

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

Date: December 16, 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. Sue Sorlie via teleconference

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Office Manager; and guests County Commissioner Liaison Kathleen Jones and Trevor Huffaker from EngTech

The December 16, 2021 Board meeting was called to order by B. Bartosh, President, at 12:04 p.m.

T. Huffaker explained that next month the brick work of the siding project should be complete. Weather and supply will remain potential factors. Enclosures are being painted to match the brick. Landscaping, panels, and signage will be done under the appropriate weather conditions. There have been minor changes, totaling approximately \$20,000; however he doesn't anticipate many other changes. Remediation efforts have been successful. They have added insulation where needed.

The November 18 minutes had been mailed out in advance. D. Kindseth moved to approve the minutes. Seconded by M. LaLonde. Motion carried.

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

In the Director's report C. Kujawa reported:

- Bookmobile funding-
  - C. Kujawa met with Bismarck Library Foundation Board member Justin Hughes to review questions for the North Dakota Attorney General's office. He has offered to accompany C. Kujawa at the meeting with the Attorney General's office upon scheduling.
  - C. Kujawa confirmed that according to data from the Institute of Museum and Library Services (IMLS), public libraries are by definition government agencies and receive government funding. She will further research funding of other bookmobiles within North Dakota.
- Lighting Project-
  - Seifert Electric completed and retrofitted fixtures with LED bulbs.

- Eide Grant Updates-
  - Funds to date have been used for leadership headshots, computer lab upgrades, a one-year sponsorship to hoopla, a database with downloadable books, music, and videos, a 30 second Bookmobile advertisement on cable TV, custom cookies for the Vogel/Jenkinson event, and Therapy Dog Holiday Hangout cookies for the canines. Future enhancements will include painting the main floor, tablecloths and retractable banners for outreach events, and 2022 programs.
- Other-
  - The strategic plan efforts are progressing, C. Kujawa and E. Jacobs have met with the Consensus Council. A stakeholder meeting will be held on February 26 at 9:00 a.m., an all-staff on February 11 at 6:00 p.m. to discuss mission and value statements. A survey was created and will be published today; all Burleigh County residents are encouraged to complete it.
  - The Therapy Dog Holiday Hangout event was a success, well attended and on the front page of the Bismarck Tribune. C.Kujawa's certified therapy dog Sky volunteered and was pleased with the event.

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

- The December meeting was held at the Broadway Grill & Tavern. A 3% compensation increase was approved.
- Zoe Manstrom was elected to fill a vacancy of the Library Foundation Board.
- The 2022 Library grant has been allocated.
- B. Bartosh's purchase of the Shertzer coins has been completed.
- Holiday cards with Foundation Board member photos have been mailed.

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

- The Friends Board will not meet in December.
- Preparation work continues on donations for the next book sale.
- The 2022 budget has been approved.

Other:

- D.Kindseth suggested promoting North Dakota authors.

The regular Board meeting has been scheduled for Thursday, January 27, 2022 at 12:00 p.m.

The meeting adjourned at 12:43 p.m.

Respectfully submitted,

Bea Kaiser  
Administrative Assistant

Christine Kujawa  
Director