

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

Date: December 28, 2017

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; and Bea Kaiser, Administrative Assistant; Kathleen Jones, City Commissioner

Not Present: Joyce Hinman, President; Bob Bartosh

The December Board meeting was called to order by P. Grantier, Vice President, at 12:01 p.m.

The November 21<sup>st</sup> minutes had been mailed out in advance. M. Schaff moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

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

C. Kujawa proposed a modification to the Personnel Policy regarding employee holiday annual leave. Following discussion, M. Fladeland moved to approve the modification. Seconded by M. Schaff. Motion carried.

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

- The Focus Group was well received. Input was sought from staff and the Fire Marshall regarding the suggestion of doors being added between the Children's and Main Library, the preference was no.
- An additional restroom is needed in the Children's Library due to increased usage of the existing restroom since the opening of Teen HQ. The Foundation has funds available to build the additional restroom to be used as the final phase of the Teen HQ construction project. Two study rooms would be eliminated to provide space for the restroom and signage would be included in Teen HQ to inform teens of the restroom location. M. Schaff suggested delaying the decision until full Board participation was possible.
- The first roof meeting will take place Friday 1/5/18 at 9:00 a.m. at the Library. Board attendance was encouraged, M. Fladeland committed to attend.
- Keli McDonald, Bookmobile Services Librarian, was accepted into the Mountain Plains Library Association Leadership Institute, to be held in Colorado the end of April 2018.

- A very generous \$35,000 donation has been pledged and will be received shortly; the funds will be used for new shelving end panels in the Children's Library.
- Narcan procedure training has been provided for ¾ of Library staff.
- C. Kujawa is working on completing procedures for the security guards.
- Security was increased by adding a Sunday shift from 1-6 p.m. and approved to last through 2017. C. Kujawa told the Board that Library Administration will review the 2018 budget and potential funding options so they can continue this shift.
- Extreme low temperatures resulted in a frozen pipe in the lobby. Lynn Bryntesen, Head of Maintenance Services, contacted Seifert Electric Inc. and H.A. Thompson & Sons Inc. to assist. A combination of heat tape, air flow, and dampers was being addressed. C. Kujawa instituted an overnight fire watch until the fire suppression system can be turned back on. She thanked L. Bryntesen and B. Kaiser for assisting her with the overnight shifts.
- M. Fladeland's term on the Library Board will unfortunately end in June 2018. It was suggested that Board members start thinking about potential candidates. One person has cited interest. K. Jones suggested another potential candidate; M. Fladeland will contact the individual to determine interest.

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

- Eric Sakariassen has retired from the Foundation Board. Bob Bartosh will be taking over as Chair of the Foundation's Finance Committee.

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

- A member's only book sale will be held 1/13/18.

The regular Board meeting has been scheduled for Thursday, January 25, 2018 at 12:00 p.m.

The meeting adjourned at 12:57 p.m.

Respectfully submitted,

Bea Kaiser  
Administrative Assistant

Christine Kujawa  
Director