

# Minutes of the Bismarck Public Library Board of Directors

Date: January 24, 2013

Present: Library Board Members: Dave Ripley, President; Mike Fladeland, Vice President; and Mary Maichel Guler..

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

Immediately following lunch, the January Board meeting was called to order by D. Ripley, President, at 12:10 PM. The December 2012 minutes had been mailed out in advance. M. Guler called the Board's attention to the first paragraph the third and fourth lines and asked that the *yearly evaluation* in each line be changed to read *performance evaluation*. Also, on the second page the third paragraph *of herself* be changed to *K. Harms*. Following discussion M. Guler moved to approve the December minutes with the changes. Seconded by M. Fladeland. Motion carried.

Additional December invoices, January invoices and December financial reports had also been mailed out in advance. K. Harms noted that the December financial reports were not final and subject to change as the City had not closed out 2012 yet. Following discussion, M. Guler moved to approve the additional December 2012 and January 2013 vendor invoices. Seconded by M. Fladeland. Motion carried. Following discussion, M. Guler moved to accept the December 2012 financial reports. Seconded by M. Fladeland. Motion carried.

K. Harms noted that a transfer needed to be done in the 2012 budget. Additional funds were needed to cover expenses in the Service Contract account. She requested a transfer from Snow Removal to cover the expenses. M. Fladeland moved to approve the transfer as presented. Seconded by M. Guler. Motion carried.

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

\*The assistant director's job had been advertised on the City's web site, in the Bismarck Tribune, NDLA, MPLA, and Minitex. The City's Human Resource Department would screen the candidates and the five top candidates would be interviewed. K. Harms along with the city's Human Resource Director and one Board member would do the interviewing. February 15<sup>th</sup> was the closing date for acceptance of applications. The Director of Human Resources had suggested the Library pay a set amount for each candidate for travel expenses.

\*A letter had been drafted to the North Dakota Coordinating Council noting that the core standards set were unreachable for the largest libraries in ND. The exemplary standards seem completely unattainable. Members of the Central Dakota Library Network were also encouraged to send letters with their concerns. M. Guler moved to approve K. Harms send the prepared letter to the ND Coordinating Council. Seconded by M. Fladeland. Motion carried.

\*Rachel Neva had signed the contract for the coffee shop. It now needed to be signed by D. Ripley, Board President, and Charles Whitman, City Attorney. K. Harms noted that she had not received the financial statement from R. Neva as stipulated in the contract by the 10<sup>th</sup> of the month for the previous month. The Board told K. Harms to send a letter to R. Neva on the 11<sup>th</sup> of each month stating that R. Neva is not in compliance with the terms of the contract and if she doesn't meet the terms of the contract the contract may be terminated. K. Harms reported that a gentleman had approached her and M.J. Schmaltz expressing interest in purchasing the coffee shop and told them if it ever comes up for sale he would be interested.

\*A maintenance calendar had been set up on Google for Lynn Bryntesen, head of maintenance. She and M. J. Schmaltz would be working with him to set up his schedule and duties.

\*The Library had received \$15,000 from the Library Foundation, Inc. K. Harms was working with Fargo Glass and Paint Company to replace a couple of glass doors on the display case with sliding glass doors. Also, Gayle Schuck, Development Director, was working on a new Foundation wall plaque.

\*She had attended Active Shooting Training at Bismarck State College put on by the North Dakota Safety Council. K. Harms was working on a plan for the Library with the Bismarck Police Department and Barry Mayer, a volunteer and former Bismarck Policeman.

\*Aid, Inc. had sent a letter thanking the Library for all the food donated from the Library's Food for Fines project held over the Christmas holiday season.

For the Foundation, it was reported that the annual fund raiser, Coffee, Chocolate, and Check-outs, would be held April 12<sup>th</sup> at the Library.

For the Friends, M.J. Schmaltz reported the Friends were getting ready for the next book sale to be held, March 7, 8 and 9.

There being no further business, the meeting adjourned at 1:10 PM.

Respectfully submitted,

Marilyn Barbie  
Administrative Assistant

Kristi Harms  
Library Director