

Minutes of the Bismarck Public Library Board of Directors

Date: September 26, 2013

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

Also Present: Mary Jane Schmaltz, Director; Christine Kujawa, Assistant Director; Marilyn Barbie, Administrative Assistant; and Dora Frueh, auditor from Eide Bailly LLP.

Immediately following lunch, the September Board meeting was called to order by M. Fladeland, President, at 12:05 PM. M. Fladeland called upon Dora Frueh from Eide Bailly to review the 2012 independent auditor's report. The Library is part of the City of Bismarck's audit. It is the responsibility of the audit to express an opinion on the Library's finances. D. Frueh stated that there were no issues to address and the audit was a clean audit. The Board asked M.J. Schmaltz to invite Eric Lund from the City's finance department to the October meeting to explain the Management Letter that he submitted to the auditors. Following review and discussion, D. Weber moved to accept the 2012 audit report. Seconded by L. Lucas. Motion carried. At this time the auditor left the meeting.

The minutes from the August and Special September 4th meetings had been mailed out in advance. Following a typo correction, D. Weber moved to approve the August minutes. Seconded by L. Lucas. Motion carried. Following a correction regarding the dates of the director candidates interviews, M. Schaff moved to approve the minutes from the September 4th meeting. Seconded by L. Lucas. Motion carried.

The September vendor invoices and August financial reports had also been mailed out in advance. Following discussion, D. Weber moved to approve the September 2013 vendor invoices. Seconded by L. Lucas. Motion carried. Following discussion, M. Schaff moved to accept the financial reports through August 31, 2013. Seconded by D. Weber. Motion carried.

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

*The lease for the Hotwire Café will be up in December 2013. The Board asked M.J. Schmaltz to include the 2013 profit and loss statements from the coffee shop with the Board material sent out in October along with a copy of the lease.

*At the October meeting, M.J. Schmaltz will have recommendations for changes to the staff annual leave policy.

*The contractor promised he will have the roof ladders installed before the snow fell.

*The subcontractor who was going to do the cement work on the plaza had backed out. Knife River Construction has the City's street, road, and sidewalk bid and subcontracts the cement work. Myhre Concrete Design LLP will submit a bid. The job will be done in two sections in order to allow access to the Library at all times. This project was being paid for by the City.

At this time M. Schaff took over as President, as M. Fladeland had to leave.

*The lobby door replacement will start shortly. M.J. Schmaltz had authorized spending \$1,700 to fix the sliding doors going to the meeting rooms. Because of fire code requirements, it was necessary to have the doors unlocked from the inside so anyone in the lower level could escape in the event of a fire. This lobby door replacement was also being paid for with City funds.

*The lighting upgrade, also paid for by the City, will be completed by the end of 2013. The ballasts will be retrofitted to meet code and bulbs replaced with T5 bulbs on the main floor at a cost of \$28,600. This would brighten the area and save money on electricity.

*The Library's last strategic planning session was held in 2011 to reflect goals for 2011-2016. The Board stated that they would like to have a strategic planning session early in 2014 before the budget planning process begins.

*Christine Kujawa was taking two administrative classes on-line from the University of Wisconsin in Madison—Basic Public Library Administration and Advanced Public Library Administration at a cost of \$415/each. Following discussion, L. Lucas moved that the Library reimburse C. Kujawa for the cost of the classes. Seconded by D. Weber. Motion carried.

*Several staff members had taken a webinar presented by the American Library Association on "Dealing with Difficult Patrons". Following Board discussion, it was decided to ask the Bismarck Police Department to send an officer at least once a day to walk through the Library.

For the Foundation, it was reported that the November 1st Pearce Award luncheon for Mary Golden had been cancelled at her request.

For the Friends, C. Kujawa reported the fall book sale would be held October 3-5.

There being no further business L. Lucas moved for adjournment.

Respectfully submitted

Marilyn Barbie
Administrative Assistant

Mary Jane Schmaltz
Director