

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: March 25, 2021

Location: BPL Missouri River Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Administrative Assistant; and guests Jayden Sailer from EngTech and Lynn Bryntesen, Head of Maintenance

The March 25, 2021 Board meeting was called to order by B. Bartosh, President, at 12:00 p.m.

C. Kujawa explained that the Siding Committee, comprised of M. Fladeland, C. Kujawa, Bookmobile Services Librarian Keli McDonald, and patron Anita Casey-Reed, met to select the final design, materials, and colors. J. Sailer displayed the samples. Beginning April 12 a RFQ will be published in The Bismarck Tribune. The project is currently behind schedule, and unforeseen variables might impact the final cost. C. Kujawa has concerns that the contingency should be higher due to the age of the building, however Trevor Huffaker of EngTech, he feels comfortable with 7.5%.

The February 25 minutes had been mailed out in advance. D. Kindseth moved to approve the amended minutes. Seconded by M. Fladeland. Motion carried.

The vendor invoices for March 2021, along with the February financial reports had been mailed out in advance. Following discussion, M. Fladeland moved to approve the March 2021 vendor invoices. Seconded by M. LaLonde. Motion carried. Following discussion, M. Fladeland moved to accept the February financial reports. Seconded by M. LaLonde. Motion carried.

In the Director's report C. Kujawa reported:

- 2020 Budget Year-End Review
 - The Library and Bookmobile budgets combined were about 97% of target. Remaining funds are allocated to the Library Fund to be used for emergencies or one-time projects, upon approval by the City Commission.
- Phone System Update
 - Cabling has been finished and City IT installed new phones. Funds will be transferred to the 2021 budget to pay for the \$14,500 expenses.
- HVAC project update
 - Energy Tech Systems, Inc. trained C. Kujawa, E. Jacobs, and L. Bryntesen to manage HVAC controls. A couple of issues were discovered and will be fixed; the project will then be closed. Custom Aire must pick up their belongings in the Mechanical room.
 - L. Bryntesen is cleaning the mechanical rooms and wiping down equipment. Board members will be invited to tour, as well as City Commissioners to see controls and new equipment.

- HVAC – Boiler #3
 - One of the three boilers, which is 35 years old, has an unrepairable crack. City Facilities Maintenance Manager Bruce Schirado will obtain three bids. C. Kujawa, will in turn share with the Library Board for approval.
- Building Inventory Update
 - Due to the cancellation of the City auction last summer, surplus furniture was posted on BisManOnline. To date proceeds have totaled approximately \$1,000.
 - Antiquated computers and servers were taken by North Dakota E-Waste to shred hard drives and recycle machines, resulting in storage space gained.
 - Inventory is done by all staff to be compiled for insurance purposes.
- COVID-19 Update – regular hours
 - C. Kujawa shared a document with operational plans, including short term as well as positive permanent changes that resulted from the pandemic.
- CDLN Update
 - C. Kujawa met with the new bookkeeper to go over financials and the consortium’s budget; it’s been a smooth transition. C. Kujawa will request that the new bookkeeper complete the 990 Form and submit to the IRS, as well as perform a 2020 financial review.
 - A quote is being sought from SirsiDynix for a second server for necessary migration.
 - C. Kujawa, as CDLN President, will begin the 2022 budget process.
- Lighting Panel Update
 - One of the three light panels in Circulation, also 35 years old, is no longer functional. Seifert Electric evaluated possibilities, and installed a new light panel; the remaining panels should be updated this year.
- Tree Update
 - A tree on the north side was removed by Forestry in 2019, however the stump remains. They plan to remove it in June.
 - L. Bryntesen noticed a tree across from the book drop raising the concrete, posing a safety hazard. Forestry, Public Works, and Engineering came to evaluate and will obtain estimates to remove two squares of concrete and then evaluate the roots prior to correcting the problem.
- Foundation
 - The spring 2021 newsletter was sent out.
 - Beth Schatz Kaylor started as the Foundation Executive Director on March 15, and has been meeting with Department Heads to gain a better understanding of operations.
- Other
 - No update has been received regarding the Tim Mattson trial ruling.
 - C. Kujawa proposed a second floor workspace modification to include the Foundation staff. She will gather expenses and estimates, with plans to ask the Foundation to fund the project, perhaps through the 2022 Foundation Grant.

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

- Beth Schatz Kaylor started and has already contributed to the spring newsletter.
- The spring event, Art of Books, will be an online auction from April 23 – May 1. M. LaLonde will photograph the pieces. Approximately 30 artists were very receptive.
- B. Bartosh is working with Mike Schaff on transferring 42 acres of the estate held by the American Trust Center (ATC) to the Foundation. The Personal Representative Deed was

executed, and the process will continue resulting in the Foundation owning the Shertzer farmstead. ATC will hire someone to market the property. He took the coins and stamps to Minneapolis on February 25 for appraisal. Due to the pandemic, the market for stamps and coins is in limbo. Of six vendors, three were closed, one didn't return a call, and two requested he return at a later date, perhaps in June.

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

- Donations continue to be accepted.

Other:

- It was requested that the McMertys of the Gifted Bean Coffee House attend the next Library Board meeting.

The regular Board meeting has been scheduled for Thursday, April 22, 2021 at 12:00 p.m.
The meeting adjourned at 1:02 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director