

Minutes of the Bismarck Public Library Board of Directors

Date: January 23, 2014

Present: Library Board Members: Mike Fladeland, President; Mike Schaff, Vice President; and Dave Ripley.

Also Present: Mary Jane Schmaltz, Director and Christine Kujawa, Assistant Director

Immediately following lunch, the January Board meeting was called to order by M. Fladeland, President, at 12:18 PM. The December minutes had been mailed out in advance. D. Ripley moved to approve the minutes. Seconded by M. Schaff. Motion carried.

The January vendor invoices and December financial reports had also been mailed out in advance. Following discussion, M. Schaff moved to approve the January 2014 vendor invoices. Seconded by D. Ripley. Motion carried. M.J. Schmaltz asked the Board to approve a transfer of funds within the 2013 budget. \$2,500 needs to be moved from adult books to computer service fees to cover computer support services. A second transfer of \$1,000 needs to be moved from repair/maintenance to computer service fees in the Bookmobile budget. M. Schaff moved to approve both transfers as presented. Seconded by D. Ripley. Motion carried.

Following discussion, D. Ripley moved to accept the financial reports through December 31, 2013. Seconded by M. Schaff. Motion carried.

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

*M.J. Schmaltz received an engagement letter from Eide Bailly. This letter should be signed by the Library Board President to employ their services for the audit that will cover the 2013 budget period. M. Fladeland signed the engagement letter to be sent back to Eide Bailly.

*M.J. Schmaltz reported that all 2013 projects were completed. The remainder of lighting will be done within the next year, depending on when the city has the funding to finish it.

*M.J. Schmaltz provided an update on her meeting with Rachael Neva and handed out copies of Hotwire Café's Profit & Loss statement for December 2013. Advertising within the library building will be increased. C. Kujawa gave a summary of the coffee shop survey and reported that the majority of responses were favorable. Following discussion, it was decided to continue the month-to-month lease with \$100/month rent. No other changes will be made at this time. MJ Schmaltz was directed to inform Rachael Neva that when and if she decides to discontinue her business, the Library Board would like at least 30 days notice.

*Advertising for the library director position will be starting within the week. The position will be advertised through the city, Bismarck Tribune, and online through various library associations. The position will be open until March 10 with a projected hire date of May 1.

* M.J. Schmaltz handed out the redesigned organization chart, one copy with just the position titles and another listing all staff names.

For the Foundation report, M.J. Schmaltz reported that Foundation members will be offering an employee appreciation lunch for library staff on February 13. Their annual fundraiser event will be on April 11.

For the Friends, C. Kujawa reported that the new president is Jason Matthews. They are starting to organize for the spring used book sale, March 6-8. They are working on a Little Free Library campaign and are in the beginning stages of planning for this.

D. Ripley moved to adjourn the meeting. Seconded by M. Schaff.

Respectfully submitted

Christine Kujawa
Assistant Director

Mary Jane Schmaltz
Director