

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

Date: July 26, 2018

Location: BPL Mezzanine Board Room; 515 North Fifth Street

Present: Library Board Members: Joyce Hinman, President; Pat Grantier, Vice President; Mike Schaff, and Sue Sorlie

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

Not Present: Bob Bartosh

The July 26, 2018 Board meeting was called to order by J. Hinman, President, at 12:07 p.m.

The July 2nd minutes had been mailed out in advance. M. Schaff moved to approve the minutes. Seconded by P. Grantier. Motion carried.

The vendor invoices for July 2018, along with the June financial reports had been mailed out in advance. Following discussion, P. Grantier moved to approve the July 2018 vendor invoices. Seconded by S. Sorlie. Motion carried. Following discussion, M. Schaff moved to accept the June financial reports. Seconded by S. Sorlie. Motion carried.

Board Member Change:

P. Grantier moved to appoint M. Schaff as President for his remaining term of one year, and B. Bartosh as Vice President. Seconded by S. Sorlie. Motion carried.

In the Director's report C. Kujawa reported:

Budget updates-

- The City Budget Committee has begun work on the 2019 budget review process. C. Kujawa was asked about base budget increases, she explained the process in that it starts with the base, and requests are presented, but must wait for approval.

Building project updates-

- The roof progress meeting took place Thursday 7/26, the project is on schedule. The change order for the plaza overhang damage isn't connected to the roof project, and therefore was not approved by Sheila Hillman, City Finance Director, to repair. Industrial Enterprises had assumed it would be approved and started the work. They'll finish what they've completed thus far, at no cost to the City.
- Between ACI, Inc., Industrial Enterprises, and the City facilities manager, communication with the Library is going well. They keep Lynn and Library Administration apprised of progress in between meetings. C. Kujawa then shares updates with the Board.

- Sidewalk repairs will be completed in the near future; concrete will be placed in the north area around the bump-out to keep water away from the building. Work will be done on the north exterior wall, including a concrete border with a landscape area around it, as well as removing mold in the Children's area balcony. Efforts are planned to remove mold, add new drywall, and paint during closed hours. Progress is still being made on the administrative level windows and Nichiha paneling is being installed on the exterior uppermost walls.

Library Service Updates-

- Comic Con preparations have begun, including partnering with the CW Network for free promotional advertising. The event will be held offsite in 2019 due to outgrowing the space at the Library. Decisions are outstanding about charging for some events while still offering free events.
- The City Attorney will assist in researching the trademarking of the Library's future Comic Con logo, possibly with the name BisCon. It is important that this be done because Library staff developed the event, and their creativity and hard work are the reason the event has become so popular. Even if we partner with others, like CW Network, in the future, the Library should still own the name and logo.
- A complaint was received by a patron concerned about the syringe boxes in the restrooms. C. Kujawa shared the patron's concerns. The Board remained firm with their decision. The decision had been made after research had been done, and in consultation with the Bismarck Police Department and City Public Health.
- C. Kujawa reminded the Board that her 2018 employee evaluation will need to be completed by the Board in the near future. P. Grantier and B. Bartosh were suggested evaluators.
- C. Kujawa reminded the Board that the Volunteer Coffee event was scheduled for Monday 8/6 at 10 a.m. J. Hinman and P. Grantier planned to attend.
- C. Kujawa has continued to extend the open invitation to Mayor Bakken with the hopes of a Library tour and meeting. To date, no response has been received.

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

- The Foundation did not meet in July.
- They are taking nominations for the Pearce Award, M. Schaff was nominated.
- Five finalists have been selected for the BisMan Community Foundation grant. The Library was not a finalist.

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

- The Friends did not meet in July.
- Urban Harvest offered a table on Thursday 8/16, to be staffed by Friends. Donated books will be offered at no charge with a request for donations to raise funds for the Friends.
- The Ice Cream Social, sponsored by the Friends, will be held on Monday 7/30 at 6:30 p.m.

The regular Board meeting has been scheduled for Thursday, August 23, 2018 at 12:00 p.m.

The meeting adjourned at 1:10 p.m.

Respectfully submitted,  
Bea Kaiser  
Administrative Assistant

Christine Kujawa  
Director