stories.
  - August 17<sup>th</sup> - Project Service Connect provides an opportunity for many community agencies to come together to provide for those in need. The Library is partner with this annual event.

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

- The Foundation has been drafting a proposal for the management of the endowment.
- The Foundation board did not meet in July, but will resume in August.

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

- Friends of the Library did not meet in July, book sorting for the sale continues.

P. Grantier proposed to further discuss possible revision of meeting room reservation policy.

M. Schaff moved to have this item on the August agenda. Seconded by B. Bartosh.

The regular Board meeting has been scheduled for Thursday, August 24, 2017 at 12:00 p.m.

The meeting adjourned at 1:34 p.m.

Respectfully submitted,

Bea Kaiser  
Administrative Assistant

Christine Kujawa  
Director