

# Minutes of the Bismarck Public Library Board of Directors

Date: December 18, 2015

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Cheryl Evensvold, Administrative Assistant.

The December Board meeting was called to order by Joyce Hinman, Vice President, at 12:09 PM.

The November 19<sup>th</sup> minutes had been mailed out in advance. M. Fladeland moved to approve the minutes. Seconded by P. Grantier. Motion carried.

The December vendor invoices and November financial reports had been mailed out in advance. Following discussion, P. Grantier moved to approve the December vendor invoices. Seconded by M. Fladeland. Motion carried. Following discussion M. Fladeland moved to accept the November financial reports. Seconded by P. Grantier. Motion carried.

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

- Meeting Room Policy Review/Update: A draft of the revised Library Public Meeting Room policy had been mailed out in advance. The revised policy was discussed and additional revisions made. A motion was made by M. Fladeland to approve the Library Public Meeting Room policy with recommended revisions. Seconded by P. Grantier.
- Security Update: A list of security incidents from August to November of 2015 was sent out in advance.
  - Statistics show that over the past four months, we had 126,000 visitors with .01% of these visitors accounting for incidents in the Library.
  - Library board members were in agreement that security in the Library is not a major concern, but still something to keep an eye on.
  - C. Kujawa will be contacting Deputy Chief Ziegler for tips on best practices for security.
  - Employees have been provided with training opportunities on handling disruptive patrons. It was suggested to continue training.
  - Given the low percentage of incidents, Library board members did not recommend hiring security.
  - We will continue to keep a list of incidents.

- Facility Updates:
  - There is enough money in this year's budget to purchase two outdoor benches. These are two seaters with no backs and dividers in the middle.
  - We may be able to pay for the new copier in the Administrative area out of this year's budget. It could be delivered by the end of the year.
  - We have received the new public copier for downstairs.
  - The meeting room area will be painted this month.
  - We are purchasing a modular wall partition with a desk for the office space needed for the future part-time Community Relations Coordinator.

For the Library Foundation, Inc. C. Kujawa reported:

- The Foundation Director designed fundraising materials for the teen center project. C. Kujawa distributed copies.
- C. Kujawa and the Foundation Director attended SCHEEL's Day of Giving event. The Library received \$1,000. The check will go to the Foundation, and they will use the donation to go toward 2016 Summer Reading Program expenses.

For the Friends of the Library E. Jacobs reported:

- The Friends will be paying for Santa Jerry to come back to do photos with Santa.
- There will be a "members only" book sale on January 21<sup>st</sup> and 22<sup>nd</sup>.

The meeting adjourned at 1:00 PM.

Respectfully submitted,

Cheryl Evensvold  
Administrative Assistant

Christine Kujawa  
Director