

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

Date: November 21, 2017

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

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

Not Present: Joyce Hinman, President; Mike Fladeland

The November Board meeting was called to order by P. Grantier, Vice President, at 12:00 p.m.

Katie Williams, CPA from Eide Bailly LLP spoke regarding the 2016 Library audit report. Following discussion, M. Schaff moved to accept the 2016 Library audit report. Seconded by B. Bartosh. Motion carried.

The October 26<sup>th</sup> minutes had been mailed out in advance. B. Bartosh moved to approve the minutes with modifications. Seconded by M. Schaff. Motion carried.

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

C. Kujawa proposed creating a Library Grounds Policy. Following discussion, the goal is to have a policy for review at the January 2018 Library Board meeting. The next policy to be reviewed will be the Library Rules of Conduct.

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

- The Gifted Bean will be closed for the Thanksgiving holiday weekend from 11/23 – 11/26/17.
- When obtained, Focus Group findings will be shared.
- Security has been increased by adding a Sunday shift from 1-6 p.m.
- To conclude the Library's 100 year anniversary, an informal celebration will be held Monday 12/11/17 from 3:30 – 5:30 p.m. in the foyer. Light music and refreshments will be provided, as well as local tile art available for purchase.
- The Leadership Team participated in active shooter and shelter in place procedure training. Department Heads will be responsible for training their staff. Tentatively, in January the Bismarck Police will provide some additional training for all staff.

- C. Kujawa & B. Kaiser have been working on Personnel budget updates for the City.
- Jana Maher, Children's Program Director, was featured in the local magazine *Inspired Woman* for her Kindness Club at the Library.
- Kate Waldera, Head of Information Services, completed and graduated from an eleven week Citizen Police Academy through the Bismarck Police Department.

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

- The Foundation went through the RFP process for the Endowment. The Endowment will be moved from Alerus to American Trust.
- The next Foundation meeting will be 12/1/2017.

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

- E. Jacobs will meet with the Friends President and Treasurer regarding the 2018 budget.
- A member's only book sale will be held 1/13/18.

P. Grantier expressed concern regarding whether the security company has proper internal training and policies. Upon discussion, C. Kujawa will develop checklists specific to the library and will check into their policy.

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

The meeting adjourned at 12:58 p.m.

Respectfully submitted,

Bea Kaiser  
Administrative Assistant

Christine Kujawa  
Director