

Minutes of the Bismarck Public Library Board of Directors

Date: May 22, 2014

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

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

Immediately following lunch, the May Board meeting was called to order by M. Fladeland, President, at 12:10 PM. The April minutes had been mailed out in advance. M. Schaff moved to approve the minutes. Seconded by L. Lucas. Motion carried.

The May vendor invoices and April financial reports had also been mailed out in advance. Following discussion, L. Lucas moved to approve the May 2014 vendor invoices. Seconded by D. Ripley. Motion carried. Following discussion, D. Ripley moved to accept the financial reports through April 30, 2014. Seconded by L. Lucas. Motion carried.

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

*She had attended a pre-bid meeting with City personnel and interested contractors for the installation of the upgrade to the generator. The bids would be closing June 3rd.

*The City Human Resource Department had sent out new employee evaluation forms for all City Departments. Library staff evaluations will be started in the next month or two. The new forms are intended to make the evaluation process simpler and smoother.

*The annual kick-off for the 2014 Summer Reading Program will be at the State Capitol grounds on May 30th. This is held in conjunction with the ND State Library and Morton-Mandan Public Library. An ice-cream social, sponsored by the Friends, is scheduled for August 11th at the conclusion of the summer reading program. The Teen Mini-Golf event will be held at the Library after hours on July 18th.

*The Part-Time Service Award Ceremony will be held on June 16th at 10 AM in the Missouri River Room to honor part-time staff who have reached their anniversaries of five-year increments. C. Kujawa invited Board members to attend.

*There were three qualified applicants for the Assistant Director position. C. Kujawa will set up interviews the first week of June. She and M.J. Schmaltz will do the interviewing.

*She had prepared Library Board orientation packets in compliance with the “*formal orientation for new board members*” standard of the North Dakota Coordinating Council’s *Standards for Public Libraries*. All standards must be in effect by 2017.

*The Board will need to decide if they want to subsidize the coffee shop with money as this will need to be included in the 2015 Budget. Discussion followed: Some ideas were 1) Hire a manager and the Library assume all responsibility, 2) Close the coffee shop and add vending machines. 3) Offer R. Neva a subsidy to continue operating the coffee shop. It was decided to appoint a two person committee of D. Ripley and M. Schaff to make a proposal to the Board on how to approach a budget for the coffee shop.

Pat Grantier’s and Joyce Hinman’s names will be forwarded to the City Commission as Library Board replacements for D. Weber and L. Lucas whose second three-year terms will be completed June 30, 2014. The June Library Board meeting was changed to June 24th at the Bistro to say good-bye to M.J. Schmaltz who will be retiring on June 30th after 43 years at Bismarck Public Library. L. Lucas reported that the Library Board would host the meeting and the two new Board members will be invited.

For the Foundation, it was reported that to date no applications had been received for the Foundation Development Director position. Gayle Schuck is retiring on June 27th after nine years as the Development Director. A retirement party will be held on June 27th from 1 PM to 3 PM in the Missouri River Room.

For the Friends it was reported that the Board will not meet in June and July. Over the summer the Friends Board members will initiate a strategic planning process.

There being no further business, the meeting adjourned at 1:27 PM.

Respectfully submitted

Marilyn Barbie
Administrative Assistant

Christine Kujawa
Director