

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

Date: September 24, 2020

Location: BPL Missouri River Room; 515 North Fifth Street

Present: Library Board Members: Bob Bartosh, President; Mike LaLonde, Vice President; Mike Fladeland, and Dianna Kindseth; via teleconference - Sue Sorlie

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Administrative Assistant; and guests County Commissioner Kathleen Jones, and Larry Hill of H.A. Thompson & Sons

The September 24, 2020 Board meeting was called to order by B. Bartosh, President, at 12:01 p.m.

L. Hill presented information on the HALO-LED air purification system, to be used in combination with other CDC recommended safety practices. Following discussion, M. LaLonde moved to approve the installation of the HALO-LED air purification system for the quoted price of \$22,480. Seconded by M. Fladeland. Motion carried. The Board stressed upon the importance that this additional resource is benefitting patron health during the pandemic and beyond.

The August 27 minutes had been mailed out in advance. D. Kindseth moved to approve the minutes. Seconded by M. LaLonde. Motion carried.

The vendor invoices for September 2020, along with the August financial reports had been mailed out in advance. Following discussion, S. Sorlie moved to approve the September 2020 vendor invoices. Seconded by M. Fladeland. Motion carried. Following discussion, M. LaLonde moved to accept the August financial reports. Seconded by M. Fladeland. Motion carried.

Budget updates:

- Bookmobile - C. Kujawa noted that the final County budget hearing was held on September 16, at which the 2021 budget passed.
- Library - The City Commission met on September 22, the 2021 budget passed including the Library siding, windows, and doors project.

Sale of surplus items:

City Administrator Keith Hunke provided the portion of the Code of Ordinances pertaining to the sale of surplus items. The City of Bismarck auction was cancelled due to Covid-19, leaving the Library with items combined value of less than \$3,000. Following discussion, M. Fladeland moved to accept the sale of the items on BisManOnline or a comparable method. Seconded by M. LaLonde. Motion carried. C. Kujawa will notify the Board of City Commissioners, as required, after the sale.

Library Director 2020 evaluation & salary review:

B. Bartosh and M. LaLonde completed C. Kujawa's performance evaluation and salary recommendation. Following precedent as in the previous year, Trustees reviewed, discussed, and approved C. Kujawa's salary based upon her performance and evaluation. Following discussion, M. Fladeland moved to approve the 2020 evaluation for C. Kujawa. Seconded by M. LaLonde. Motion carried. Following discussion, M. LaLonde moved to approve the 3% COLA and 2% performance salary increase for C. Kujawa. Seconded by M. Fladeland. Motion carried.

In the Director's report C. Kujawa reported:

- Due to the increasing local active cases, the Library will remain in Phase 2 of COVID-19 reopening. Meeting rooms are not available through 2020.
- The leadership team has internally planned Phase 2 to continue through 2020 for scheduling purposes. This includes Library hours of Monday - Friday 9:00 a.m. – 6:00 p.m., which is subject to change if conditions warrant.
- The annual \$1,000 agreement with Hazelton for Bookmobile service will be forgiven for the September 2020 - August 2021 school year due to reduced services during the pandemic.
- Virtual programs continue, including: story times outdoors as weather allows, weekly take & make craft kits, a drive-thru LEGO event will be held on Saturday, September 26, LEGO Club encouraging make & show, BARK options, Travel Book Club, and online book chats.
- The Bookmobile and Mobile Library are operating on modified schedules and routes.
- Staff continues to partake in opportunities for professional development, offered virtually.
- C. Kujawa is working on the 2021 Library Foundation \$25,000 grant request, and will share with the Board.
- Staff 2021 evaluations have been drafted by E. Jacobs. C. Kujawa is working on those for E. Jacobs as well as Kristi Simenson's for the Foundation.
- C. Kujawa is working with Kristi Simenson on drafting the fall 2020 Foundation newsletter.
- Monday, September 21 Head of Maintenance Lynn Bryntesen, C. Kujawa, B. Bartosh, City Facility Manager Bruce Schirado, Public Works Director Jeff Heintz, and City Commissioner Nancy Guy interviewed two firms for the siding, windows, and doors project. Scores were compiled and determined that EngTech will create the plans and drawings. C. Kujawa will create a committee to provide input on building design with emphasis on the plaza overhang.
- Thank you cards will be sent to Mayor Bakken, Commissioner Marquardt, and Commissioner Guy, signed by Library staff and Board members for their positive budget votes. A card of appreciation will also be signed for Public Health Director Renae Moch and her staff for their dedication and commitment to the health of our community.
- The HVAC punch list outstanding items are being addressed.

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

- Ed Klecker has resigned from the Board; Joyce Hinman has accepted the open position.
- B. Bartosh reported that he and Luke Leno, Trust Officer from American Bank Center, have developed a strategy for the Shertzer farm. They will speak with two interested parties, and attempt to negotiate rather than listing the property.

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

- The final outdoor book sale was held; the five sales generated approximately \$8,400.
- Volunteers will continue to accept and sort donations through fall/winter as space allows.

Other business:

- B. Bartosh reminded the Board of the request from City Finance Director Dmitriy Chernyak to suspend the Library's separate internal audit which would save the Library \$1,700. Following discussion, including some of the benefits associated with the separate internal audit, he proposed reviewing the City's 2019 audit, analyze the data, and communicate any additional requests for pertinent information.

The regular Board meeting has been scheduled for Thursday, October 22, 2020 at 12:00 p.m.

The meeting adjourned at 1:23 p.m.

Respectfully submitted,

Bea Kaiser  
Administrative Assistant

Christine Kujawa  
Director