

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

Date: November 17, 2016

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

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

Not Present: Mike Fladeland

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

The October 27<sup>th</sup> minutes had been mailed out in advance. M. Schaff moved to approve the minutes. Seconded by P. Grantier. Motion carried.

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

## Personnel Policy Updates

- Proposed change to “Working Conditions (Page 11-18) – H. Annual Leave” section had wording changed and finalized after discussion. P. Grantier moved to approve, B. Bartosh seconded, and the motion carried.
- Proposed addition to the personnel policy to include the “Outreach Vehicle Policy” as subsection C under the “Employee Conduct” section on page 19. Also, add “Appendix 3: Outreach Vehicle Policy” in the table of contents and the new policy wording between “Appendix 2” and “Appendix 4”. B. Bartosh moved to approve the finalized wording and policy placement after discussion, M. Schaff seconded, and the motion carried.
- Proposed draft policy for “Donated Materials Policy” revised to wording changed and finalized. Following discussion, P. Grantier moved to approve, B. Bartosh seconded, and the motion carried.

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

- Teen Center Update
  - Everything is on schedule for the completion date of November 20<sup>th</sup>.
  - Planning for the “official” grand opening which will be December 9<sup>th</sup>, either 6:30 or 7 p.m.
  - Traci Juhala and Laua Rysavy are planning for a general public open house on December 10<sup>th</sup>.
  - Plan for excess teen center donations will be spent over time as needed for books, audio/visual materials, and programming costs.

- Mobile Library Update
  - The official announcement of the new Mobile Library Outreach Service vehicle will be on Monday, November 21<sup>st</sup> at 2:00 p.m. near the Library plaza area. There will be a ribbon cutting ceremony with Commissioner Guy, Keli McDonald and Troy Hamre.
- Procedure Update: Emergency Procedures
  - C. Kujawa mentioned there are procedures in place for only fire, tornado, and snow. C. Kujawa proposed looking at including a procedure for potential lockdown. When the procedure has been written, she will share it with the Board.

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

- The Foundation approved their 2017 Budget.
- The Library will receive a \$25,000 grant going towards the expenses for the 100 Year Anniversary Celebration events planned.
- The 2015 Audit was discussed. Foundation staff will be working with Mahlum Goodhart to find out what would be involved with changing their accounting method from cash basis to accrual.
- Betty Mills will be given the Pearce Award at the 2017 Spring Event in April. She has a long history with the Library and will be asked to speak about this, as a kickoff to the 100 Year Anniversary events that will be starting in May.

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

- The Friends approved their 2017 Budget.
- The Friends goal was to contribute \$40,000 to the Teen Center Project. A balanced budget is important in order to continue to contribute to large capital projects.
- The Friends have set up a Holiday Book Auction for the more valuable books donated for the Book Sale but not sold in the Book Sale.
- The Library will receive a \$5,000 grant to help 100 Year Anniversary expenses.

The December Board meeting has been scheduled for December 22, 2016 at noon.

The meeting adjourned at 1:10 p.m.

Respectfully submitted,

Charlotte Strong  
Administrative Assistant

Christine Kujawa  
Director