

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: July 22, 2020

Location: BPL Missouri River Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Administrative Assistant; and guests Mike Fladeland and Dianna Kindseth

The July 22, 2020 Board meeting was called to order by B. Bartosh, President, at 12:00 p.m.

The June 25 minutes had been mailed out in advance. J. Hinman moved to approve the minutes. Seconded by M. LaLonde. Motion carried.

The vendor invoices for July 2020, along with the June financial reports had been mailed out in advance. Following discussion, J. Hinman moved to approve the July 2020 vendor invoices. Seconded by P. Grantier. Motion carried. Following discussion, M. LaLonde moved to accept the June financial reports. Seconded by J. Hinman. Motion carried.

Board Trustee election:

- M. LaLonde moved to nominate Mike Fladeland and Dianna Kindseth to three year terms, replacing outgoing board members J. Hinman and P. Grantier. Seconded by J. Hinman. Motion carried. Their names will be forwarded to the City Commission for approval of the appointments.

Budget updates:

- Bookmobile - C. Kujawa noted that she attended the first County budget Commission meeting which was held on Monday, July 20, and also attended by J. Hinman. They do not anticipate budget issues. The final County budget meeting will be held on Wednesday, September 16 at 5:00 p.m.; Library Board representation may be requested.
- Library – City Finance Director, Dmitriy Chernyak, presented the first draft budget proposal on behalf of the City Budget Committee during the City Commission meeting on July 14. Recommendations included the .45 mill increase, however not the CIP for exterior siding, windows, and doors. Commissioner Nancy Guy requested the CIP remain on the table for discussion. Commissioner Marquardt stressed the need to sustain current services. A Special Commission meeting will be held Thursday, July 23. C. Kujawa will attend.

A “call to action” email was sent by C. Kujawa to various stakeholders requesting support in favor of the Library budget requests, response has been favorable.

C. Kujawa requested Library Board authorization to offer \$250,000 towards the \$1.1 million CIP should the need arise. Following discussion, M. Fladeland moved to approve the request. Seconded by M. LaLonde. Motion carried.

The second budget draft discussion is scheduled for Tuesday, July 28 at 5:15 p.m. The final City budget meeting will be held Tuesday, August 4 at 8:00 a.m.

In the Director's report C. Kujawa reported:

- The outgoing bookmobile was sold at Northland Auction for \$2,800, after fees were deducted, \$2,590 will be deposited in the Bookmobile Reserve account.
- In June, Youth Services had 30 virtual programs attended by 3,997 people.
- Visits from July 6 – July 21 numbered 6,372; normally there are 23,000 – 28,000 per month.
- The HVAC project continues, finishing work is being done on the dampers and VAV boxes, also on the air handlers including piping and insulation. A \$5,407.77 change order was submitted by the architect to replace the control panel on the chiller, approved by Public Works.
- The Supervisor evaluation template and E. Jacobs's evaluation of C. Kujawa was given to B. Bartosh and M. LaLonde. She will submit her self-evaluation to them by month end. B. Bartosh, M. LaLonde, and C. Kujawa will meet in August for evaluation completion prior to the August Board meeting.
- City Commissioner Splonskowski accepted the invitation to tour the Library Thursday, July 23 at 1:00 p.m.

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

- The Foundation Executive Director posting netted four applicants, the position was offered to one candidate, however it was declined. It will be reposted again in a couple months. Office Manager, Kristi Simenson remains available for business needs.
- A farewell party will be held for Amber Schatz on Thursday, July 23 at 10:00 a.m.
- There will be no July meeting, the next meeting will be held August 7.
- Regarding the Shertzer farm, B. Bartosh reported that he is awaiting an appraisal. A neighbor is providing lawn mowing service in exchange for the hay and grass. Scheels provided firearm estimates, which an interested party matched; the transaction was completed for \$1,025. The coin collection was organized in jackets identifying each coin and the suggested retail value totaling \$15,010. The Foundation has received an offer of \$7,116 from the Bismarck Gold and Silver Exchange. He is seeking additional appraisals as well. B. Bartosh might counteroffer via proposal to the Foundation.

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

- The annual meeting will be held outdoor on the Library grounds on August 11 at 6:00 p.m.
- The Board met last week discussing the October book sale, no decision has been made as of yet. Small plaza sales will be held, starting with a Children's book sale on Friday, July 31 from 10:00 a.m. – 1:00 p.m.

Other business:

The Peace Pole ceremony is still on hold until Aruna Seth is able to participate.

Board members requested an update on the Gifted Bean Coffee Shop, Matt and Sandy McMerty will be invited to the August Board meeting.

B. Bartosh will respond to the letter submitted by Clyde Eisenbeis, explaining the Library staff will determine which books to purchase, but generally does not purchase for individual book clubs.

The regular Board meeting has been scheduled for Thursday, August 27, 2020 at 12:00 p.m.

The meeting adjourned at 1:03 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director