

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: January 26, 2017

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

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

Not Present: Bob Bartosh

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

The December 22nd minutes had been mailed out in advance. M. Schaff moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

The vendor invoices for January 2017 and December 2016 (additional), along with the December financial reports had been mailed out in advance. Following discussion, M. Schaff moved to approve the January 2017/December 2016 (additional) vendor invoices. Seconded by P. Grantier. Motion carried. Following discussion, M. Fladeland moved to accept the December financial reports. Seconded by P. Grantier. Motion carried.

Policy Discussion: BVMPL Public Service Policy

- C.Kujawa and E.Jacobs provided a draft of recommended Public Service Policy changes, which had not been fully updated for several years. Two new policy sections had been added to the draft: Children's Library and Teen Headquarters. The Board read and discussed each section of the policy, and made changes to wording in various areas.
- M. Fladeland moved to approve the finalized wording after discussion, P. Grantier seconded, and the motion carried.

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

- A team of employees have been working on DVD "Binge Boxes." They will be ready and available for checkout by the end of this spring.
- The three areas of exterior building damage are still in process. C.Kujawa is working with Seifert Electric to find a replacement light pole. It is difficult to find a light pole that matches closely to others, because they were installed fifty years ago.
- This afternoon the City Budget Committee will meet at the Library to discuss the HVAC and roof projects. Three Library board members will be attending. A news release regarding the quorum was sent out to media in advance.
- C.Kujawa reported that the 2016 budget will close out the beginning of February. She will have a year-end budget report at the February meeting. She is working on several projects in the building, including the nursing mother room and the triptych photo display. She and E.Jacobs will be meeting with someone from Creative Treatment, Inc. to start the process on the 100 Year Anniversary video. An employee from Einstein

Bagels stopped over this morning with bagels for the Library employees, and thanked us for all we do for the community.

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

- The Friends funded a car starter for the Mobile Library van, in addition to their continued funding for insurance and fuel.
- The Friends continue book sorting for the next Book Sale in the spring, and everything is going as planned.

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

- P. Grantier brought the Foundation's reports from their last meeting and offered to share them with Library Board members.
- The Development Committee is preparing for The Art of Books Spring Event, which will take place on April 28, 2017. Betty Mills will receive the Pearce Award.
- The Foundation was thanked for their fundraising efforts for the Teen Headquarters.
- They received a \$1,000 donation from Scheels.
- The Foundation will connect with their auditor in 2017 regarding how to proceed with their financial reporting, cash basis vs accrual method.
- The Foundation was pleased that there was such a great turnout for the Teen Headquarters Grand Opening, especially on such a cold night.
- C.Kujawa reported to the Foundation that Clay Jenkinson will be performing as Theodore Roosevelt this May as part of the 100 Year Anniversary Celebration.

The February Board meeting has been scheduled for February 23, 2017 at noon.

The meeting adjourned at 1:41 p.m.

Respectfully submitted,

Charlotte Strong
Administrative Assistant

Christine Kujawa
Director