

Minutes of the Bismarck Public Library Board of Directors

Date: July 15, 2014 (Special Board Meeting)

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

Also Present: Christine Kujawa, Director; and Marilyn Barbie, Administrative Assistant.

This meeting was called for the purpose of reviewing the proposed 2015 Library, Bookmobile and Memorial budgets. The meeting was called to order by M. Schaff, President, at 4:06 PM.

First, C. Kujawa, Library Director, presented the Bookmobile budget. She was asking for the addition of a part-time Bookmobile Assistant to work up to 25 hours a week. This person would help drive the Bookmobile and help with clerical work. If either the Bookmobile Librarian or her assistant are absent, the Bookmobile cannot go out because they need a second driver. Also, this would give the Bookmobile Librarian more time in the office to do outreach programs, order materials, etc. It would also be possible to add evening and weekend routes.

C. Kujawa explained that the Memorial budget is set up to spend monies out of this account and, also, have the ability to spend funds that may be donated throughout the year.

Next, C. Kujawa went through the Library budget line item by line item. She was asking for a 5% total salary increase; a 3-4% increase for everyone across the board with .5% to be distributed according to merit and need, and .5% to be used during the year if needed. C. Kujawa said it was necessary to increase the base salaries for part-time employees in order to be competitive in the current local market.

She was requesting six One-Time Expenditures; these would be funded out of the Library's reserve general fund balance. 1) \$6,500 to assist in covering the costs of the Library's café, 2) \$5,000 for inclusion in the City's lawn mowing bid, 3) \$18,000 to update the staff break room, 4) \$4,100 to fund parking lot updates, 5) \$5,200 to fund 2015 special assessment costs for road and street repairs and maintenance, and 6) \$13,600 to fund computer upgrades. She was also requesting a Priority Initiative of \$11,000 to increase the starting wages of the Pages(shelvers) and half of the Circulation Assistant positions (based on longevity) to a competitive wage.

Board discussion followed. Several typos were corrected. Also, the Board suggested reducing the Repair/Mtce-Building Fund from \$63,000 to \$60,000 and taking \$3,000 and adding it to the Travel and Training Line items in order for staff to take advantage of professional training. J. Hinman moved to approve the proposed Library, Bookmobile and Memorial budgets with the amendments noted. Seconded by M. Fladeland. Motion carried.

It was noted that next Board Meeting would be the regular meeting on July 24th.

Marilyn Barbie
Administrative Assistant

Christine Kujawa
Director

