

Minutes of the Bismarck Public Library Board of Directors

Date: September 25, 2014

Present: Library Board Members: Mike Schaff, President; Pat Grantier; Joyce Hinman and Dave Ripley.

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Marilyn Barbie, Administrative Assistant; and Nora Frueh, Eide Bailley LLP.

Immediately following lunch, the September Board meeting was called to order by M. Schaff, President, at 12:10 PM. The August minutes had been mailed out in advance. D. Ripley moved to approve the minutes. Seconded by P Grantier. Motion carried.

The September vendor invoices and August financial reports had also been mailed out in advance. Following discussion, J. Hinman moved to approve the September 2014 vendor invoices. Seconded by D. Ripley. Motion carried. Following discussion J. Hinman moved to accept the financial reports through August 31, 2014. Seconded by P. Grantier. Motion carried.

C. Kujawa, M. Schaff and D. Ripley had met with Matt and Sandy McMerty who are interested in purchasing the coffee shop from Rachel Neva. Everyone was very impressed with their professionalism, experience and enthusiasm. The Board reviewed the Concessionaire's Agreement that had previously been reviewed by Charley Whitman, City Attorney. Following discussion, J. Hinman moved to approve the Concessionaire's Agreement with the McMertys with a start date of October 1, 2014. Seconded by D. Ripley. Motion carried.

At this time C. Kujawa introduced Nora Frueh from Eide Bailly LLP to present the 2013 library audit that is done in conjunction with the City of Bismarck. She reported that the audit was a clean audit with no internal control issues. Following the exit of the auditor, D. Ripley moved to accept the 2013 Bismarck Public Library audit as presented. Seconded by P. Grantier. Motion carried.

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

* One of the staff was handling the 2014 United Way campaign. E. Jacob's first newsletter had gone out and was very nice. The fall schedule had started including story times, library movies and computer classes.

*Following precedent, she had sent a letter to the Hazelton-Moffit-Braddock school district asking for a stipend to pay for bookmobile services for their students who were not Burleigh County residents.

*The Burleigh County Commission meeting for approval of the 2015 budget was tonight.

*Skeels Electric, who was doing the electrical work for the upgrade to the generator, had noticed a couple of fuses burnt out; they replaced the fuses but the fuses immediately blew out again. Skeels then suggested ordering a new connector box to see if that was the problem.

For the Foundation, it was reported that they had interviewed one person for the Executive Director position but that person was looking for full time employment. They were re-advertising the position with a closing date of October 1st. The Pearce Award was being given to Eric Sakariassen, a long-time member of the Foundation and a former library board member on November 1st.

For the Friends it was reported that the fall book sale would be held October 2, 3 and 4th. Traditionally, this was the largest book sale of the year.

The October Board meeting was changed to October 30th. Because of the upcoming holidays, the November meeting will be held November 20 and the December meeting on December 18th.

There being no further business, the meeting adjourned.

Respectfully submitted

Marilyn Barbie
Administrative Assistant

Christine Kujawa
Director