

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

Date: January 27, 2022

Location: BPL Missouri River Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Office Manager; and guests Matt and Sandy McMerty, owners of The Gifted Bean Coffee House, Bookmobile Services Librarian Keli McDonald, and City Commission Liaison Nancy Guy via Zoom

The January 27, 2021 Board meeting was called to order by B. Bartosh, President, at 12:06 p.m.

Gifted Bean Coffee House 2021 Review –

Matt and Sandy McMerty acknowledged business is making a pre-Covid comeback. Despite supply chain issues, they feel business is stable. The Board encouraged them to communicate any needs in terms of anticipated equipment or furniture updates. They expressed appreciation to Lynn Bryntesen, Building and Grounds Manager, for addressing issues quickly. Publicity, including a commercial, as well as Coffee With a Cop which appeared on the news and in the newspaper, has been beneficial.

The December 16 minutes had been mailed out in advance. M. LaLonde moved to approve the minutes. Seconded by S. Sorlie. Motion carried.

The vendor invoices for January 2022 and additional December 2021, along with the December financial reports had been mailed out in advance. Following discussion, S. Sorlie moved to approve the January 2022 vendor invoices. Seconded by M. LaLonde. Motion carried. Following discussion, D. Kindseth moved to approve the additional December 2021 vendor invoices. Seconded by S. Sorlie. Motion carried. Following discussion, M. LaLonde moved to accept the December financial reports. Seconded by S. Sorlie. Motion carried.

Personnel Policy update:

C. Kujawa recommended modification to reflect the updated position title for B. Kaiser. Following discussion, B. Bartosh moved to approve the revision. Seconded by M. LaLonde. Motion carried.

Public Service Policy update:

C. Kujawa proposed the addition of Youth Anti-Bullying Prevention to align with the Library and City's involvement in and commitment to the Human Rights Campaign and MEI City ratings. Following discussion, M. LaLonde moved to approve the policy revision. Seconded by S. Sorlie. Motion carried.

#### 2022 Donation Budget update:

C. Kujawa explained that the previously approved Donation budget received an additional \$50,000 generous donation from an anonymous couple, totaling \$100,000. Staff has been involved with a compiled project list approved by the donors. Dmitriy Chernyak, City Finance Director has stated that projects over \$50,000 may extend into 2022 with proper Board approval. Following discussion, M. LaLonde moved to approve the Donation budget revision. Seconded by S. Sorlie. Motion carried.

#### Bookmobile update:

C. Kujawa, Bismarck Library Foundation Board member Justin Hughes, and County Commission Liaison Kathleen Jones met with the North Dakota Attorney General's office. Plans are to proceed based on guidance received, and continue communication with the Burleigh County Commission. K. McDonald is working with Foundation Executive Director Beth Schatz Kaylor on outreach via leaflets to accompany City of Lincoln utility bills.

#### In the Director's report C. Kujawa reported:

- Lighting project-
  - The \$8,000 main level lighting invoice has been processed and is reflected in the 2021 budget.
- Boiler issues-
  - We have three boilers, one was replaced in 2018, and the other two are 35 years old with pinhole leaks. Last estimates were approximately \$95,000 to replace, meanwhile L. Bryntesen has patched them with a heat resistant epoxy.
- Siding project-
  - Masonry work is still progressing.
  - The next two weeks will include:
    - Finishing brick on the south side of the building.
    - Moving onto the stone at the north side of the entrance, taking about a week.
    - Industrial Enterprises, Inc. will continue siding the east side of the building, and prepare the bump out window areas for stone.
    - Bismarck Sign Company will assist with determining signage location and installation timing.
    - Hours signage will be installed when the front entrance weather barrier is up.
    - The updated budget reflects a \$46,556 contingency balance. No major issues are anticipated.
- Strategic Plan-
  - C. Kujawa and E. Jacobs are meeting with Consensus Council regularly.
  - The survey was very successful after having been sent out to several groups, as well as being posted on social media and the Library web site. E. Jacobs sent the survey via email to all patrons with email addresses. Statistically 380 responses were needed to represent overall community feedback, to date over 1400 responses have been received.
  - A parent/child focus group will be held in the morning on Saturday, February 12, with the adult focus group being held in the afternoon. A teen focus group remains to be scheduled.
  - An all-staff meeting will be held after hours on Friday, February 11 to review mission, vision, and value statements.
  - Stakeholders will meet on Saturday, February 26 at tentatively 9:00 a.m., location to be determined.

- CDLN updates-
  - The contract with Brady Martz & Associates was signed for the 2021 financial review.
  - The CDLN Treasurer and Bookkeeper will submit required documents for the review.
- Other-
  - A Patron Request for Reconsideration was received, however the address was for an engineering firm office, the phone number was invalid, and the patron name yields no information. The book will remain in the collection; however will be moved to the biography section where it's better suited.
  - Former Library Director Jim Dertien sent a card including fond memories.
  - 1:1 meetings with all staff will begin in 2022, providing an opportunity for coaching and encouragement for issue areas, as well as recognition.
    - Agenda items will include:
      - Do you have what you need to do your job?
      - Do you have any concerns?
      - Do you have any ideas or areas you want to pursue?
  - Arrow Service Team cleaned the carpet on all main floor areas, study rooms, children's library, and story room. The stage in Room A will be buffed tonight after closing, with completion tomorrow night.
  - C. Kujawa is meeting with the City of Bismarck MEI Rating committee tomorrow to discuss service areas at the Library to include in the City's narrative to update/increase the City's MEI rating.

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

- The Art of Books is planned for the end of April, and will include trivia.
- The Bylaws Committee is reviewing terms of office and size of the Board, and will meet next Friday to approve.

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

- The Friends will have representation on the Foundation Board.
- The spring book sale will be held March 3-5.

Other:

- B Bartosh and D. Kindseth will not be at the February 24 Library Board meeting.

The regular Board meeting has been scheduled for Thursday, February 24, 2022 at 12:00 p.m.

The meeting adjourned at 1:19 p.m.

Respectfully submitted,

Bea Kaiser  
Administrative Assistant

Christine Kujawa  
Director