

Minutes of the Bismarck Public Library Board of Directors

Date: February 25, 2016

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

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

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

The January 28th minutes had been mailed out in advance. P. Grantier moved to approve the minutes with one grammatical correction. Seconded by D. Ripley. Motion carried.

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

Study Carrel Donation: The study carrels are being removed and flat tables are being added in their place. This will make the space seem more open, larger, and will create greater visibility. As there is not enough room to store the carrels, and there being no plans for future use, the Library would like to donate them to the Ruth Meiers Hospitality House. D. Ripley moved to approve. Seconded by P. Grantier.

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

- Coffee Shop:
 - M. Schaff requested that the future Profit & Loss Statements include last year's totals for coinciding months in order to make comparisons.
 - Matt is getting bids for painting the coffee shop.

- Facility Updates:
 - The humidifier has been repaired.
 - The HVAC study has started.
 - Thermal imaging has been done on the roof in order to detect areas where air is escaping and water may be leaking through. Lynn will be replacing or painting several ceiling tiles. If the tiles become stained again, it will help to tell if moisture is from snow melt or condensation from the HVAC pipes.

 - Security Update: As per M.Schaff, the need for enhanced security was revisited. As random walk-throughs by police officers seem to be the most effective, C. Kujawa will ask the Bismarck Chief and Deputy Chief in an upcoming meeting if it would be possible for officers to start doing this again.

- Logo Update: C. Kujawa has discussed the logo revision with Sandy McMerty and Beth Schatz Kaylor at MABU. It was decided to have a small group including Sandy, Beth, Mike Fladeland, and Elizabeth meet to continue work on the logo revision.

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

- The Library Foundation's Spring event will be held on April 29th. The Pearce Award will be given to former Library Directors Mary Jane Schmaltz and Tom Jones.
- About \$268,000 has been raised for the Teen Center.
- The teen group is working on a mini-golf event for adults as a fundraiser for the teen center.

For the Friends of the Library E. Jacobs reported:

- The Book Sale will be March 3rd – 5th.

The meeting adjourned at 12:50 PM.

Respectfully submitted,

Cheryl Evensvold
Administrative Assistant

Christine Kujawa
Director