

# Minutes of the Bismarck Public Library Board of Directors

Date: August 22, 2013

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

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

Immediately following lunch, the August Board meeting was called to order by M. Fladeland, President, at 12:07 PM. The July minutes had been mailed out in advance. D. Weber moved to approve the minutes. Seconded by L. Lucas. Motion carried.

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

At this time M.J. Schmaltz requested a transfer of funds to the Library Board for consideration. (The total cost of the generator and its installation was \$150,702.84. The City Commission had authorized a 2012 Capital Expenditure of \$140,000. The Library Board had agreed to pay the difference. It was necessary to move funds within the 2013 budget in order to cover this cost and allow the City to close out this account.) L. Lucas moved to transfer \$10,703 from the Pass-Thru Grants to the Building Improvement line item in order to pay the difference between the actual cost and the estimated cost. Seconded by D. Weber. Motion carried.

The City Commission had authorized a one-time expenditure of \$20,000 to upgrade the Library's video security system. V. Mastel, technology coordinator, had requested additional money in order to upgrade some of the current cameras to digital. D. Weber moved to approve an additional \$2,500 from the Library's 2013 budget to upgrade and complete the project. Seconded by M. Schaff. Motion carried.

Sheila Hillman, City Finance Director, had agreed to go to the City Commission with a Library request agenda to do a 2014 One-Time Priority request in the 2013 budget instead of the 2014 budget. The Head of Technical Services is retiring at the end of the year and it was important to do this before her retirement. D. Weber moved to take \$8,029 out of the 2013 Library budget to cover this project. Seconded by L. Lucas. Motion carried.

The City Commission had approved \$15,000 to replace the lobby sliding doors in 2013. C & H Glass had the lowest bid of \$11,772. D. Weber moved to accept the C & H bid of \$11,772 for renovation of two sets of the lobby doors. Seconded by M. Schaff. Motion carried.

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

\*The 2013 Library County budget had been approved as presented.

\*Beginning in October Blue Cross/Blue Shield will reimburse City employees on the City's health insurance plan \$20/mo if they participate in an exercise program at a participating health club 12 times per month.

\*The interviews for the two candidates for the Library Director position will be held August 26<sup>th</sup> and August 30<sup>th</sup>. They will each take the "General Management Assessment" test administered by the City's Human Resource department for City Department Head positions. Following the test, they will each be interviewed by the Library Board with a reception to follow for staff, Library Foundation and Friends members.

\*Knife River Corporation had bid \$42,776 to replace the pavers on the plaza with concrete. The City Commission had approved \$62,000 for this project as a 2013 One-Time Priority. Knife River would have the job completed by the end of the year.

\*A check for \$39,288.40 had been received from the Lucille Campbell estate. The money was designated for the visually impaired and will be deposited into the Memorial account to be used for this .

\*The auditors are scheduled to present the 2012 audit at the September meeting.

\*The Hotwire Café showed a profit of \$701 for previous month. M.J. Schmaltz reminded the Board that their lease will expire at the end of 2013.

\*A list of those trespassed from the Library was presented to the Board for their information.

\*The Library's annual leave policy for employees differs from the City's policy. M.J. Schmaltz asked the Board to consider changing the Library's policy to mirror the City's policy. The Board will consider this and other policy changes at a later date.

C. Kujawa gave the Library Board a report on the strategic planning workshop she and Mary Jane had attended.

There were no reports from the Foundation or Friends.

L. Lucas moved that the meeting adjourn at 2:02 PM.

Respectfully submitted

Marilyn Barbie  
Administrative Assistant

Mary Jane Schmaltz  
Director

