

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: June 20, 2017

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

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

Not Present: Pat Grantier, Vice President; and Elizabeth Jacobs, Assistant Director.

The June Board meeting was called to order by Joyce Hinman, President, at 12:04 p.m.

The May 25th minutes had been mailed out in advance. M. Schaff moved to approve the minutes. Seconded by B. Bartosh. Motion carried.

The vendor invoices for June 2017, along with the May financial reports had been mailed out in advance. Following discussion, M. Schaff moved to approve the June 2017 vendor invoices. Seconded by M. Fladeland. Motion carried. Following discussion, M. Fladeland moved to accept the May financial reports. Seconded by B. Bartosh. Motion carried.

The Interlibrary Loan Policy and updates had been mailed out in advance. Following discussion and final revision, M. Fladeland moved to approve the updated Interlibrary Loan Policy. Seconded by M. Schaff. Motion carried.

The 2018 Budget with the city and county were discussed. The Library's meeting with the city budget committee has been scheduled for Thursday, July 13th at 4:00 p.m. C. Kujawa, plus J. Hinman and B. Bartosh, will attend. The county budget committee meetings are planned to take place in late July and early August.

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

- The Library's Roof Project had zero bids, and will reopen with the advertising to begin the end of June. The project deadline has been extended until August 2018.
- The 2017 One-Time Projects are underway with the:
 - Brush carpet in lobby completed the week of June 19th – 23rd.
 - The cost of a snow sweeper has been decreased to \$11,000, compared to the initial cost of \$18,000.
 - The sewer ejector pump replacement is in process.
- The 2017 Budget had been increased for the Library's security guard services with Securitas Security Services. Previously, the facility service contract was budgeted for 21 hours per week, and currently, it is now budgeted for 32 hours per week. The increase in hours is scheduled to begin June 26.

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

- The Foundation has been researching options for the management of the endowment.
- The Foundation board approved to change the accounting method from cash basis to accrual method beginning with fiscal year 2017.

For the Friends of the Library, C. Kujawa reported:

- 30 surveys submitted for locations interested in the three Little Free Libraries provided through FOL and purchased with grant funding provided by Women in Business. Someone surrendered a Little Free Library, so four recipients will be chosen instead of three.
- Before the 2017 Fall Book Sale, there are five sorting sessions planned for June, and volunteers are welcomed and encouraged to help.

LaVilla Opp received special recognition for her 30 years as a librarian in a glowing post on our Library's Facebook page. "This is an amazing place!" We agree!

The Special Budget meeting has been scheduled for Wednesday, July 12, 2017 at 12:00 p.m.

The regular Board meeting has been scheduled for Thursday, July 27, 2017 at 12:00 p.m.

The meeting adjourned at 1:07 p.m.

Respectfully submitted,

Charlotte Strong
Administrative Assistant

Christine Kujawa
Director