

# Minutes of the Bismarck Public Library Board of Directors

Date: August 27, 2015

Present: Library Board Members: Mike Schaff, President; Pat Grantier, Joyce Hinman, Mike Fladeland, and David Ripley.

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Cheryl Evensvold, Administrative Assistant; and Katie Moch, Eide Bailly auditor.

The August Board meeting was called to order by M. Schaff, President, at 12:00 PM.

K. Moch from Eide Bailly reviewed the 2014 Audit Report. Following discussion M. Fladeland moved to accept the report. Seconded by J. Hinman. Motion carried.

The July 23<sup>rd</sup> minutes had been mailed out in advance. P. Grantier moved to approve the minutes. Seconded by D. Ripley. Motion carried.

The August 11th minutes had been mailed out in advance. P. Grantier moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

The August vendor invoices and July financial reports had been mailed out in advance. Following discussion, J. Hinman moved to approve the August vendor invoices. Seconded by M. Fladeland. Motion carried. Following discussion M. Fladeland moved to accept the July financial reports. Seconded by D. Ripley. Motion carried.

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

- 2016 Budget Updates
  - The 2016 Library one-time priority requests were reviewed.
  - The meeting to adopt the budget ordinance will be September 22<sup>nd</sup>.
  - The public hearing for the county budget will be September 24<sup>th</sup>.
  - The Library will be receiving state aid this year. The Library will receive an estimated \$88,000 and the bookmobile will receive an estimated \$26,000.
- Staff email addresses have been updated to the @bismarcklibrary.org domain.
- E. Jacobs and C. Kujawa are working on writing an Employee Technology Acceptable Use Policy. The Public Internet Policy will be updated in the near future.

Report from the Library Foundation, Inc.:

- An Estate State Planning and Charitable Giving Presentation will be held on September 28<sup>th</sup>.
- P. Grantier volunteered to stand in as a proxy for M. Schaff as the Library Foundation Board Representative when he can't attend the meeting. M. Schaff will continue to be on the Foundation Financial Committee.

Report from Friends of the Library:

- Folk singer Adam Miller will be performing at the Library on September 6<sup>th</sup>.
- The book sale will be October 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>.

M. Fladeland made a motion to adjourn. J. Hinman seconded. The meeting adjourned at 1:00 PM.

Respectfully submitted,

Cheryl Evensvold  
Administrative Assistant

Christine Kujawa  
Director