

# Minutes of the Bismarck Public Library Board of Directors

Date: October 22, 2015

Present: Library Board Members: Mike Schaff, President; Pat Grantier, Mike Fladeland, and David Ripley.

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; and Cheryl Evensvold, Administrative Assistant.

The October Board meeting was called to order by M. Schaff, President, at 12:03 PM.

The September 24<sup>th</sup> minutes had been mailed out in advance. M. Fladeland moved to approve the minutes. Seconded by P. Grantier. Motion carried.

The September 29<sup>th</sup> minutes had been mailed out in advance. P. Grantier moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

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

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

- 2015 Budget Updates
  - The cost for sealing the plaza was about \$5,000
  - Lynn is fixing the sidewalk cracks.
  - We have purchased a new saw and air compressor for building maintenance.
  - Potential year-end projects:
    - Carpet cleaning in several areas.
    - Replacement of light bulbs in lower level.
    - Replacement of power factor correcting capacitor bank.
    - Repair of air chiller.
    - Metal fencing on each side of the power unit across from the loading dock.
- 2016 Personnel Budget and Salary Schedule: The 2016 Personnel Budget and Salary Schedule were reviewed and discussed. Two remaining Circulation Assistants will be moved to the Circulation Associate job title and associated pay grade, as they do almost identical work. The title Circulation Assistant will no longer be used. M. Fladeland moved to approve the 2016 Personnel Budget and Salary Schedule. Seconded by D. Ripley.

- Salary Survey Questionnaire and Results: The results of the Salary Survey Questionnaire were discussed. The questionnaire was sent to several Midwestern public library directors. Minimum, mid, and maximum wage range amounts were averaged based on responses. A three percent increase was included, since survey results are based on the current year. Based on approved wage funds for 2016, all part-time employees will be moved up to the average of the salary survey. Some full-time employees meet the salary survey average. We will look at the salaries of those who do not meet the average in preparation for the 2017 budget.

For the Library Foundation, Inc. M. Schaff reported:

- The Foundation will be reviewing the 2016 budget.
- The Fundraising Committee met yesterday and discussed moving forward with fundraising for the Teen Center. The Foundation Executive Director and Administrative Assistant will be composing a list of donors from previous campaigns.
- The Foundation Director applied for a grant from Best Buy, and \$6,000 was approved.
- The Lion's Club donated \$1,000 to be used for items for the visually impaired.

For the Friends of the Library E. Jacobs reported:

- The book sale was very successful with gross revenues of \$22, 870 and net of \$18,990. These were close to last year's totals.

Additions to the Agenda

- Personnel Policy: C. Kujawa will be sending a draft of the revised Personnel Policy to the Board. Changes in meal reimbursement and family medical coverage were discussed.
- Gifted Bean Contract: The manager of the Gifted Bean has requested to have the contract extended for three more years. This will be discussed further at the November Board meeting.

M. Fladeland made a motion to adjourn. P. Grantier seconded. The meeting adjourned at 1:10 PM.

Respectfully submitted,

Cheryl Evensvold  
Administrative Assistant

Christine Kujawa  
Director