

Minutes of the Bismarck Public Library Board of Directors

Date: July 24, 2014

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

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

Immediately following lunch, the July Board meeting was called to order by M. Schaff, President, at 12:10 PM. The new Assistant Director, Elizabeth Jacobs, was introduced and welcomed. The June minutes had been mailed out in advance. J. Hinman noted that she had been at the June meeting. M. Fladeland moved to approve the minutes with the correction. Seconded by J. Hinman. Motion carried.

The July vendor invoices and June financial reports had also been mailed out in advance. Following discussion, J. Hinman moved to approve the July 2014 vendor invoices. Seconded by M. Fladeland. Motion carried. Following discussion, D. Ripley moved to accept the financial reports through June 30, 2014. Seconded by J. Hinman. Motion carried.

M. Schaff noted that it was time to do a 3 month evaluation on C. Kujawa. The first year the Board does a 3, 6 and 12 month evaluation of the Director. M. Fladeland had spoken to Bob McConnell, Head of City Human Resources, about the evaluation process. Several Library staff department heads will be asked to do an evaluation of C. Kujawa. She will do a self-evaluation and then M. Schaff and M. Fladeland will meet individually with the staff members and then C. Kujawa to discuss her evaluation.

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

*The coffee shop Profit and Loss Statement indicated that the coffee shop was pretty much staying the same.

*The plaza had been sealed and will need to have a second coat applied next year. The City Public Works department had done restriping of the parking lot but hadn't finished and will be returning to finish. At the same time, they will move the large planters back on the plaza and remove the cement benches on the south side of the building.

*The work on the upgrade to the generator began July 21st and is expected to be completed by August 15th.

*The Assistant Director, Elizabeth Jacobs, began on July 14th. The Head of Circulation position closed on July 21st. Eight applicants had been received; the top five will be interviewed by C. Kujawa and E. Jacobs. The new Interlibrary Loan Manager position closed. There were eleven applicants; five will be interviewed by Kate Waldera, Head of Reference, and Sarah Matthews, Interlibrary Loan and Reference Librarian.

*The annual staff evaluation process has started. C. Kujawa and E. Jacobs will evaluate all the department heads and the rest of the staff will be evaluated by their supervisors.

C. Kujawa reported she had a 2015 Budget matter to discuss. Following the advice of City Hall personnel, she had put \$145,240 in the Health Insurance line item. It was later learned that the amount should have been \$114,391. She asked the Board to adjust the amounts. P. Grantier moved to reduce the Health Insurance in the 2015 Library budget to \$114,391. Seconded by M. Fladeland. Motion carried.

C. Kujawa will be meeting with the City Finance Committee on Monday, July 28th to review the 2015 budgets. She asked that two Board members accompany her. The meeting with Burleigh County Commissioners is scheduled for August 20th.

For the Foundation, it was reported that Gayle Schuck was working very limited hours until a new Executive Director could be hired. The Pearce Award for Service to the Library will be presented to Erik Sakariassen, a long-time Foundation Board member and previous Library Board member, on November 1st.

For the Friends it was reported that the end of the summer Ice Cream Social will be held August 1st on the library plaza at 6:30 PM. Ten *Little Free Libraries* have been placed in the Bismarck community. The Friends are sponsoring two of them.

There being no further business, the meeting adjourned at 1:02 PM.

Respectfully submitted

Marilyn Barbie
Administrative Assistant

Christine Kujawa
Director