

# Minutes of the Bismarck Public Library Board of Directors

Date: July 28, 2016

Location: BPL Mezzanine Board Room; 515 North Fifth Street

Present: Library Board Members: Joyce Hinman, President; Mike Fladeland, and Mike Schaff.

Not Present: Library Board Members: Pat Grantier, Vice-President; and Bob Bartosh.

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; and, Charlotte Strong, Administrative Assistant.

The July Board meeting was called to order by Joyce Hinman, President, at 12:01 p.m.

The June 30<sup>th</sup> minutes had been mailed out in advance. M. Fladeland moved to approve the minutes. Seconded by M. Schaff. Motion carried.

The July 13<sup>th</sup> Special Budget Meeting minutes had been mailed out in advance. M. Schaff moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

The July vendor invoices and June financial reports had been mailed out in advance. Following discussion, M. Fladeland moved to approve the July vendor invoices. Seconded by M. Schaff. Motion carried. Following discussion, M. Fladeland moved to accept the June financial reports. Seconded by M. Schaff. Motion carried.

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

- Budget Committee Meeting Update:
  - J. Hinman, M. Schaff, and C. Kujawa met with the City Budget Committee on July 25, 2016 at 3:00 p.m.
- Bookmobile Budget Update:
  - A fact sheet is still being compiled for Commissioner Jones. Keli McDonald, Head of Bookmobile, is continuing to gather signatures for the Bookmobile petition, but it is difficult when school is not in session.
  - The County department budget meeting will be held on Wednesday, August 17, 2016 at 8:30 a.m. J. Hinman and C. Kujawa will attend. The final public budget hearing will be on Thursday, September 22, 2016 at 5:00 p.m. C. Kujawa asked that board members attend, if available.
  - C. Kujawa discussed the possibility of separate outreach services between the City and County, in an effort to compromise with the County Commission. C. Kujawa, E. Jacobs, and the Friends treasurer are looking into vehicle possibilities with local car dealerships in the area.
- Coffee Shop Update:
  - The Board is requesting YTD and 12-month comparison reports from the Gifted Bean.

- What can the Board and the Library do to help them become more successful?
- The Board requested that C. Kujawa invite the coffee shop owners to the next board meeting.
- Teen Center Construction Update:
  - Change orders: fire extinguisher placement, additional outlets, mounting speakers/screen
  - The DEMCO furniture quote is being updated. The goal is to sign updated quote by the end of July.
  - Construction is moving forward quickly, ahead of schedule. Projected finish date is still November 2016.
- Sarah Matthews was chosen for the Bismarck Tribune's "20 under 40". Her profile was recently published in the newspaper.
  - The Mayor and City Commissioners would like to publicly honor Sarah for this award at the next meeting on August 9<sup>th</sup>, to be held at United Tribes Technical College.

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

- The Foundation board did not meet in July.
- The Foundation board will discuss 2016 nominations for the Pearce Award.

For the Friends of the Library E. Jacobs reported:

- The Friends board did not meet in July.
- The Ice Cream Social will be on Monday, August 1 at 6:30 p.m., located on the Library's plaza (in Room A if rainy weather).

The August Board meeting has been scheduled for August 25, 2016 at noon.

The meeting adjourned at 12:52 p.m.

Respectfully submitted,

Charlotte Strong  
Administrative Assistant

Christine Kujawa  
Director