

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: March 26, 2020

Location: BPL Mezzanine Board Room; 515 North Fifth Street

Present: Library Board Members: Bob Bartosh, President; Joyce Hinman, Vice President; Sue Sorlie, and Mike LaLonde, all via teleconference

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director, both via teleconference; and Bea Kaiser, Administrative Assistant

Not Present: Library Board Member: Pat Grantier

The March 26, 2020 Board meeting was called to order by B. Bartosh, President, at 12:06 p.m.

The February 20 minutes had been mailed out in advance. M. LaLonde moved to approve the minutes. Seconded by S. Sorlie. Motion carried. The March 18 special meeting minutes had been mailed out in advance. J. Hinman moved to approve the minutes. Seconded by S. Sorlie. Motion carried. The March 19 special meeting minutes had been mailed out in advance. J. Hinman moved to approve the minutes, with revision. Seconded by S. Sorlie. Motion carried.

The vendor invoices for March 2020 and additional December 2019, along with the February financial reports had been mailed out in advance. Following discussion, S. Sorlie moved to approve the March 2020 vendor invoices. Seconded by M. LaLonde. Motion carried. Following discussion, M. LaLonde moved to approve the additional December 2019 vendor invoices. Seconded by J. Hinman. Motion carried. Following discussion, J. Hinman moved to accept the February financial reports. Seconded by S. Sorlie. Motion carried.

2019 Audit discussion:

B. Bartosh stated that he wished to postpone this discussion until the Board reconvenes in person to review suggested information to be requested from the City Finance Director.

In the Director's report C. Kujawa reported an update on COVID-19:

- Essential services staff scheduling was developed and shared with the Board.
- She proposed starting Monday, March 30, 2020 to allow full-time staff, whether on site or at home, to continue to get paid their salaries without using accrued leave until the Library reopens. Following discussion, J. Hinman moved to approve the requested proposal. Seconded by M. LaLonde. Motion carried.
- She proposed starting Monday, March 30, 2020 to pay part-time staff for their scheduled shifts, whether on site or at home, until the Library reopens, which includes all Library, Bookmobile, and Foundation part-time employees. Following discussion, J. Hinman moved to approve the requested proposal. Seconded by M. LaLonde. Motion carried.

- She proposed waiving the \$100 per month rent fee for the Gifted Bean Coffee Shop for April 2020. Following discussion, J. Hinman moved to approve the requested proposal and agreed on month to month determination thereafter. Seconded by S. Sorlie. Motion carried.

In the Director's report C. Kujawa reported:

- Patron Clyde Eisenbeis has postponed his request to approach the Board at this time.
- Rough Rider Industries is working on the new lounge chairs for the magazine area, estimated delivery in 3-4 weeks. This project is made possible through the 2020 Foundation grant.
- Myhre Concrete Design LLP had been contacted to buff, clean, and seal the plaza while the library is closed. They will get back to her as various variables are involved.
- She is checking on having the parking lot swept, cleaned, and striped while closed.
- Lynn Bryntesen, Head of Maintenance, is power-washing the restrooms and the sewage ejector pits, as well as vacuuming the entire building.
- The HVAC project continues, she emailed the architect but has received no response. If the group needs to meet, a Zoom teleconference can be easily arranged. Wiring work was completed Monday, and Custom Aire Mechanical Contracting & Service has been working in the building since Tuesday.
- As a Department Head of the City, she is receiving daily briefings from the Public Health Director and forwards the information to staff, and offered to share the Board as well.
- While working remotely, she can best be reached by her cell phone.
- The ND State Library annual report was completed and submitted. The ND State Library annual State Aid to Public Libraries application has been completed and submitted by her and the County Auditor, however the City Finance Director's portion remains outstanding.
- LDV, Inc. will delay the bookmobile vehicle delivery, as a result of COVID-19.
- Two new Board members will be needed to fill upcoming vacancies. The Board agreed to discuss at the next Board meeting.

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

- The Art of Books fundraiser date will be reestablished when appropriate.
- The Foundation Board meeting will be on April 3 via Zoom. Formal voting on the reelection of Board members and new officers will take place then.
- Regarding the Shertzer estate, B. Bartosh gave an update on beneficiary assets, he will tour the farmstead, guns will be taken to a gun dealer, and a coin collection estimated worth \$7,000 will get a second estimate.

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

- The spring book sale proceeds totaled almost \$20,000.
- The April 14 annual meeting has been postponed, a new date yet to be determined.
- The Friends Board will forgo the April meeting.

The regular Board meeting has been scheduled for Thursday, April 23, 2020 at 12:00 p.m.

The meeting adjourned at 12:49 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director