

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: October 28, 2021

Location: BPL Missouri River Room; 515 North Fifth Street

Present: Library Board Members: Bob Bartosh, President; Mike LaLonde, Vice President;
Sue Sorlie

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

Not Present: Library Board Members: Mike Fladeland and Dianna Kindseth

The October 28, 2021 Board meeting was called to order by B. Bartosh, President, at 12:05 p.m.

The September 23 minutes had been mailed out in advance. M. LaLonde moved to approve the minutes. Seconded by S. Sorlie. Motion carried.

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

Library Director 2021 evaluation & salary review:

M. Fladeland 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, S. Sorlie moved to approve the 2021 evaluation to approve the 3% COLA and 1.5% performance salary increase for C. Kujawa. Seconded by M. LaLonde. Motion carried.

2022 Salary Schedule:

C. Kujawa explained that the 2022 Salary Schedule, which had been mailed out in advance, figures were based upon salary surveys from comparable libraries. Following discussion, M. LaLonde moved to approve the 2022 Salary Schedule. Seconded by S. Sorlie. Motion carried.

2022 Personnel Budget:

C. Kujawa went through the 2022 Personnel Budget for the Library and Bookmobile staff, which had been mailed out in advance. Recommended amounts were based upon performance, years of service, and salary survey results. Following discussion, M. LaLonde moved to approve the 2022 Personnel Budget. Seconded by S. Sorlie. Motion carried.

Bookmobile service report:

- Matt Fern of The Creative Treatment created a video featuring the Bookmobile which will be shared with various stakeholders and avenues that can assist to promote viewing.
- The Bookmobile funding status is open to legal interpretation, qualified advice is being sought. Funding considerations, service experiences, and plans to proceed were discussed.

In the Director's report C. Kujawa reported:

- Siding Project-
 - Windows and doors work will begin mid-November.
 - Project is on schedule, pending weather and supply demand. The overhang work might need to be completed in 2022.
 - An updated budget summary reflected changes to date and contingency remaining; Library Funds (as previously approved) will be used thereafter if necessary.
- Thursday Music Club piano donation-
 - An email was received requesting the Library Board consider acceptance of a piano donation.
 - Lynn Bryntesen, Head of Maintenance measured and felt another acoustic piano could fit in the piano storage room.
 - C. Kujawa reported that the Library currently pays \$490 per year for piano maintenance; combined, the additional piano upkeep would total \$730.
 - The Library Board stated that it is an operational decision left to Administration. C. Kujawa said she would consider the donation of a new piano and would respond to the Music Club.
- 2022-2027 Strategic Plan-
 - One quote was received for strategic plan services from ND Consensus Council for \$19,750. In 2015 their quote was \$5,000, which reflects a significant increase. C. Kujawa will meet with the ND Consensus Council at 2:00 p.m. today to discuss differences and ways to reduce the cost.
- Central Dakota Library Network (CDLN)-
 - Brady Martz & Associates has been secured to perform a financial review for CDLN. It will be scheduled in 2022, at which time they'll conduct a 2021 financial review, and hopefully provide a review annually. Review results will be shared with the Library Board.
 - Research is being done to consider moving to a cloud based service through SirsiDynix, thus reducing hardware and software onsite. Final determination will depend on the estimated increase of the annual renewal costs.
- Other-
 - The Owen family sent a letter of gratitude regarding the work of Jana Maher as Miss Sparkles.
 - C. Kujawa was featured in the Bismarck-Mandan Chamber of Commerce Member Profile.
 - A 2020 Excelling Library certificate was presented to the Library by the North Dakota Library Coordinating Council.

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

- B. Bartosh has accepted the Treasurer position to replace Bill Pearce.
- The Bylaws Committee met regarding possible revision of the bylaws.

- The Personnel Committee met regarding evaluations for Foundation staff.
- B. Bartosh reported that advertising of the coins and stamps, from the Shertzer estate, during the book sale netted three inquiries. Two have not returned his contact attempt; the third was Bismarck Gold & Silver Exchange, which had initially offered \$7,100 for the coins. They are now offering \$8,680, the difference being the troy ounce silver bar that wasn't originally included. He has recommended that this item be placed on the November 5 Foundation Board meeting agenda to discuss. B. Bartosh is still interested in purchasing them for \$10,000, and will not be at the meeting, which will reduce a conflict of interest.

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

- The fall sale raised approximately \$22,000 with an additional \$650 in cash donations.
- E. Jacobs is working with Library staff to fund projects through year end.
- A friendly membership drive competition with the Morton/Mandan Public Library resulted in 8 new members for Bismarck and 5 for Mandan Friends of the Library.

Other:

- C. Kujawa mentioned that food spoilage reimbursement due to equipment malfunction was offered to the Matt McMerty of The Gifted Bean Coffee House; however there has been no response, perhaps it was covered through insurance. He had also mentioned interest in furniture replacement, was encouraged to submit estimates, however none have been received to date.

The regular Board meeting has been scheduled for Thursday, November 18, 2021 at 12:00 p.m.

The meeting adjourned at 1:21 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director