

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

Date: May 27, 2021

Location: BPL Missouri River Room; 515 North Fifth Street

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

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

The May 27, 2021 Board meeting was called to order by B. Bartosh, President, at 12:03 p.m.

C. Kujawa met with Orville and Kathleen Eide on May 26; they contributed \$50,000 to the Library which was received by the Bismarck Library Foundation. As generous donors over the years, many projects have come to fruition. Their most recent donation will be used for painting the main level, purchasing promotional products for outreach events, and funding for adult and youth programs.

The April 22 minutes had been mailed out in advance. D. Kindseth moved to approve the minutes. Seconded by M. LaLonde. Motion carried. The May 17 minutes had been mailed out in advance. M. LaLonde moved to approve the minutes. Seconded by S. Sorlie. Motion carried. The May 21 minutes had been mailed out in advance. S. Sorlie moved to approve the minutes. Seconded by D. Kindseth. Motion carried.

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

In the Director's report C. Kujawa reported:

- Public Relations
  - The Mobile Library and staff participated in the community Band Night parade.
  - KFYZ interviewed Troy Hamre, Interlibrary Loan Manager, featuring Mobile Library outreach services.
- 2022 Budget Update
  - C. Kujawa met with Dmitriy Chernyak, City Finance Director and City Commissioner Nancy Guy on May 25. All is in order, including continued discussion with N. Guy on her support of the full-time position request. Dialog entertained the necessity of Commission approval via the budget process to use reserves from the Library fund for one-time projects. D. Chernyak and City Attorney Jannelle Combs agree that Commission approval is not required, meaning the IT project may begin in 2021. They also concluded that \$40,000 could be transferred from part-time wages to full-

- time wages, as approved by the Library Board. Upon receipt of the minutes documentation, Fiscal Services will make the changes to wages and the IT project.
- The City Budget Committee meeting will be held June 24; C. Kujawa, B. Bartosh, and S. Sorlie will attend.
  - The Bookmobile budget documentation is due to the County Finance Director by June 7.
  - HVAC Project Update
    - After the air chillers were turned on, the contractor adjusted the settings appropriately.
    - Owner and maintenance manuals were received, as well as maintenance manuals and drawings.
    - Lynn Bryntesen, Head of Maintenance has been cleaning the maintenance equipment rooms, and will give a tour after the June 21 Board meeting.
  - Siding Project Update –
    - C. Kujawa advised N. Guy, Public Works Director Jeff Heinz, and D. Chernyak that the Library Board approved using up to \$200,000 from the Library fund as specified.
    - Upon review of expenses, J. Heinz was hesitant presenting bids at the May 25 City Commission meeting. His belief is that additional funds should be added to account for higher contingency. C. Kujawa will meet with him and D. Chernyak next week to discuss bid results and finances. Bids will be on the June 7 City Commission agenda.
  - CDLN Update
    - The 990 Form for 2020 has been completed and Haga Kommer, LTD will begin the 2020 financial review. Haga Kommer will attend the CDLN Board meeting to present findings. C. Kujawa will provide copies of the 990 Form and financial review to the Library Board as stakeholders.
  - Library IT Update
    - The position was advertised and will close June 13, with four applicants thus far.
  - Other
    - C. Kujawa and E. Jacobs met with Brandi Hardy of the Bismarck Human Relations Committee (HRC), and N. Guy to discuss the Human Rights Campaign MEI City ratings. Efforts are being made to increase Bismarck's score, starting with City departments engaging in the most public interaction. C. Kujawa drafted a letter of support for the Bismarck HRC 2021-2022 Index Rating Project. Following discussion, M. LaLonde moved to approve the letter of support. Seconded by S. Sorlie. Motion carried.
    - Notice was received from the State Library, regarding County State Aid to Public Libraries, stating a mistake on their end and a request for funds to be returned. They cited using the wrong figures for the 2017-18-19 average for 2020 aid to be received in 2021. C. Kujawa and E. Jacobs are meeting with the State Library today at 2:30 p.m. D. Chernyak has been advised of the situation, and additional resources will be consulted if necessary. C. Kujawa will meet with County Commissioner Kathleen Jones on June 2.
    - City Systems Administrator Tandra Kraft reviewed the High Point Networks computer infrastructure project proposal and found it to be appropriate. Ideally the project would begin after the IT position is filled, and in the 2021 budget.
    - Library Board Trustees and Administration met with Vinod and Aruna Seth of the Gandhi Peace Network of ND to commemorate the Peace Pole installed last fall on the Library plaza. The gathering was posted on social media and featured in the Library newsletter.

- The Garden Club will arrive to plant flowers in the planters on the Library plaza after Memorial Day. Their beautification efforts are appreciated each summer by all.

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

- The Art of Books event has been rescheduled to April 2022.
- B. Schatz Kaylor has been meeting with Foundation Board members, things are going well.
- The Foundation received a draft of the 2020 audit; the Foundation Board will take action on it June 4.
- B. Bartosh spoke with Foundation Executive Director Beth Schatz Kaylor regarding advertising for the Gifted Bean on behalf of the Foundation.
- B. Bartosh reported that American Trust Center reported \$1.6 million in the endowment fund.
- Approximately a year ago a party expressed interest in the Shertzer farmstead property. In the meantime the assistance of an auctioneer/real estate agent was enlisted. The party is now interested again, with negotiations in the works. B. Bartosh and Luke Leno, Trust Officer at American Trust Center and appointed as the Personal Representative of the Shertzer Estate, will discuss strategy. B. Bartosh plans to take the coins and stamps to Minneapolis June 9-10.

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

- Outdoor book sales held in May raised \$4,400, with two more sales planned for June 4 and June 19.

The regular Board meeting has been scheduled for Monday, June 21, 2021 at 12:00 p.m.

The meeting adjourned at 1:10 p.m.

Respectfully submitted,

Bea Kaiser  
Administrative Assistant

Christine Kujawa  
Director