

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: February 23, 2017

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

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

Not Present: Bob Bartosh and Mike Schaff.

The February Board meeting was called to order by Joyce Hinman, President, at 11:59 a.m.

The January 26th minutes had been mailed out in advance. M. Fladeland moved to approve the minutes. Seconded by P. Grantier. Motion carried.

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

BVMPL Education and Training Policy:

- C. Kujawa provided a draft of recommended Education and Training Policy changes, which had not been fully updated for several years. A new Continuing Education Assistance Application was included with the draft. The Board read and discussed each section of the policy, and made changes to wording in various areas.
- P. Grantier moved to approve the finalized wording after discussion. Seconded by M. Fladeland. Motion carried.

2017 Board Meeting Schedule

- As requested by President J. Hinman, a list of tentative board meetings for the remainder of 2017 was shared with the Board to insure that there is a quorum at every meeting.

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

- C. Kujawa provided 2016 year-end documentation including a summary of the 2016 budget and 2016 continuing education opportunities offered to employees. 2015-2020 Strategic Plan progress will be provided at the March meeting. The 2016 Annual Report will be shared with the board within the next couple months.
- C. Kujawa provided updates on the following building projects: plaza light pole damage, plaza overhang damage, and the damage near the loading dock. The light pole is on order. The other exterior damage cannot be repaired until the weather is warmer.

- C.Kujawa reported on the leaking that had taken place on the Children's Library balcony due to roof issues. The leaking has ceased and the area is now dry. Photos of the leaking were shared with the City.
- The Anniversary Committee continues to work on planning for the Open House, which is scheduled for the afternoon of Saturday, May 13.

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

- The Development Committee is continuing to prepare for the Art of Books Spring Event, which will take place on April 28, 2017. Betty Mills will receive the Pearce Award. The event will include the silent art auction and trivia with Scott Wild, as done in the previous year.
- Kristi Simenson, Foundation Administrative Assistant, is continuing to work with their audit contact concerning what would be involved with changing from the cash basis to accrual method for their accounting records.

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

- The annual Spring Used Book Sale will take place on March 2-4, 2017 in the meeting room area of the library. The Spring Used Book Sale is normally smaller than the Fall Book Sale.
- An education non-profit group in Bismarck will be sending the books that don't sell to a school in Liberia.

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

The meeting adjourned at 12:45 p.m.

Respectfully submitted,

Charlotte Strong
Administrative Assistant

Christine Kujawa
Director