

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

Date: February 20, 2020

Location: BPL Mezzanine Board Room; 515 North Fifth Street

Present: Library Board Members: Bob Bartosh, President; Pat Grantier, Sue Sorlie, and Mike LaLonde  
Joyce Hinman, Vice President, via teleconference until 12:15 p.m.

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director;  
Bea Kaiser, Administrative Assistant; and guest, Matt Hovland, Head of Circulation

The February 20, 2020 Board meeting was called to order by B. Bartosh, President, at 11:58 a.m.

Library patron Clyde Eisenbeis had asked to address the Library Board to discuss a book club request however was unable to attend the meeting, opting for the March meeting instead.

M. Hovland explained current book club circulation practice, as well as the differences in Library sponsored versus non-sponsored clubs. The Board maintained that individual clubs are accountable to ensure their members are able to obtain their materials. It was stressed that Library staff is to continue to determine the needs of sponsored events.

The January 23 minutes had been mailed out in advance. P. Grantier moved to approve the minutes. Seconded by S. Sorlie. Motion carried.

The vendor invoices for February 2020 and additional December 2019, along with the January financial reports had been mailed out in advance. Following discussion, M. LaLonde moved to approve the February 2020 and additional December 2019 vendor invoices. Seconded by S. Sorlie. Motion carried. Following discussion, S. Sorlie moved to accept the January financial reports. Seconded by M. LaLonde. Motion carried.

Bookmobile updates:

C. Kujawa and B. Bartosh proposed a financial strategy regarding Bookmobile revenue and expenses for the new vehicle. The Library Foundation Finance Committee and Kathleen Jones, County Commissioner Liaison, have reviewed and approved of the plan. Following discussion, M. LaLonde moved to approve the financial plan, with changes, to be presented to the Library Foundation Board at the March 13 meeting. Seconded by P. Grantier. Motion carried.

Following discussion, P. Grantier moved to approve the Bookmobile wrap design. Seconded by S. Sorlie. Motion carried.

C. Kujawa, B. Bartosh, and K. McDonald, Bookmobile Services Librarian, toured LDV, Inc. in Burlington, WI on February 14 & 15. A return visit will occur in mid-March to monitor progress and vehicle specifications.

In the Director's report C. Kujawa reported:

- The Library and Bookmobile 2019 year end budgets were on target. Bookmobile state aid distribution fund revenue was greater than expected.
- The North Dakota State Library annual State Aid to Public Libraries application has changed due to auditing issues through the State, resulting in additional effort coordinating with the City Finance Director and County Auditor to review and approve the application.
- She is working on the 2019 statistics summary used for the Library's annual report and ND State Library annual report.
- The main floor mural, funded by the Library Foundation, is near completion.
- New chairs in the magazine area have been ordered, funded by the Library Foundation.
- Aruna Seth requested the Peace Pole installation date of June 15 to be located on the plaza.
- Event updates:
  - 1/25 Kittyko performance by a local musician had over 90 participants.
  - 1/31 Stuffed animal sleepover was enjoyed by over 40 furry friends and their owners.
  - 2/9 Suds & Short Stories at Laughing Sun Brewing Co., was attended by 16 participants, the next will be held March 8.
  - 3/17 Tai Chi will begin again on Tuesdays through May.
  - 3/21 Teen video game tournament will be held.

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

- The February 3 press conference produced good coverage of the Bookmobile campaign.
- An employee appreciation lunch was sponsored and held on February 17.
- The Art of Books fundraiser will be April 17, and will end at 10 p.m., an hour longer than in the past. Thirty artists have committed to submit their pieces.
- Pearce award recipients Dr. Walter & Carolyn Frank will be honored on March 6.
- An annual self-assessment was completed; all Foundation Board members will remain.
- The Foundation is the beneficiary of assets as directed by Dorothy Faye Shertzer.

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

- The book sale will be March 5-7.
- A second self-checkout, costing approximately \$18,000, funded by the FOL will be installed in the Children's area. The existing self-checkout will get a \$3,000 Windows 10 upgrade.

Other:

B. Bartosh will determine what financial information is preferred in lieu of the discontinued, non-mandated audit, and then make a recommendation to the Board. Two Board members will have terms expiring in May, discussion continued regarding possible candidates to consider.

The regular Board meeting has been scheduled for Thursday, March 26, 2020 at 12:00 p.m.

The meeting adjourned at 1:02 p.m.

Respectfully submitted,

Bea Kaiser  
Administrative Assistant

Christine Kujawa  
Director