

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: October 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 Bob Bartosh

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; and Bea Kaiser, Administrative Assistant

Not Present: Mike Schaff

The October Board meeting was called to order by Joyce Hinman, President, at 12:02 p.m.

The September 28th minutes had been mailed out in advance. B. Bartosh moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

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

C. Kujawa went through the 2018 Personnel Budget and Salary Schedule for the Library and Bookmobile staff, which had been mailed out in advance. Following discussion, M. Fladeland moved to approve the 2018 Personnel Budget & Salary Schedule. Seconded by P. Grantier. Motion carried.

C. Kujawa discussed proposed modifications to the Public Service Policy regarding the Children's Library. The proposal had been mailed out in advance. Following discussion, B. Bartosh moved to accept the updated Public Service Policy with Board changes. Seconded by M. Fladeland. Motion carried.

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

- Traci Juhala, Head of Youth Services, is applying for the Library to sponsor an Americorps VISTA volunteer, a full time person to assist on projects. This effort entails a commitment of \$4,000 per year for 3 years. Funding has been requested from the Foundation for the first year, and was approved by the Grants and Finance committees. The Foundation Board will need to give final approve at their November meeting for funding to be secured. The remaining two years funding could be requested from the Foundation, Friends of the Library, or the Memorial Fund. The Board was receptive to these options.

- Suggested safety precautions were evaluated. Changes such as signage and the above mentioned policy change have been implemented. Discussion also included remodeling to create an additional children's restroom due to continued increased usage in the Children's Library. C. Kujawa will contact a contractor for an estimate.
- A Focus Group will be led by the ND Consensus Council consisting of 3-5 parents, in addition to the mother of the minor from the incident in September. Jana Maher, Children's Program Director and E. Jacobs will also be present.
- Discussion and Donuts with the Director will be held 11/3/17 in the Gifted Bean Coffee Shop to promote patron and community discussion with Director C. Kujawa.
- The 2017 part-time wages line in the budget has additional funds due to uncovered shifts. \$3,300.00 will be used to increase security hours from 32 to 53 per week through the end of the year. Staff input was being sought as to shifts in need of the additional hours.
- Midcontinent has been running the 30 second 100 Year Anniversary commercial free of charge, a savings to date of \$16,000.
- The Bismarck Tribune included several Library events in their Entertainment Guide.
- Laura Rysavy, Teen Programing Coordinator, attended the MPLA conference in Nevada and received the MPLA Innovator Award on behalf of the Library's Comic Con Committee for their efforts with the May 2017 Comic Con event.

The Board congratulated C. Kujawa for receiving the NDLA President's Recognition Award, her leadership is appreciated.

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

- The Foundation has recommended American Trust to be the Financial Manager for the Endowment.
- Eric Sakariassen has resigned from the Foundation Board effective by year end.
- The Foundation is considering forming a Strategic Planning Committee.
- The Finance Committee met 10/25/17 and approved the 2018 budget, which includes a grant of \$25,000 for the Library. The Foundation Board meets 11/3/17 for final approval.
- A recommendation was made by the Finance Committee to update policy and procedures regarding the endowment fund.

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

- Friends of the Library held the book sale raising approximately \$23,000.
- A member's only book sale will be held 1/20/18.
- They approved funding for well-known children's performer Okee Dokee Brothers. The concert will be held at the Belle Mehus on 6/3/18, free of charge to the community.

The regular Board meeting has been scheduled for Tuesday, November 21, 2017 at 12:00 p.m.

The meeting adjourned at 1:05 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director