

# Minutes of the Bismarck Public Library Board of Directors

Date: February 28, 2013

Present: Library Board Members: Dave Ripley, President; Mary Maichel Guler; Liz Lucas and Dick Weber.

Also Present: Kristi Harms, Library Director; Mary Jane Schmaltz, Assistant Director; Marilyn Barbie, Administrative Assistant; and Alyssa Feik, Circulation Manager.

Alyssa Feik, Circulation Manager, was asked to speak. She noted that she had been working on setting up a new 7-Day Express Shelf. A shelf is set up with the most popular books. These books can only be checked out for seven days. They cannot be requested in advance and they cannot be renewed. It was decided to use the McNaughton rentals for this purpose. At the present we rent about 150 and spend about \$3,000 for these books. Following her presentation, Alyssa left the meeting.

Immediately following lunch, the February Board meeting was called to order by D. Ripley, President, at 12:15 PM. The January minutes had been mailed out in advance. M. Guler moved approval. Seconded by L. Lucas. Motion carried.

The February and additional December 2012 vendor invoices had been mailed out in advance. Following discussion, M. Guler moved to approve the February 2013 vendor invoices. Seconded by D. Weber. Motion carried. Next, D. Weber moved to approve the additional December 2012 invoices. Seconded by M. Guler. Motion carried. Following discussion M. Guler moved to accept the financial reports through January 31, 2013. Seconded by L. Lucas. Motion carried.

K. Harms asked the Board to approve a transfer of funds within the 2012 budget to cover overages. D. Weber moved to transfer \$1,000.00 from Annual Leave to Computers and Software. L. Lucas seconded. Motion carried.

In the Director's report, K Harms reported that:

\*Five interviews had been set up for the Assistant Director position. One had dropped out so now they would interview four. The City Human Resources had sent over a total of eight applications. K. Harms, M.J. Schmaltz and the Director of Human Resources would be conducting the interviews. K. Harms suggested reimbursing each candidate \$500.00 for travel expenses. D. Weber entertained a motion to reimburse each out-of-state candidate up to \$500.00 for travel expenses. Seconded by L. Lucas. Motion carried. D. Weber offered to sit in on the interviews as the Board representative.

\*There had not been a reply to the letter she had sent to the ND Coordinating Council on the state standards for public libraries.

\*Two letters had been sent to Rachel Neva, owner of the coffee shop, for noncompliance. R. Neva had made the necessary corrections. R. Neva had also given K. Harms her profit and loss statements for the past two months. K. Harms and M.J. Schmaltz had visited with a gentleman interested in purchasing the coffee shop if it should come up for sale. Board consensus was to let R. Neva know someone was interested and the Board would release her from her contract.

\*Sliding doors had been added to the lobby display case on the bottom to make it easier to use and also to clean.

\*A draft for the Active Shooter Response plan had been prepared. K. Harms gave copies to the Board and asked them to bring them back to the March meeting with their recommendations.

\*A member of the Rotary Club had given K. Harms his ticket for the drawing that is held each week at Rotary. K. Harms had won \$379 and was to buy books for the Library with the money as had been requested.

\*Emails had been sent to all the local Legislators urging them not to cut the funding for State Aid.

\*Kate Waldera, Head of Reference, and Christine Kujawa, Head of Circulation, were both going to attend the American Library Association annual convention to be held in Chicago in June. K. Waldera had nominated C. Kujawa for the "Gordon M. Conable Award for Intellectual Freedom." This award is given to a public library staff member or trustee who has demonstrated a commitment to intellectual freedom and the Library Bill of Rights. C. Kujawa was selected from a nationwide group of nominees.

\*The State Library was offering a grant to public libraries for a wireless router and laptop to be used by service men and women and their families to skype. It would also be available for all patrons to check out. It was suggested doing a press release.

\*Public Works personnel are looking at the City projects of replacing the plaza bricks and the front sliding doors at the Library.

At this time the Library Board went into executive session to discuss the follow-up of K. Harms performance evaluation.

For the Foundation, it was reported that the Legacy Committee was starting the process of soliciting prospective donors. C. Keller had resigned from the Foundation Board because of poor health.

For the Friends, M.J. Schmaltz reported that the Annual Spring book sale would be held March 8, 9, and 10<sup>th</sup>.

There being no further business, the meeting adjourned at 1:15 PM.

Respectfully submitted,

Marilyn Barbie  
Administrative Assistant

Kristi Harms  
Library Director