

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: October 22, 2020

Location: BPL Missouri River Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Administrative Assistant

The October 22, 2020 Board meeting was called to order by M. LaLonde, Vice President, at 12:02 p.m.

The September 24 minutes had been mailed out in advance. M. Fladeland moved to approve the amended minutes. Seconded by D. Kindseth. Motion carried.

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

2021 Personnel Budget:

C. Kujawa went through the 2021 Personnel Budget and Salary Schedule for the Library and Bookmobile staff, which had been mailed out in advance. Following discussion, D. Kindseth moved to approve the 2021 Personnel Budget and Salary Schedule. Seconded by M. Fladeland. Motion carried.

In the Director's report C. Kujawa reported:

- The Library was featured in a Bismarck Tribune article regarding services during Covid-19.
- Patrons and supporters have inquired regarding the position of the Library on mask usage. The wishes communicated at the Library Leadership meeting, City Department Director meeting, and Bismarck Board of Health meeting, was to encourage a mask mandate. The City Commission meeting agenda for October 27 includes discussion on the topic. Following discussion, M. Fladeland moved to approve that the Library not unilaterally mandate, but rather encourage a mask mandate in all City of Bismarck buildings. Seconded by S. Sorlie. Motion carried. C. Kujawa will share this action with the City Commission.
- The City Engineering department has become the source of ordering and providing PPE.
- Four Library staff members have tested positive for Covid-19, and are now back to work, some with lasting effects. The spouse of one staff member has passed away as well.
- Technology Coordinator, Vern Mastel has retired. A designated team has been meeting and training to ensure continuity of duties. City Finance Director/Head of IT, Dmitriy Chernyak offered to provide assistance if needed, analyze computer inventory, review screening

questions, interview questions, and the job description. The tentative hiring timeline will include advertising the position locally, statewide, regionally, and nationally starting in November for 4-5 weeks. Interviews will be conducted the end of December, with plans to hire and begin shortly thereafter, as appropriate.

- The HVAC punch list is done; balancing is near complete with no issues thus far. The mechanical contractor will return this weekend to bleed the air from the system, with continual monitoring to ensure proper function during the one year warranty period. The electrical contractor's portion of the project is complete. The post-punch list verification will occur October 29 at 9:00 a.m. HVAC software will be provided and training given to C. Kujawa, E. Jacobs, and Lynn Bryntesen, Head of Maintenance.
- L. Bryntesen installed the Peace Pole on the Library plaza. A press release has been drafted and emailed to Aruna Seth regarding the upcoming dedication planned for Friday, October 30 at 2:00 p.m.
- C. Kujawa is working with Kristi Simenson, Foundation Office Manager, on the fall 2020 Foundation newsletter, which will be printed and mailed mid-November. She also updated the Foundation Executive Director job description with input from K. Simenson, which was thereafter approved by the Foundation Personnel committee. The City Human Resources department will repost the position.

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

- The Foundation's balance with the North Dakota Community Foundation is \$92,000 and the total Foundation endowment fund balance is at \$1.7 million.
- The Personnel committee agreed to repost the Foundation Executive Director position.
- Authorization to approve the \$25,000 annual contribution to the Library.
- B. Bartosh reported that Luke Leno, Trust Officer from American Bank Center, received an informal offer of \$40,000 for the Shertzer farm, which was well below the appraised amount. They anticipate a forthcoming formal offer, and then will discuss strategy.

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

- Volunteers continue to accept and sort donations through fall/winter as space allows.

The regular Board meeting has been scheduled for Thursday, November 19, 2020 at 12:00 p.m.

The meeting adjourned at 12:58 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director