

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

Date: February 22, 2018

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

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

The February Board meeting was called to order by J. Hinman, President, at 12:02 p.m.

The January 18<sup>th</sup> Special Board Meeting minutes had been mailed out in advance. M. Schaff moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

The January 25<sup>th</sup> minutes had been mailed out in advance. M. Schaff moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

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

Policy Discussion: BVMPL Public Service Policy

- C. Kujawa provided a draft of recommended Public Service Policy changes. The Board read and discussed each section of the policy, and made changes to wording in various areas.
- M. Schaff moved to approve the finalized wording after discussion. Seconded by P. Grantier. Motion carried.

Policy Discussion: BVMPL Grounds Policy

- C. Kujawa provided a draft of a recommended Grounds Policy, which had been reviewed by the City Attorney. The Board read and discussed each section of the policy, and made changes to wording in various areas.
- M. Fladeland moved to approve the finalized wording after discussion. B. Bartosh Seconded. Motion carried.

In the Director's report, which had been emailed out in advance C. Kujawa reported:

- Construction on the Children's Library's second restroom started February 21<sup>st</sup>. The construction company is making effort not to disrupt story times.

- Temporary parking has been secured for 16 full-time and four part-time staff during roof the construction project. This is being funded by the Friends of the Library and will aid in providing on-site patron parking during the project. Posters of various sizes have been created and placed throughout the Library to inform patrons of the project and areas that will be affected, including the parking lot.
- Several employees attended the Governor’s Main Street Summit on February 12<sup>th</sup>. Two keynote speakers cited public libraries as major “public anchors” that positively impact the economic success of an area.
- Bookmobile Services Librarian, Keli McDonald is organizing a bookmark contest for the patrons on her routes. J. Hinman and County Commissioner Kathleen Jones will judge the submissions, and awards will be given at a County Commission meeting.
- An afterhours, all-staff meeting was held February 9<sup>th</sup> to provide active shooter/shelter in place training led by two Bismarck Police Department officers.
- Judge Robert Wefald is fundraising in an effort to obtain replicas of the USNS City of Bismarck ship; if successful he plans to donate one to the Library. He also presented the Library with a plaque citing that the Library is an Honorary Plank Owner of the ship.
- The current lobby display showcases a Bismarck citizen’s model ship collection. Several news outlets responded to the press release and covered the story.

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

- The Foundation discussed a bylaw change regarding the make-up of its Executive Committee. The Board agreed to express the importance of the involvement of a Library Board Member on this committee.

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

- The spring book sale will be held March 1<sup>st</sup> -3<sup>rd</sup>.
- They are happy to provide funding for the much needed temporary staff parking during the roof construction.

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

The meeting adjourned at 1:11 p.m.

Respectfully submitted,

Bea Kaiser  
Administrative Assistant

Christine Kujawa  
Director