

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

Date: October 24, 2019

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Administrative Assistant; and Matt and Sandy McMerty, owners of The Gifted Bean Coffee House

The October 24, 2019 Board meeting was called to order by B. Bartosh, President, at 12:05 p.m.

Matt and Sandy McMerty expressed their desire to renew the Coffee Shop Concession Agreement for an additional five years. The Board pursued due diligence by going through the concessionaire agreement in detail and requesting the McMerty's provide documentation including proof of worker's compensation insurance; liability insurance that names the Library, its officials, agents, and employees as additional insureds; and any permits, licenses, notices and other requirements as specified by Federal, State or local governments or regulations.

Following discussion, the Board will consider an amendment to read "The term of the agreement shall commence on January 1, 2020, and to end December 31, 2024, unless terminated sooner, with an option to extend another 5 years."

Documents submitted by the McMerty's were:

- State of ND Sales and Use Tax Permit
- Proof of Workmen's Compensation Insurance
- Food Establishment license
- Proof of Liability Insurance, which will be updated with the formal name and agents.

Upon receipt and review of said documentation and of the proposed amendment, discussion will continue at the November Library Board meeting.

The September 26 minutes had been mailed out in advance. J. Hinman moved to approve the minutes. Seconded by M. LaLonde. Motion carried.

The vendor invoices for October 2019, along with the September financial reports had been mailed out in advance. Following discussion, M. LaLonde moved to approve the October 2019 vendor invoices. Seconded by S. Sorlie. Motion carried. Following discussion, J. Hinman moved to accept the September financial reports. Seconded by P. Grantier. Motion carried. B. Bartosh requested that C. Kujawa advise of any year end necessities.

2020 Personnel Budget:

C. Kujawa went through the 2020 Personnel Budget and Salary Schedule for the Library and Bookmobile staff, which had been mailed out in advance. Following discussion, J. Hinman moved to approve the 2020 Personnel Budget. Seconded by M. LaLonde. Motion carried. Following discussion, M. LaLonde moved to approve the 2020 Salary Schedule. Seconded by J. Hinman. Motion carried.

In the Director's report C. Kujawa reported:

- A tentative schedule for the HVAC upgrade has been established. Advertisement for bids will occur in November and December, and construction to begin in January.
- A discussion regarding medical marijuana and the Substance Abuse policy took place. The City adheres to the Federal Drug-Free Workplace Act. Marijuana is illegal on a federal level.
- The Peace Pole, donated by the Seth family, has arrived. They have requested placement and unveiling in the spring.
- Myhre Concrete is behind schedule due to weather conditions; they hope to complete the cement project in the book drop drive-thru this year.
- Keli McDonald, Bookmobile Services Librarian, and her staff are reviewing carpet, wall coverings, and shelving options for the new Bookmobile. She will be at the ABOS conference in Omaha, NE and will meet with LDV, Inc. to see samples in person.
- Library Foundation President Jesse Sailer and C. Kujawa completed evaluations for Amber Schatz and Kristi Simenson.
- The last salary survey of mid-west/plains libraries was done in 2015; another has begun to compile data to see how the Library compares.

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

- The October Foundation meeting was cancelled due to adverse weather, the next will be held November 1.
- Fundraising efforts continue for the Bookmobile, with approximately \$253,000 raised to date.
- Sanford will present a \$25,000 check on October 28 at 1:00 p.m.
- Bremer Bank will match to \$10,000, which is close to being attained.
- The spring event date will be publicized in the next newsletter.
- Sheri Coleman and Nancy Spilde have resigned from the Library Foundation Board.

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

- The fall book sale raised \$25,564 in 3 days, which is a record.
- National Friends of Libraries week is October 20-26, with promotions for new members.

The regular Board meeting has been scheduled for Thursday, November 21, 2019 at 12:00 p.m.

The meeting adjourned at 1:10 p.m.

Respectfully submitted,

Bea Kaiser

Christine Kujawa

Administrative Assistant

Director