

# Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: October 27, 2016

Location: BPL Mezzanine Board Room; 515 North Fifth Street

Present: Library Board Members: Joyce Hinman, President; Pat Grantier, Vice President; Mike Fladeland, Bob Bartosh, and Mike Schaff.

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; and Charlotte Strong, Administrative Assistant; and guests, Commissioner Jones and Collin Engelhardt from Eide Bailly, LLP.

The October Board meeting was called to order by Joyce Hinman, President, at 12:05 p.m.

Eide Bailly Senior Auditor Collin Englehardt had been invited to the meeting to discuss the Library's 2015 audit report. At the request of the Board, he first spoke about the adverse opinion regarding the Bismarck Library Foundation (Foundation), a discretely presented component unit of the Library. The adverse opinion states that there is a difference in accounting methods between the Foundation, which uses the cash basis accounting method, and the City of Bismarck, which uses the accrual basis accounting method. While it is perfectly acceptable for the Foundation to utilize the cash basis accounting method, they must still report it because it differs from what the City of Bismarck is using, and is not in accordance with the Government Accounting Standards.

Eide Bailly is required to identify the adverse opinion, even though the Foundation is legally separate from the Library and is not a department within the City of Bismarck. The adverse opinion and accounting method used by the Foundation does not have any impact on the Library as a department of the City of Bismarck. The Board requests that information regarding the adverse opinion be shared with the Foundation Board at their November meeting.

Collin Englehardt and the Board continued to review the 2015 Audit Report. B. Bartosh commented on the section regarding the "Reporting Entity" on page 18, which states that the Foundation is "an entity that is legally separate from the Library but is financially accountable to the Library." B. Bartosh stated that the Foundation is accountable to its own Board of Directors, not to the Library. M. Schaff recommended a language change to say that the Foundation is "legally separate from the Library but financially supports the Library." Collin Englehardt responded that it cannot be changed for the 2015 audit, but he will change it for the 2016 audit. M. Fladeland concurred, and the Board as a whole agreed with this.

Collin Englehardt reported that there was nothing significant to report regarding the Library's audit and everything was favorable with no issues, and was overall a good, clean audit. He left the meeting at 1:15pm. M. Schaff moved to accept the report. Seconded by M. Fladeland. Motion carried.

The September 22<sup>nd</sup> minutes had been mailed out in advance. P. Grantier moved to approve the minutes. Seconded by M. Schaff. Motion carried.

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

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

- 100 Year Anniversary Update:
  - An Anniversary Committee consisting of interested leadership staff was formed to start the brainstorming process. The majority of events will take place in May 2017. Committee members provided estimated expenses, which were compiled and shared with the Board. C. Kujawa stated that she is hoping to get financial assistance from the Friends of the Bismarck Public Library and Bismarck Library Foundation.
  - Several event and program ideas were shared with the Board. The major event is tentatively scheduled for Saturday, May 13, 2017, with several other programs throughout the month of May. The committee will be planning promotion and advertising, including a short video on the history of the Library and an ad to be used on social media. Following discussion, M. Schaff moved to accept the 100 Year Anniversary budget expenses. Seconded by M. Fladeland. Motion carried. B. Bartosh mentioned that the Bismarck Library Foundation's Spring Fundraiser could serve as the kickoff event with Betty Mills, 2016 Pearce Award recipient, who could speak about the Library's history.
- 2017 Personnel Budget & Salary Schedule:
  - C. Kujawa went through the 2017 personnel budget for the Library and Bookmobile staff. Following discussion, M. Fladeland moved to approve the 2017 Personnel Budget & Salary Schedule. Seconded by P. Grantier. Motion carried.
  - C. Kujawa requested that the Board consider a change to the annual leave section of the Personnel Policy regarding the annual leave allotted to newly hired Library Directors. She requested that the Assistant Library Director position be included as well. M. Schaff suggested adding a sentence to the policy to read: "When hiring a new Assistant Library Director, years of service may be taken into account..." C. Kujawa will draft changes to the policy and bring it to the Board at the November meeting for consideration and approval.
- Central Dakota Library Network (CDLN) Financial Officer Position:
  - C. Kujawa informed the Board that in light of the recent death of Morton Mandan Public Library Director Kelly Steckler, CDLN no longer has a Financial Officer. The consortium has two options: Hire an outside accountant to process the invoices, or the Library will take it on. The decision will be made by the CDLN Board the beginning of November.
- Teen Center Update:
  - The final date of completion is still set for November 20. The Grand Opening is tentatively set to take place the beginning of December. C. Kujawa will inform the Board as soon as a date has been confirmed.
- Mobile Library:
  - C. Kujawa would like to have a modest press conference to announce the beginning of Mobile Library service. The plan is to schedule it toward the end of November, before Thanksgiving.

For the Bismarck Library Foundation, Inc., P. Grantier reported:

- The Foundation will be planning for their Spring event, to take place at the end of April.

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

- The Fall used book sale earned \$23,062 in three days.

The November Board meeting has been scheduled for November 17, 2016 at noon.

The meeting adjourned at 2:05 p.m.

Respectfully submitted,

Charlotte Strong  
Administrative Assistant

Christine Kujawa  
Director