

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: August 24, 2017

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; and Bea Kaiser, Administrative Assistant

Not Present: Joyce Hinman, President; and Bob Bartosh

The August Board meeting was called to order by Pat Grantier, Vice President, at 12:04 p.m.

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

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

In the roof project update reported by C. Kujawa, the City Commission unanimously approved the additional roof expense at the preliminary City Commission 2018 budget meeting. She complimented the Board representation, particularly B. Bartosh, on ensuring the project was well defined and questions answered prior to the budget meeting. The next phase will be the final budget approval. The roof bid will need to be approved by the City Commission; and will be requested to be put on the agenda for the next meeting on September 12, 2017. The deadline for bid acceptance is approaching; a request for extension will be sought if necessary.

The Board requested a review of the Meeting Room Policy at the July meeting. The proposal had been mailed out in advance. Following discussion, M. Schaff moved to accept the updated Meeting Room Policy. Seconded by M. Fladeland. Motion carried.

September is National Library Card Sign-Up Month. A draft proclamation had been mailed out in advance. Library Administration would like to submit it to the Mayor's office for approval as a Mayor's Proclamation. Following discussion, M. Fladeland moved to accept the Proclamation request. Seconded by M. Schaff. Motion carried. C. Kujawa will submit the request to the Mayor's office.

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

- The 2018 preliminary Library budget passed unanimously by the City Commission, and with no questions. The final budget meeting is September 12, 2017.
- The upcoming Christmas Eve and New Year's Eve holidays fall upon a Sunday. According to policy, we close at Noon on these holidays. Since the Library does not open until 1:00 pm on Sundays, we will not be open on those days.
- Peace Poles have been located around town with the wording "May Peace Prevail on Earth" in several languages. The Foundation will be asked to sponsor a pole for the plaza. Following discussion, M. Fladeland moved to accept the Peace Pole request, contingent on discussion with the City Attorney. Seconded by M. Schaff. Motion carried.

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

- The Foundation has been drafting a proposal for the management of the endowment; C. Kujawa will be present at the interviews as an observer.
- The Foundation has selected the Wezelman family as the 2017 recipient of the Pearce Award, event type and date to be determined.

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

- Friends of the Library continue to prepare for the book sale to be held October 5-7, 2017.
- Volunteers are being recruited via email and Facebook, no mailings are being sent in an attempt to better utilize funds.
- An outdoor book sale will be held September 16, 2017 from 9:00 am- 4:00 pm.

The regular Board meeting has been scheduled for Thursday, September 28, 2017 at 12:00 p.m.

The meeting adjourned at 1:37 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director