

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

Date: April 23, 2020

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

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

The April 23, 2020 Board meeting was called to order by B. Bartosh, President, at 12:00 p.m.

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

## Collection Development Policy:

C. Kujawa requested that the current Collection Development Policy be updated. The proposed document had been mailed out in advance. Following discussion, P. Grantier moved to amend the Collection Development Policy, with changes, to the suggested revision. Seconded by M. LaLonde. Motion carried.

## Board vacancy discussion:

After reaching out to the State Librarian, C. Kujawa reported on advice obtained from the ND Attorney General's office regarding Library Board of Director vacancies during a pandemic. If the Board wishes to delay new member appointment, it must report the vacancies to the City Commission. If the Commission agrees to delay, the expiring members will maintain Library Board positions until the Library reopens and successors are appointed. Board members agreed stability and continuity is advantageous at this time. They wish to pursue maintaining current Board members until the Library reopens, replacements are successfully found, and are approved by the City Commission. C. Kujawa will draft the motion; B. Bartosh will review prior to the official request being made. Officer elections will still be held as usual at the June Board meeting.

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

- Spring into Reading Challenge for kids has 30 participants with 122 hours logged.
- Virtual story time has been featured on Facebook 12 times with 7,300 attending.
- Social Distancing Reading Challenge has 55 adults; COVID-19 bingo has 15 participants.
- Attractive graphics have been designed for programs and services while closed to the public.

- Marketing and promoting of programs and e-resources via newsletter and Facebook.
- Haiku contest has begun, and will continue through May.
- Orders are being placed with an emphasis on digital materials. There has been a 1,000 item increase over March last year; estimates over last April are a 3,000 item increase.
- Ongoing services include calls, checking in and disinfecting items, and Reference questions.

C. Kujawa also reported:

- She and Keli McDonald, Bookmobile Services Librarian, are meeting today at 2:00 p.m. to discuss the new bookmobile delivery plans, and will advise B. Bartosh.
- The City Finance Director submitted his portion for the State Aid to Public Libraries application, now complete for the year.
- Library reopening matrix was reviewed with leadership team, with deliberate measures.
- Rough Rider Industries will deliver the new lounge chairs for the magazine area.
- Myhre Concrete Design LLP buffed, cleaned, and sealed the plaza and drive thru.
- The parking lot was swept, cleaned, and restriped.
- Lynn Bryntesen, Head of Maintenance, power-washed the restrooms and is re-caulking.
- The HVAC project continues, equipment began arriving Tuesday.

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

- The April 3 meeting was held via Zoom, officers were elected.
- Amber Schatz is on maternity leave.
- Kristi Simenson is now using new financial reporting software.
- The Foundation Board meeting will be on May 1 via Zoom.
- Regarding the Shertzer estate, B. Bartosh gave an update that he will tour the farmstead, and there is no estimate on gun values as of yet.

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

- There was no April meeting, the May meeting will be via Zoom.
- Chairs in the meeting rooms have been delivered.

Other:

- Following discussion, J. Hinman moved to approve waiving the \$100 per month rent fee for the Gifted Bean Coffee Shop for May 2020. Seconded by M. LaLonde. Motion carried.
- C. Kujawa will inquire with Aruna Seth about the Peace Pole status.

The regular Board meeting has been scheduled for Thursday, May 28, 2020 at 12:00 p.m.

The meeting adjourned at 1:04 p.m.

Respectfully submitted,

Bea Kaiser  
Administrative Assistant

Christine Kujawa  
Director