

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: January 28, 2021

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;

The January 28, 2021 Board meeting was called to order by B. Bartosh, President, at 12:02 p.m.

The December 17 minutes had been mailed out in advance. M. LaLonde moved to approve the amended minutes. Seconded by M. Fladeland. Motion carried.

The vendor invoices for January 2021 and additional December 2020, along with the December financial reports had been mailed out in advance. Following discussion, D. Kindseth moved to approve the January 2021 and additional December 2020 vendor invoices. Seconded by M. LaLonde. Motion carried. Following discussion, M. LaLonde moved to accept the December financial reports. Seconded by M. Fladeland. Motion carried.

Vacuuming bids:

C. Kujawa explained three bids were received. After discussion, M. Fladeland moved to approve the bid from Queen of Klean Cleaning Services. Seconded by M. LaLonde. Motion carried.

In the Director's report C. Kujawa reported:

- Covid-19 update
 - Phase 3 reopening will begin on March 1, regular hours will resume. Safety measures continue such as PPE for staff, sneeze guards, social distancing, disinfecting, etc. Onsite programming and meeting room usage will continue to be deferred.
 - A couple of staff members had suggested modifying the regular weekend hours. Following discussion, Administration and Library Board members agreed to continue the existing hours of operation.
 - Press releases will be submitted prior to resuming regular hours, including the continuation of curbside service.
 - Appropriate stakeholders such as the Gifted Bean and Bismarck Mandan Security, Inc. will be notified of the upcoming Phase 3.
 - Weekend janitorial cleaning bids will be sought; the Board requested a brief special meeting for bid approval.
- HVAC project update

Project completion is near; City IT will assist with installation of a computer in the mechanical room. C. Kujawa, E. Jacobs, and Lynn Bryntesen, Head of Maintenance, will then be trained to manage HVAC controls via that computer.

- Fines/fees update
Revenue from the last five years was presented. C. Kujawa will request from the vendor a report for the number of late notices generated beyond the due date.
- Collection agency update
A six month period trial of not sending additional accounts to the collection agency was supported. Any long term consideration beyond that will require a motion.
- Other
 - The Technology Coordinator position will close January 31. Thus far no applicants have met the standards, so plans are to close the search for a couple months and reopen at a later date. E. Jacobs, C. Kujawa, Kate Waldera, Head of Reference Services, and Troy Hamre, Interlibrary Loan Manager are covering IT tasks in the interim.
 - The CDLN server migration has been time consuming; a couple outstanding items require vendor assistance. Bids were accepted for a different bookkeeper; the CDLN Board voted and accepted the bid from Haga Kommer, Ltd., which also serves as the Library Foundation accountant.
 - The criminal trespass trial for Tim Mattson, trespassed patron, is scheduled for March 1. Several Library staff members have been called as witnesses by the City Attorney. To date, per open record protocol, document estimates have been provided to T. Mattson per his request. City Administration will notify us if further action is required.
 - The exterior remodeling bid hasn't yet been posted in the Bismarck Tribune. C. Kujawa is working with the engineer on a restroom renovation bid, and will inquire about the status of the of the exterior bid process.

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

- The Foundation Executive Director position has been reopened.
- The Development Committee is planning a virtual Art of Books auction, artist response has been favorable. An autumn event will include pizza, beverages, trivia, and Pearce award.
- B. Bartosh explained that the goal of American Trust Center to move funds to the Foundation by 12/31/20 didn't occur. Luke Leno, Trust Officer, has had no response from the attorney; to date assets remain in the trust. Tim Dockter asked for permission to trap raccoons on the Shertzer Zeeland property, permission was granted. No update on the coins and stamps, he is planning on taking them to Minneapolis for appraisals there in February.

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

- A membership only sale is being held January 28-30, limited to four shoppers at a time. Of the 276 members, 79 signed up for the designated 45 minutes of shopping.

Other:

- B. Bartosh requested a report in April from the McMerty's regarding the Gifted Bean.
- B. Bartosh reminded the Board to be considering member turnover replacements.

The regular Board meeting has been scheduled for Thursday, February 25, 2021 at 12:00 p.m. The meeting adjourned at 1:09 p.m.

Respectfully submitted,
Bea Kaiser

Christine Kujawa

Administrative Assistant

Director