

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: June 25, 2020

Location: BPL Mezzanine Board Room; 515 North Fifth Street

Present: Library Board Members: Bob Bartosh, President; all via teleconference - Joyce Hinman, Vice President; Sue Sorlie, Pat Grantier, and Mike LaLonde

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director, both via teleconference; and Bea Kaiser, Administrative Assistant

The June 25, 2020 Board meeting was called to order by B. Bartosh, President, at 9:02 a.m.

The May 28 minutes had been mailed out in advance. P. Grantier moved to approve the minutes. Seconded by S. Sorlie. Motion carried. The June 11 special meeting minutes had been mailed out in advance. J. Hinman moved to approve the minutes. Seconded by S. Sorlie. Motion carried.

The vendor invoices for June 2020, along with the May financial reports had been mailed out in advance. Following discussion, J. Hinman moved to approve the June 2020 vendor invoices. Seconded by S. Sorlie. Motion carried. Following discussion, J. Hinman moved to accept the May financial reports. Seconded by S. Sorlie. Motion carried.

Board Trustee election:

- P. Grantier moved to appoint B. Bartosh as President, municipal designated representative, and the Library Board representative for the Bismarck Library Foundation, Inc. Seconded by J. Hinman. Motion carried.
- J. Hinman moved to appoint M. LaLonde as Vice President. Seconded by S. Sorlie. Motion carried.

Board Trustee future open positions:

C. Kujawa advised that the two expiring Library Board terms had been extended by the City Commission until the Library reopened and could meet potential candidates. B. Bartosh proposed that the July Library Board meeting be held in person in the Mezzanine. C. Kujawa will initiate discussion with suggested candidates and invite them to attend the meeting.

City Budget Committee meeting summary:

- C. Kujawa updated that she, J. Hinman, B. Bartosh, and City Commissioner Nancy Guy attended the City Budget Committee meeting on June 22. Reviewed items included the budget, one time requests, capital improvement project, and request of a .45 mill increase to cover the estimated revenue shortfall. The Budget Committee will propose Draft 1 of the City Budget to the City Commission on July 14. C. Kujawa will attend. J. Hinman, S. Sorlie, and B. Bartosh are also able to attend.

- If the mill increase is not approved, C. Kujawa and E. Jacobs will request Library Foundation and Friends of the Library Board members contact the City Budget Committee in support of the proposal.

County Budget Committee meeting summary:

C. Kujawa, J. Hinman, M. LaLonde, and Keli McDonald, Bookmobile Services Librarian, attended the County Budget Committee meeting on June 23. Discussion consisted of the budget summary.

In the Director's report C. Kujawa reported an update on COVID-19:

- No contact curbside pickup averaged 390 vehicles per week in June.
- May virtual story times were attended by 3800 people.
- Phase 2 of the Library reopening will begin July 6, with limited hours of Monday-Friday 9 a.m.-5 p.m., and curbside pickup continuing.
- Cleaning and vacuuming of the Library will be completed.
- Sneeze guards have been installed at all information desks, furniture was moved to assist in social distancing, and directional floor decals placed.
- The Library will be equipped with PPE such as: masks, gloves, disinfectant, disinfectant wipes will be placed at each information desk and in adult computer areas, hand sanitizer, as well as patron & staff areas each having a stand-alone hand sanitizer dispenser.

C. Kujawa also reported:

- HVAC equipment will be moved out of public areas. Work has begun on the replacement of rusty pipes. The chiller is not operating, and may not be until mid-July.
- The outgoing Bookmobile text decals will be painted over prior to auction at Northland Auto Auction.
- Technology is being connected in the new Bookmobile, and staff is loading the vehicle. Industrial Enterprises, Inc. will install a new garage railing and ramp in 2 weeks. An open house for the new vehicle is tentatively planned for mid-August.
- City Commission meeting on Tuesday, June 23 welcomed newly elected Commissioner Splonskowski, replacing Commissioner Oban.
- Meetings are being scheduled by the City Attorney for department heads to meet with Commissioner Splonskowski. C. Kujawa will also invite him for a tour of the Library.
- Annual evaluation process has started and will be due mid-September. B. Bartosh and M. LaLonde will meet with C. Kujawa to discuss her evaluation.

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

- The Foundation Executive Director posting has been extended another 2 weeks, in an effort to seek more candidates.
- Regarding the Shertzer farm, B. Bartosh reported that an appraisal company from Watertown, SD was hired for \$2,500; the final appraisal will be done within 6 weeks. He will seek a lawn mowing service. There has been little interest in gun and coin estimates, but he will continue to seek estimates or submit a proposal to the Foundation.
- 2020 Art of Books has been cancelled; artists and ticketholders have been contacted.

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

- The Friends Board met virtually in June and decided to have an outdoor annual meeting on the Library grounds on August 11.
- Volunteers worked on backlogged donations in room A for distancing. Donations will be accepted again starting July 6.

Other business:

E. Jacobs was complimented for her work on the 2019 annual report.

Following discussion, J. Hinman moved to approve waiving the \$100 per month rent fee for the Gifted Bean Coffee Shop for June and July 2020. Seconded by M. LaLonde. Motion carried.

The City Forester confirmed a tree on the north lawn is dead and will need to be removed; C. Kujawa will contact him regarding when it will be taken care of.

The regular Board meeting has been rescheduled for Wednesday, July 22, 2020 at 12:00 p.m.

The meeting adjourned at 9:54 a.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director