

# Minutes of the Bismarck Public Library Board of Directors

Date: May 18, 2016

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

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

The May Board meeting was called to order by Mike Schaff, President, at 12:22 PM.

The April 28, 2016 minutes had been mailed out in advance. P. Grantier moved to approve the minutes. Seconded by D. Ripley. Motion carried.

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

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

- Facility Updates:
  - The cost to complete the HVAC study, which has been completed by KFI, will be paid out of the Library's fund balance. It is estimated that the total cost will be \$4000 more than the \$60,000 that was expected. C. Kujawa stated that this additional amount could be accounted for out of the Library's budget.
  - The first phase of the plaza beautification project has been completed. Knife River poured two concrete pads on the Library's north grassy knoll, and two benches have been mounted for public use. Phase two will be to remove the bench and concrete and replace it with a concrete edge and additional landscaping. Following discussion, D. Ripley made a motion to accept proceeding with the plaza landscaping project. Seconded by P. Grantier. Motion carried.

- Personnel Update:
  - Charlotte Strong started in the position of Administrative Assistant on Monday, May 23.
  - The part time service award ceremony will be held on Tuesday, June 7 at 10:00 AM.

Bookmobile Services: C. Kujawa reported that the Bookmobile is partnering with Burleigh County Extension and Bismarck-Burleigh Public Health to distribute bookmarks featuring the services of the three organizations. Keli McDonald and C. Kujawa gave a report on the Bookmobile at the May 16 Burleigh County Commission meeting. Commissioner Kathleen Jones stated that all future discussion regarding the Bookmobile's budget will be held until the budget hearings in August. She stated that there will be cuts to the budget. Though no percentage has been indicated to this point, she recommended planning for a 5% cut to the Bookmobile's budget. C. Kujawa, Commissioner Jones, and Keli McDonald will be working together on the report to the County Commission during the budget hearings.

For the Library Foundation:

- M. Schaff reported that the Library Foundation received a \$50,000 grant from the Otto Bremer Trust for the teen center project.
- C. Kujawa reported that the bids for the teen center project were opened, and all bids came in near to estimated costs. D. Ripley made a motion to approve the bids, as submitted. Seconded by P. Grantier. Motion carried.

For the Friends of the Library, E. Jacobs reported:

- Volunteers with the Friends of the Library will begin handling the pre-sorting of the donated materials, which had previously been handled by Library staff.

The meeting adjourned at 1:25 PM.

Respectfully submitted,

Elizabeth Jacobs  
Assistant Director

Christine Kujawa  
Director