

# Minutes of the Bismarck Public Library Board of Directors

Date: January 28, 2016

Present: Library Board Members: Mike Schaff, President; Joyce Hinman, Vice President (Left at 1:27); David Ripley, and Mike Fladeland.

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Cheryl Evensvold, Administrative Assistant; and guest Kathleen Jones, Burleigh County Commissioner.

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

The December 18th minutes had been mailed out in advance. J. Hinman moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

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

Board Position in July 2016: As D.Ripley's Board member term expires in July, it was proposed by M. Schaff, and agreed upon by the Board, to offer the position to Bob Bartosh.

Coffee Shop Updates: C. Kujawa proposed that \$5,000 be designated for 2016 coffee shop expenditures to cover expenses such as equipment repairs, supplies, and advertising. D. Ripley made a motion to approve. Seconded by J. Hinman.

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

- Facility Updates:
  - The air compressor broke down last month. HA Thompson and Sons has loaned us one until a replacement comes in.
  - A humidifier needed to be repaired. The cost was about \$1,300.
  - The air chiller needs to be repaired. The estimated cost is \$2,700.
- Project Updates:
  - The part-time starting wage increase is in effect.
  - The additional part-time funding approved for 2016 has resulted in being able to hire an additional part-time Reference Associate.
  - The full-time Teen Coordinator position is currently being advertised. Closing date will be February 1<sup>st</sup>.

- The part-time Community Relations Coordinator position is currently being advertised. Closing date will be February 21<sup>st</sup>.
- The new copier for the administrative area has arrived and was paid for out of the 2015 budget.
- The meeting room area has been painted.
- The new office space for the new Community Relations Coordinator has been completed.
- We are getting bids for new brush carpet in the lobby.
- The lower level lights have all been switched out to soft white bulbs.
- The HVAC study has gone through the scoring process, and the City Commission has approved going forward with phase 1 with KFI conducting the study.
- We hope to beautify the plaza area if there are remaining funds from 2016 projects. Two benches were purchased and paid for out of the 2015 budget. They will go in the grassy knoll area by the end of 2016.
- The issue of security was revisited. It was felt that beautifying the plaza area will greatly help, and make the space seem more inviting and attractive.
- The issue of the concrete on the plaza becoming slippery at times was discussed.
- C. Kujawa updated the Board on the web site redesign project. The go-live date is planned for May 16<sup>th</sup>. She will email the Board with further updates.
- C. Kujawa showed options for a new logo created by MABU. The Board would like to see more choices. Examples from other libraries were shown. E. Jacobs will prepare these examples so they can be sent to the Board.

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

- Basin Electric has donated \$25,000 for the Teen Center.

For the Friends of the Library E. Jacobs reported:

- The Friends contributed \$40,000 for furnishings for the Teen Center.
- Fifty new members joined at the membership book sale this month.

The meeting adjourned at 1:27 PM.

Respectfully submitted,

Cheryl Evensvold  
Administrative Assistant

Christine Kujawa  
Director