

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: July 2, 2018

Location: BPL Mezzanine Board Room; 515 North Fifth Street

Present: Library Board Members: Joyce Hinman, President; Pat Grantier, Vice President; Mike Schaff, Sue Sorlie, and Bob Bartosh

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

The July 2, 2018 Board meeting was called to order by J. Hinman, President, at 12:07 p.m.

The May 17th minutes had been mailed out in advance. M. Schaff moved to approve the minutes. Seconded by P. Grantier. Motion carried.

The vendor invoices for June 2018, along with the May financial reports had been mailed out in advance. Following discussion, P. Grantier moved to approve the June 2018 vendor invoices. Seconded by M. Schaff. Motion carried. Following discussion, M. Schaff moved to accept the May financial reports. Seconded by B. Bartosh. Motion carried.

Board Member Change:

B. Bartosh moved to nominate J. Hinman and P. Grantier for second three year terms. Seconded by M. Schaff. Motion carried. This will be forwarded to the City Commission for approval.

In the Director's report C. Kujawa reported:

Building project updates-

- The air handler in the lobby has been installed and settings have been tested.
- Boiler parts have been delivered; H. A. Thompson & Sons will be building it in August.
- There are issues with the library entrance brush tile carpet coming apart, Interiors by France is working to resolve the problem.
- The roof project continues. C. Kujawa will provide a tour after the meeting around the perimeter of the building. Problem areas will be pointed out and discussed.

Library Service Updates-

- Youth Services in May had 94 programs with over 5,000 in attendance.
- Walk-ins for May in HQ were 157 teens.
- Laura Rysavy, Teen Programming Coordinator, has been doing outreach in middle schools talking about HQ services, resulting in increased usage.
- End panels for Youth Services, that the Eide family donated funding for, are a lesser amount than initially quoted. C. Kujawa and Traci Juhala, Head of Youth Services are working on a

list of other projects amounting to the price difference. They will ask the Eide family if those projects would be acceptable for the remaining donated funds.

- In the recent past, Dakota Media Access recorded PSA's for the Library. Matt Fern from Creative Treatment created several short PSA commercials by combining the PSA recordings with previous video footage from our Celebrating 100 Years anniversary video. C. Kujawa contacted Midcontinent to request approval from their foundation to play them; they approved 5 videos which have been shown about 3,000 times, resulting in savings of over \$16,000.00.
- Keli McDonald, Bookmobile Services Librarian, had funds remaining in 2017 to purchase six Little Free Libraries; the first has been installed at the Wing, ND Senior Center. County Commissioner Kathleen Jones attended the ribbon cutting ceremony. The remaining five will be installed throughout 2018.
- The new library cards designs are available, patrons were offered a free replacement during the month of June. Positive response led to approximately 2,000 cards given. Social media will be used in additional ways to promote the new cards. Those who received new cards will be encouraged to send a photo holding it, which will be used for marketing.
- The roof haiku contest started on July 1 as a fun way for patrons to deal with construction commotion/progress. Thanks to B. Kaiser for brainstorming and organizing this.
- Invitations had been extended to the newly elected Mayor and Commissioners for a tour the Library and discussion about library services. J. Hinman, E. Jacobs, and C. Kujawa met with Commissioners Oban and Zenker. A response has not been received from Mayor Bakken.

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

- The Foundation, with assistance from the Library, sent a letter of intent to the BisMan Community Foundation for a one-time \$50,000 grant opportunity. The grant would be used toward expenses for a new bookmobile vehicle.
- C. Kujawa and K. McDonald are working on drafting bid specifications for a bookmobile vehicle. The final specifications and estimates will be presented to the Library Board for approval to move forward with requesting fundraising assistance from the Foundation. If approved, C. Kujawa and the Foundation Board Representative will bring the request to the Foundation for approval.
- Foundation Board member Greg Ellwein exited the Board; new Board members are Peter Smith and Nancy Spilde.

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

- Book sorting continues due to generous donations.

2019 Priority Initiative and One-Time Expenditures Requests:

- One-Time, Priority 1- Using existing library general funds, increase effectiveness of the external camera system by updating cameras and adding additional cameras. Following discussion, P. Grantier moved to approve the initiative with changes. Seconded by M. Schaff. Motion carried.
- One-Time, Priority 2 - Using existing library general funds, purchase and install two LED light poles for better outdoor lighting on the plaza during evening hours. Following discussion, P. Grantier moved to approve the initiative. Seconded by B. Bartosh. Motion carried.

- One-Time, Priority 3 - Using existing library general funds, update public meeting room chairs. Following discussion, P. Grantier moved to approve the initiative with an additional local quote. Seconded by S. Sorlie. Motion carried.
- Priority Initiative - Using existing library general funds, move a part-time position to full-time. Following discussion, B. Bartosh moved to approve the initiative with changes. Seconded by M. Schaff. Motion carried.

2019 Base Library and Memorial Budgets:

- Library Budget- Following discussion, B. Bartosh moved to approve the 2019 Library base budget. Seconded by M. Schaff. Motion carried. J. Hinman, M. Schaff, and C. Kujawa will be attending the City Budget Committee meeting on July 10 at 3:00 p.m.
- Memorial Budget - Following discussion, M. Schaff moved to approve the 2019 Memorial budget. Seconded by B. Bartosh. Motion carried.

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

The meeting adjourned at 1:52 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director