

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: January 25, 2018

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Administrative Assistant; and guest Kathleen Jones, County Commissioner

Not Present: Pat Grantier, Vice President

The January Board meeting was called to order by J. Hinman, President, at 12:03 p.m.

The December minutes had been mailed out in advance. M. Schaff moved to approve the minutes. Seconded by B. Bartosh. Motion carried.

The vendor invoices for January 2018 and additional December 2017, along with the December financial reports had been mailed out in advance. Following discussion, M. Fladeland moved to approve the January 2018 and additional December 2017 vendor invoices. Seconded by B. Bartosh. Motion carried. Following discussion, M. Fladeland moved to accept the December financial reports. Seconded by M. Schaff. Motion carried.

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

- According to the City's Building Inspection Department, we must have one handicap parking spot per 25 regular spots. If we lose access to the north parking lot during roof construction we will still be in compliance.
- C. Kujawa is continuing to research temporary parking options for full-time staff during for the duration of the roof construction to allow for additional spots for the public.
- Lynn Bryntesen, Head of Maintenance Services identified changes to be made to the second restroom in the Teen Center construction project resulting in a savings of almost \$4,000.
- L. Bryntesen has also been working on the public mothering room; it should be completed in the near future. Doing much of the work himself and using a fixture in storage has helped to keep costs at a minimum.
- A new air handler for the public entrance has been ordered and is expected to arrive within six weeks. The current entrance air handler was installed 30 years ago.
- Due to changes made during the last legislative session regarding local government tax reporting, the City and County budget schedule will be modified to start earlier in the year. As a result, 2018 Board meeting dates must be updated. The dates will be tentative,

awaiting a final schedule from the City. Following discussion a new schedule was agreed upon and will be enclosed in the next Board packet.

- C. Kujawa is working on updating the Foundation's 2018 annual grant project list. Due to an unexpected generous gift to cover the cost of Children's Library shelving end panels and withdrawal from the VISTA volunteer grant process, we have additional funds for other projects. She will share the revised list with the Board as an FYI prior to presenting it at the Foundation's February meeting.
 - Work is being done on logo integration. New library cards with three different designs, one adult design and two children themed designs, will be ordered in the near future.
- B. Kaiser is researching nametags and staff clothing with the logo as well.

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

- Foundation funds have been moved to American Trust Center.
- B. Bartosh has taken over as Chair of the Foundation's Finance Committee.

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

- The member's only book sale held 1/13/18 was successful, resulting in 32 new Friends.

K. Jones suggested that additional funds be requested for the Bookmobile in anticipation of replacing it, as it will be 20 years old in 2020. C. Kujawa explained that research had been tabled due to feedback from the Foundation. C. Kujawa inquired about fundraising for the bookmobile and was asked to revisit the project in 2019, because they recently finished a major fundraiser for the Teen Center and several major donors are still fulfilling pledges. Following discussion, it was agreed to continue research so the information is ready when the Foundation takes on the fundraising project.

The regular Board meeting has been scheduled for Thursday, February 22, 2018 at 12:00 p.m.

The meeting adjourned at 1:04 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director