

Minutes of the Bismarck Public Library Board of Directors

Date: November 20, 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.

The November Board meeting was called to order by M. Schaff, President, at 12:07 PM. The October minutes had been mailed out in advance. P. Grantier moved to approve the minutes following a correction by J. Hinman. Seconded by M. Fladeland. Motion carried.

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

C. Kujawa gave Board members copies of an updated 2015 Salary Schedule. D. Ripley moved to accept the 2015 Salary Schedule. Discussion followed. Following some mathematical corrections, M. Fladeland seconded the motion to approve the 2015 Salary Schedule with the corrections. Motion carried.

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

*Foot traffic in the coffee shop was increasing. She had received a letter from Matt McMerty, owner, requesting to be closed the day after Thanksgiving in addition to Thanksgiving Day. He also, asked that they be allowed to close all day December 24th and December 31st in addition to December 25th and January 1, 2015. The Board agreed as long advanced notice was given and signs were put up.

*The wallpapering and painting of the story room was all that was left to repair the hole in the wall where a lady had driven into the side of the building. Knife River was going to reset the sunken manhole in the parking lot.

*Because the Marcive project had been completed in 2013, there was additional money in the 2014 budget. Instead of waiting until 2015 to start the remodeling of the staff lounge, C. Kujawa would like to get started on that before the end of the year using the extra money in the 2014 budget. Board consensus was to go ahead.

*A new handicapped spot had been reserved for a staff member who is in a wheelchair.

M. Schaff reported that he, C. Kujawa, and E. Jacobs had met with Paul Griffin from the Consensus Council to discuss the strategic plan which will be held early in 2015. Paul Griffin had facilitated the last strategic plan in 2011. C. Kujawa and E. Jacobs will be putting together a

survey for the staff and public asking what the priorities for the Library should be in the next four years. The Library Board, key staff personnel, representatives from the Foundation and the Friends, and patrons will be asked to participate. C. Kujawa will put together a draft survey for Board input before she sends it out.

For the Foundation, it was reported that the new executive director, Cameo Skager, began work on November 18th. Gail Schuck will work with her for a time. It was suggested that C. Skager be invited to the December meeting.

For the Friends, E. Jacobs reported that the Cabin Fever Book Sale will be held in Room A on December 12th and 13th. There will be a pre-sale on December 11th in the evening for Friends members only. Non-members can pay for membership at the door.

It was suggested to add library advertising in the e-mail notices that are sent to patrons including the coffee shop, upcoming events, etc.

There being no further business, the meeting adjourned at 1:10 PM.

Respectfully submitted.

Marilyn Barbie
Administrative Assistant

Christine Kujawa
Director