

Minutes of the Bismarck Public Library Board of Directors

Date: June 27, 2013

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

Also Present: Mary Jane Schmaltz, Director; Chrisitine Kujawa, Assistant Director; Marilyn Barbie, Administrative Assistant; Mike Schaff, newly appointed Board member; and Sarah Matthews, Interlibrary Loan and Reference Librarian.

The June Board meeting was called to order by D. Ripley, President. Sarah Matthews had asked to address the Library Board. (After the birth of Sarah's daughter and her return to work following three months of FMLA, Kristi Harms, former Library Director, had granted S. Matthews permission to work from home four hours a week. M.J. Schmaltz, the newly appointed Library Director, had reminded S. Matthews that the six month period was up and discussed with her when she was returning to work her forty hours at the Library. S. Matthews had believed that the arrangement was permanent and asked to address the Board requesting a policy addition regarding flexible scheduling.) After reading a letter to the Board, S. Matthews left the meeting. Discussion followed. The Board agreed that S. Matthews had done her research and had prepared a good letter. M. Guler moved to leave the present policy as is. M. Fladeland seconded the motion. Discussion followed. M. Fladeland then moved to amend the original motion to allow S. Matthews to continue to work from home until September 30 and at that time she needed to discontinue her four hours at home. Seconded by D. Weber. Motion carried.

The May minutes had been mailed out in advance. D. Ripley asked that a change be made to the last paragraph putting a period after assumed and starting a new sentence with *Both*. D. Weber moved to approve the minutes as amended. Seconded by M. Guler. Motion carried.

The June vendor invoices and May financial reports had also been mailed out in advance. Following discussion D. Weber moved to approve the June 2013 vendor invoices. Seconded by M. Guler. Motion carried. Following discussion M. Guler moved to accept the financial reports through May 31, 2013. Seconded by M. Fladeland. Motion carried.

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

*The deadline for the Library Director position had been extended to July 31st as only three applications had been received. The salary hiring range had been increased from \$68,203 - \$102,336/annually to \$80,000 - \$105,000/annually.

*The City pays a per diem rate for lodging. Two staff members were traveling to Chicago for the ALA conference. The City's per diem rate does not cover the cost of the hotel. M. Guler moved to pay the full cost of lodging for the two staff members attending the conference in Chicago. Seconded by M. Fladeland. Motion carried.

*A new circulation manager has been hired to replace Alyssa Feik, who had accepted the Head of Circulation position. The new manager is Rebecca Needham. She will began work on July 15th at a salary of \$32,000/year.

*The one-time projects that are paid for with City funds are moving ahead very slowly because of the weather and also increased construction in the area. M.J. Schmaltz hopes to bring drawings of the renovation of the plaza to the July Board meeting.

*Requests for quotes were sent out to three area carpet cleaners. Only two companies replied. Both quotes were for \$.16/square foot. One company quoted \$1.50/ step and the other company would not charge for steps. M.J. Schmaltz recommended choosing Bar Bee Carpet Cleaning Inc. as they had submitted the lower bid. Also, they had cleaned the carpets for many years and the Library was happy with their work. D. Weber moved to accept the quote from Bar Bee Carpet Cleaning, Inc. Seconded by M. Guler. Motion carried.

*A check was received from the Berger Estate for \$5,592.95. This was the final distribution. A total of \$191,857.03 was received from the Berger Estate. M.J. Schmaltz recommended giving the latest check to the Library Foundation, Inc. M. Guler moved to follow the same procedure as done previously to donate the funds to the Library Foundation, Inc. Seconded by D. Weber. Motion carried.

*Rachel Neva, owner of the coffee shop, reported a profit of \$480. in May.

*A complaint had been received from a patron on a book in the Youth Services area. The patron felt that the book should be in the Teen Area. After several staff members had reviewed the book, it was decided to leave the book in the Youth Services area and a letter was sent to the complainant.

*M.J. Schmaltz requested time off on July 15, 16 and 17th .

*The 2014 budget had been reviewed with Sheila Hilman, Head of City Finance. M. J. Schmaltz reviewed the 2014 budget with the Board. She will be meeting with the City budget committee between July 22-25. M.J. Schmzltz asked that two Board members accompany her when she does the official presentation. As soon as the date of the meeting is sent to her, she will inform the Board.

*Christine Kujawa, Assistant Director, and Kate Waldera, Head of Reference, were attending the ALA conference in Chicago. K. Waldera had nominated C. Kujawa for *The Gordon M. Conable Award for Intellectual Freedom*. C. Kujawa won the award and would be presented with it at the conference.

*The summer reading kick-off was held on June 1st at the Capitol. Several of the BPL staff members hosted tables of information at the event.

*The Bookmobile Assistant is having back surgery on July 9th and will be out for four to six weeks. The Bookmobile Librarian will be looking for volunteers to ride with her on the Bookmobile for that time period.

For the Foundation it was reported that the second Bill Pearce Award will be given to Mary Golden on November 1st at a luncheon at Apple Creek Country Club.

For the Friends it was reported there would be no meeting in July. The Friends will be hosting the end of the summer reading celebration---an ice cream social to be held on July 31st.

At this time a plaque was presented to Mary Guler thanking her for her six years on the Library Board. It was noted that the Board had counted on her expertise many times and her service and legal expertise had been very much appreciated.

There being no further business, the meeting adjourned at 1:45 PM.

Respectfully submitted

Marilyn Barbie
Administrative Assistant

Mary Jane Schmaltz
Director