

Minutes of the Bismarck Public Library Board of Directors

Date: April 25, 2013

Present: Library Board Members: Mike Fladeland, Vice President; Mary Maichel Guler; Liz Lucas and Dick Weber.

Also Present: Mary Jane Schmaltz, Director; Christine Kujawa, Asst. Director; and Marilyn Barbie, Administrative Assistant.

Immediately following lunch, the April Board meeting was called to order by M. Fladeland, Vice President. The March minutes had been mailed out in advance. M. Barbie noted that M.J. Schmaltz had made some corrections and asked the Board to read the revised minutes. Following discussion, L. Lucas moved to approve the revised minutes. Seconded by D. Weber. Motion carried.

The April vendor invoices and March financial reports had also been mailed out in advance. Following discussion, D. Weber moved to approve the March 2013 vendor invoices. Seconded by L. Lucas. Motion carried. Following discussion M. Guler moved to accept the financial reports through March 31, 2013. Seconded by D. Weber. Motion carried.

M.J. Schmaltz read Kristi Harms' letter of resignation to the Board. M. Guler moved to accept K. Harms' resignation effective May 3, 2013. Seconded by L. Lucas. Motion carried. D. Weber moved to appoint M.J. Schmaltz Director of the Library effective May 3, 2013. Seconded by L. Lucas. Approved unanimously. Discussion followed to raise M.J. Schmaltz's salary to reflect her new position. M.J. Schmaltz asked the Board to also consider increasing M. Barbie's salary as she has had to accept additional responsibilities. The Board asked that a summary of K. Harms, M.J. Schmaltz and M. Barbie's salaries be prepared and sent to them before the May meeting.

In the Director's report, M.J. Schmaltz reported:

*The initial advertising for a new Director has begun. M.J. Schmaltz noted that the Library Board can request as many candidates as they want to interview. M.J. Schmaltz suggested skyping the candidates and then having the top one or two come here to be interviewed. The Board thought this was a good idea.

*T. Jones has agreed to come and help with the 2014 budgeting process. Board consensus was that T. Jones needed to be compensated in some manner for his time and expertise. C. Kujawa will be included in the budget process.

*Interviewing has begun for the new Head of Circulation. Four candidates were being interviewed and a decision will be reached by Friday, April 26.

*A new Board member will need to be appointed to replace M. Guler who will have completed two three-year terms in June 2013. Several names were suggested. The Board will come back to the May meeting with a recommendation to put forth before the City Commission.

*Concerning the one-time priorities that had been approved by the City Commission: The hatch to the roof was installed. The original bid had not included ladders for the roof and a second bid was being obtained to install ladders. M.J. Schmaltz was also going to be speaking with Fargo Glass Company about installing new handicapped doors with crash bars.

*The hand drying machines in the front lobby public restrooms need to be replaced. M.J. Schmaltz would like to replace them with the Dyson two-sided drying machines. She is going to ask the Friends to pay for them as they are quite expensive. Also, M.J. Schmaltz will be asking the Friends to pay for lights to be installed in the concrete by the flagpole and three plug-in outlets near the plaza trees.

*The Library works with a local collection agency. In March 49 people had been turned over for collection. Before someone is turned over for collection, several notices are sent giving the patron ample opportunity to pay for the items or return them. Only fines of \$50 or more are turned over and patrons are given the opportunity to make arrangements for payment if they can't afford to pay it all at one time.

*In the six months since the Time and Print Management System has been operating 22,739 patrons have used the computers, 2,000 guest passes have been issued, logging in 18,156 hours and \$3,400 in income has been generated.

*A \$4,000 donation was presented to the Library by Betsy Dalrymple, ND First Lady, & Gary Miller, St. Alexius Primetime CEO for the "Braintrain" project. Books will be purchased on neurological disorders.

*Christine Kujawa will take over as the liaison for the Friends from the Library.

*Over 1,200 people had used the RSVP income tax help location here at the Library.

The Friends had purchased a ST Imaging View Scan machine from Datrue Process Automation at a cost of \$9,000. C. Kujawa was going to ask the Friends to purchase a self-check machine for the Library at a cost of \$29,000.

For the Foundation, it was reported that the "Coffee, Chocolate & Check-Out" was a success, even-though the turn-out was less than expected.

M.J. Schmaltz invited Board members to attend the annual Volunteer Appreciation on May 9th here at the Library. D. Weber volunteered to attend and hand-out certificates.

There being no further business, the meeting adjourned.

Respectfully submitted

Marilyn Barbie
Administrative Assistant

Mary Jane Schmaltz
Director

