

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: December 27, 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

The December 27, 2018 Board meeting was called to order by M. Schaff, President, at 12:04 p.m.

The November 20th minutes had been mailed out in advance. J. Hinman moved to approve the minutes. Seconded by B. Bartosh. Motion carried.

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

City Strategic Plan Discussion:

C. Kujawa and E. Jacobs prepared and explained the goals for the Library's inclusion in the City's strategic plan. Following discussion, it was agreed upon to proceed with the goals of:

- Grow the Bismarck Veterans Memorial Public Library's capacity as the community's well-established hub of lifelong and cultural/arts programming by securing funding for three additional full-time employees.
- Enhance the Bismarck Veterans Memorial Public Library facility in its role as a community destination for public events, performances, and activities by securing funding to replace the building's exterior walls.

Additional topics included:

- Follow up with Jason Gray, a representative of the JDGray Group LLC, the consultant hired to update the plan. C. Kujawa has initiated contact, but has had no response to date.
- Possible partnership with Public Health regarding onsite social work services.
- Potential capital projects such as an additional Library branch, should future population growth necessitate having one.
- C. Kujawa and J. Hinman will share these topics with City Commissioner Oban when they meet with him.

Prior to the lower level and bookmobile discussions the meeting attendees toured both locations to aid in envisioning proposed enhancements. The group then reconvened to continue the meeting.

Lower level Discussion:

In an effort to address safety concerns, C. Kujawa suggested enhancements to the lower level collections area, with an estimated total of \$14,000. Following discussion, J. Hinman moved to begin renovation on the lower level up to \$15,000. Seconded by S. Sorlie. Motion carried.

Bookmobile floor plan/specifications:

The new bookmobile floor plan/specifications had been mailed out in advance. C. Kujawa explained current workarounds and the addition of a “patron assist” doorbell. In accordance with 28 CFR 35-150, and legal advice, the Board agreed that a wheelchair lift will not be added because it would be structurally impracticable, will result in a fundamental alteration of the service, and will create an undue financial burden. Following discussion, J. Hinman moved to approve the submitted floorplan and specifications without the wheelchair ramp. Seconded by S. Sorlie. Motion carried. C. Kujawa will apprise Commissioner Guy and Commissioner Jones of the status.

In the Director’s report C. Kujawa reported:

- Year-end expenses are being monitored, and budgets will be balanced before being closed.
- Industrial Enterprises, Inc. submitted the final invoice for the cement stair project.
- The automatic door, which will be 50% reimbursed through a grant, has been installed in the Gifted Bean.
- A survey has been emailed to Friends of the Library and the Library Foundation requesting input on the mosaic project, the survey closing date is January 20th.
- Another survey will be sent in February seeking input on the larger mural project.
- City Maintenance Manager Bruce Schirado will start the RFP process for the HVAC project in spring 2019.

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

- The holiday celebration included a farewell to Foundation Executive Director, Cameo Skager.
- Legacy planning has resulted in two recent, generous estate gifts.
- Interviews have been completed for the Foundation Executive Director position. A vote regarding the candidate will be taken at the January 2019 meeting, if approved; C. Kujawa will offer the position.

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

- They didn’t meet in December.
- Ongoing funding for Little Songbirds and English for Everyone has been approved.

The regular Board meeting has been scheduled for Thursday, January 24, 2019 at 12:00 p.m.

The meeting adjourned at 1:32 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director