

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: March 22, 2018

Location: BPL Mezzanine Board Room; 515 North Fifth Street

Present: Library Board Members: Mike Schaff and Bob Bartosh
Joyce Hinman, President, present via teleconference

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

Not Present: Pat Grantier, Vice President; Mike Fladeland

The March Board meeting was called to order by M. Schaff, Past President, at 12:08 p.m.

The February 22nd minutes had been mailed out in advance. B. Bartosh moved to approve the minutes. Seconded by J. Hinman. Motion carried.

The vendor invoices for March 2018, along with the February financial reports had been mailed out in advance. Following discussion, B. Bartosh moved to approve the March 2018 vendor invoices. Seconded by J. Hinman. Motion carried. Following discussion, J. Hinman moved to accept the February financial reports. Seconded by B. Bartosh. Motion carried.

In the Director's report C. Kujawa reported:

- The air handler for the Library entrance is on order.
- Two of four boilers installed in 1987 have gone out of commission recently. According to engineer Gary Beazley and architect Richard Bohrer, both boilers could be replaced with one due to more efficient models available and the building load requirement. The 2016 HVAC study aided in this decision. This project will be funded through the Library's general fund. Following discussion, J. Hinman moved to approve obtaining estimates for one boiler. If the estimates are less than \$25,000.00 we will proceed with replacing one boiler. If the estimates are greater than \$25,000.00 a formal bidding process will be necessary, at which time bids will be requested to replace one boiler, with the option to replace the other two boilers. Seconded by B. Bartosh. Motion carried.
- Construction on the second restroom in Youth Services, funded by the Foundation, is progressing. C. Kujawa is discussing signage options with Children's Library staff.
- The roof project has begun; some of the equipment has arrived and will be stored in the north parking lot. The next construction meeting is scheduled for March 29th.
- Lynn Bryntesen, Head of Maintenance Services, purchased safety earmuffs for staff affected by noise sensitivity.
- Various efforts will be made to boost spirits for staff and patrons during the construction projects, including small celebrations of holidays, contests, fun facts, etc.

- Keli McDonald, Bookmobile Services Librarian, is hosting a bookmark contest. Various Library Administrative staff, Board members, and County Commissioner Kathleen Jones will be judging the entries. She plans to incorporate prizes with recognition at an upcoming County Commission meeting.
- Chairs in the magazine area, as well as the lobby bench, have been removed in an effort to reduce misbehavior and crowding. We may set up a table by the east windows for a community puzzle.
- A new draft for the Library Rules of Conduct will be forthcoming.
- Laura Rysavy, Teen Programming Coordinator, is finalizing the board game collection; they will be available for check out shortly.
- Discussion & Donuts with the Director will be held Friday, March 23, 2-3pm.
- C. Kujawa will be attending the Building Bridges conference in Fargo, ND on March 26-28. Understanding, welcoming, and providing services to new Americans are topics included in this conference.
- C. Kujawa received a grant through the American Library Association to attend the National Library Legislative Day conference held in Washington D.C. this May. Legislative issues with public libraries on a national level will be addressed.
- M. Fladeland's term will end June 2018, suggestions are being sought for a replacement Board Member.

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

- Regarding bylaw changes, it was approved to add the immediate past President of the Foundation as an Executive Committee Member and keep the Library Board Representative as a Member as well.
- Art of Books will be held Friday, April 27 at 7pm.

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

- The spring book sale netted over \$24,000.00, she was pleased at how smoothly it was run.
- The FOL annual meeting will be held Tuesday, April 10 at 6:30pm in Meeting Room A.

The regular Board meeting has been scheduled for Thursday, April 26, 2018 at 12:00 p.m.

The meeting adjourned at 1:05 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director