

# Minutes of the Bismarck Public Library Board of Directors

Date: March 25, 2013

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

Also Present: Mary Jane Schmaltz, Assistant Director; Marilyn Barbie, Administrative Assistant; and Christine Kujawa, Head of Circulation.

The Board congratulated C. Kujawa for being named the new Assistant Director effective on May 1, 2013. Immediately following lunch, the March Board meeting was called to order by D. Ripley, President. The February minutes had been mailed out in advance. D. Weber moved approval. Seconded by L. Lucas. Motion carried.

The March vendor invoices and February financial reports had also been mailed out in advance. Following discussion, M. Guler moved to approve the March 2013 vendor invoices. Seconded by M. Fladeland. Motion carried. Following discussion, M. Guler moved to accept the financial reports through February 28, 2013. Seconded by D. Weber. Motion carried.

Concerning the coffee shop, the Board asked M.J. Schmaltz to visit with Rachel Neva, owner of the coffee shop, to let her know that the Library Board would release her from her contract if she chose to do so since she is not currently making a profit.

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

\*The Library has received a letter from the Maxson Law Office in Minot, ND that the Library is listed as a beneficiary in the estate of Lucille C. Campbell. The total of the estate is around \$123,000. The Library will receive 1/3 of the disbursement after all expenses are paid. M. Guler asked M.J. Schmaltz to contact the Maxson Law Office to inquire if these funds were designated for a special purpose.

\*The bid for installing the hatch on the roof was \$5,000. (This is a one-time priority project to be paid for by the City). The bid did not include ladders to access the hatch and other areas of the Library. Following discussion, it was agreed that ladders needed to be included. A separate bid for the ladders will be obtained and the Library will pay for the ladders and their installation.

\*A quote was being obtained from Fargo Paint and Glass to install new handicapped doors and remove the sliding doors in the front lobby of the Library. (This is also a one-time priority and will be paid for by the City.)

\*V. Mastel was working on upgrading and replacing security cameras in the Library. The Library received \$20,000 from the City for this one-time priority project.

\*The final one-time priority to be paid for by the City was the replacement of the pavers in front of the Library. M.J. Schmaltz said she would like to include heating elements underneath. This

would be an additional expense and the Library would need to pay for this. Board consensus was to find out how much this would cost and, also, the estimated increase in monthly utilities cost.

\*C. Kujawa has accepted the position of Assistant Director and will begin her duties May 1<sup>st</sup>. C. Kujawa has rewritten the job description for the Head of Circulation. The advertisement is listed on the City's web site and several Library list servers. The closing for the job is April 12<sup>th</sup> and interviewing would begin shortly thereafter. It is hoped that the new person would be able to start work May 1<sup>st</sup>.

K. Harms had applied for and been approved for four weeks of family medical leave under FMLA. The Board asked M.J. Schmaltz to stay on in K. Harms absence. Following Board discussion, D. Weber moved to rescind M.J. Schmaltz's retirement date of April 1<sup>st</sup> to extend her employment indefinitely. Seconded by L. Lucas. Approved unanimously.

For the Foundation it was reported that "Coffee, Chocolate & Check-out" will be held on April 12<sup>th</sup> on the main floor of the Library. This is an annual event sponsored by the Foundation to thank donors, board members, etc.

For the Friends M.J. Schmaltz reported that the Friends had their best spring book sale ever by raising \$24,000 gross. The Friends are looking at purchasing a self-checkout station for the Library with the proceeds.

There being no further business the meeting adjourned.

Respectfully submitted,

Marilyn Barbie  
Administrative Assistant

Mary Jane Schmaltz  
Assistant Director