

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

Date: April 25, 2019

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Administrative Assistant; and Keli McDonald, Bookmobile Services Librarian

The April 25, 2019 Board meeting was called to order by M. Schaff, President, at 9:05 a.m.

## Bookmobile RFP Report:

K. McDonald spoke regarding the two bids received. Farber Specialty Vehicles (Farber) bid \$279,400 but didn't include a vehicle wrap that would cost an additional \$10,000 - \$15,000. The LDV Custom Specialty Vehicles (LDV) bid was \$329,952; they offered recommendations in regard to safety, longevity, noise, and durability. At conferences she has been to, LDV has made good impressions with vehicle presentation and product knowledge. McDonald stated she was in favor of the LDV vehicle.

B. Bartosh, part of the research committee, reported that he supports McDonald's choice, stressing the importance of input by those who operate and maintain the vehicle. Following discussion, P. Grantier moved to approve the LDV bid. Seconded by S. Sorlie. Motion carried. Decisions to sell or trade the current Bookmobile will be made at a later date. No down payment is necessary on the new vehicle, however full payment is due upon delivery.

The March 28 minutes had been mailed out in advance. P. Grantier moved to approve the minutes with changes. Seconded by B. Bartosh. Motion carried.

The vendor invoices for April 2019, along with the March financial reports had been mailed out in advance. Following discussion, B. Bartosh moved to approve the April 2019 vendor invoices. Seconded by P. Grantier. Motion carried. Following discussion, P. Grantier moved to accept the March financial reports. Seconded by S. Sorlie. Motion carried.

P. Grantier requested that Laura Rysavy, Teen Programming Coordinator, attend a future Board meeting to present on the activities of the Teen Headquarters.

## Discussion on board members for expiring position:

C. Kujawa explained that M. Schaff's term will be ending effective June 2019, thus sought suggestions as to a replacement. The Board discussed potential new members, and will continue the deliberation at the next meeting.

Consideration of Interlibrary Loan Manager salary:

C. Kujawa briefed that Troy Hamre, Interlibrary Loan Manager, completed his coursework for a Master's Degree in Library and Information Science (MLIS). She proposed that his salary be increased from \$42,849 to \$47,849, due to his performance and additional duties he will assume, as well as having his degree. The increase would be effective upon presentation of his diploma. He will remain in Grade 3, if additional funding is available in the future, Grade 5 would be in order. Following discussion, B. Bartosh moved to approve the salary increase for T. Hamre to \$47,849. Seconded by S. Sorlie. Motion carried.

In the Director's report C. Kujawa reported:

- A leak has been detected in the Bookmobile radiator; the repair cost is to be determined.
- New shelving has been constructed in the Missouri River Room by Rough Rider Industries, which compliments existing shelving. This work was completed through the 2018 Foundation Grant. Bill Pearce donated books, and is also a Foundation Board member.
- Many outreach events will take place:
  - April 27 – Kids Fair at the Event Center
  - April 28 – Adult Spelling Bee at Laughing Sun Brewing
  - May 4 – Bis-Con at the Event Center
  - May 10 – Band Night Parade featuring the Library, Bookmobile, and Booker
  - May 11 – People Matter Community EventThe Bookmobile will be at BisMarket, held in Kiwanis Park, a few Saturdays in the summer.
- Shelter in place procedures were implemented, as instructed by law enforcement, during a nearby situation on April 24. By following our policy, staff and patrons were well informed.
- The Institute of Museum and Library Services will announce the National Medal winners next week. The Library received many positive comments from patrons.

For the Bismarck Library Foundation, Inc., B. Bartosh reported:

- The Art of Books event netted \$6,700 - \$6,900.
- Officers were reelected; Directors were all reelected except one, who withdrew.

For the Friends of the Library, M. Schaff and E. Jacobs reported:

- The annual meeting went well; members are very pleased with E. Jacobs's commitment.
- The new President is Michaelanne Jones, who brings energy and new ideas.
- Funding will continue for ongoing programs such as Tai Chi, Little Songbirds, as well as for a LEGO project during the Summer Reading Kickoff at the Heritage Center.

The regular Board meeting has been scheduled for Monday, June 3, 2019 at 12:00 p.m.

The meeting adjourned at 10:02 a.m.

Respectfully submitted,

Bea Kaiser  
Administrative Assistant

Christine Kujawa  
Director