

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: November 20, 2018

Location: BPL Mezzanine Board Room; 515 North Fifth Street

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

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

The November 20, 2018 Board meeting was called to order by M. Schaff, President, at 12:05 p.m.

The October 25th minutes had been mailed out in advance. J. Hinman moved to approve the minutes. Seconded by P. Grantier. Motion carried.

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

Library Board Monthly Calendar:

C. Kujawa explained the benefits of a Library Board of Trustees – Calendar of Events, which had been mailed out in advance. Such a document would assist with Board Member recruitment to explain commitment expectations, and to serve as a reminder to current Board Members and Library Administration of annual functions.

Personnel Policy – Education and Training:

C. Kujawa advised that the Library adheres to the City of Bismarck's Travel Policy based on the North Dakota Administrative Code 46-02-07-02. The Education and Training policy, which had been mailed out in advance, clarified employee compensation policy during development opportunities outside the Library. Following discussion, J. Hinman moved to approve the Education and Training policy, with changes. Seconded by P. Grantier. Motion carried.

In the Director's report C. Kujawa reported:

- The roof project is near completion; downspout fixtures remain to be finished.
- The cement stair project was in the final phase; installation of the railing and repairs to damage by snow removal contractors remain to be finished. An insurance claim has been filed and C. Kujawa is working with the City to ensure repairs are made and the project completed.
- Plaza bollard lights are being retrofitted with LED lights by Seifert Electric at a cost of \$1400. This will result in better lighting on the grassy knoll and north side of the building.

- The Library mascot survey closed on November 19th with the lion costume obtaining the most votes. C. Kujawa will contact the mascot company to proceed with ordering.
- Based on Board recommendation at the October Board meeting, staff brainstormed ideas to enhance the atmosphere of the lower level collections area, to be reported at the November Board meeting. By shifting material, three shelving units could be removed, with space to add extra tables and chairs. Having more patrons utilizing that area should assist with comfort levels. Paint around the perimeter and updated light fixtures would also brighten the area. C. Kujawa shared cost estimates of approximately \$14,000 based on previous project expenditures. She requested that the Board provide direction, either to proceed now or in 2019; there would be funds available in either the Library's 2018 or Memorial's 2019 budget to fund these expenditures. J. Hinman made a motion to begin renovation on the lower level up to \$15,000, seconded by B. Bartosh. No vote was taken on the motion. Discussion will continue after quotes are received.
- The Bookmobile floor plan was shared, bid specifications will be available at the December Board meeting. C. Kujawa will research handicap accessibility compliance and report findings. C. Kujawa requested that the Board consider approval of the project at the December meeting, followed by a report to the Library Foundation at their January meeting.

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

- The budget and grant requests were approved.
- Advertising for the position of Executive Foundation Director has resulted in three applicants to date.
- The next meeting will be a holiday celebration, M. Schaff and B. Bartosh will attend.

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

- The budget was approved.
- A Read & Ride CAT bus wrap was sponsored, the unveiling on November 29th will be attended by E. Jacobs and Friends Board members.

The regular Board meeting has been scheduled for Thursday, December 27, 2018 at 12:00 p.m.

The meeting adjourned at 1:23 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director