

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

Date: August 27, 2020

Location: BPL Missouri River Room; 515 North Fifth Street

Present: Library Board Members: Bob Bartosh, President; Mike LaLonde, Vice President; and Dianna Kindseth; via teleconference - Sue Sorlie and Mike Fladeland

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Administrative Assistant; and guests County Commissioner Kathleen Jones, and Matt and Sandy McMerty, owners of The Gifted Bean Coffee House

The August 27, 2020 Board meeting was called to order by B. Bartosh, President, at 12:05 p.m.

The July 22 minutes had been mailed out in advance. M. LaLonde moved to approve the amended minutes. Seconded by D. Kindseth. Motion carried.

Matt and Sandy McMerty expressed their desire to continue the business, and acknowledged challenges during the pandemic. The Board encouraged them to reach out if they have concerns.

The vendor invoices for August 2020, along with the July financial reports had been mailed out in advance. Following discussion, M. LaLonde moved to approve the August 2020 vendor invoices. Seconded by D. Kindseth. Motion carried. Following discussion, S. Sorlie moved to accept the July financial reports. Seconded by M. LaLonde. Motion carried.

Budget updates:

- Bookmobile - C. Kujawa noted that the final County budget hearing will be held on Wednesday, September 16 at 6:00 p.m.
- Library - The City will adopt the budget ordinance on Tuesday, September 22, at 5:15 p.m.

In the Director's report C. Kujawa reported:

- A patron sent a letter of appreciation for the State Park pass availability.
- The HVAC project continues, humidifier work will begin the week of August 31. The punch list walk-thru is scheduled for August 31 at noon. Remaining items will be finished, including programming and training for Head of Maintenance Lynn Bryntesen, C. Kujawa, and E. Jacobs on the system. Balancing will occur this fall.
- Public Works received two bids for the windows, siding, and doors project. C. Kujawa, B. Bartosh, City Facility Manager Bruce Schirado, and City Commissioner Nancy Guy will interview two architects on Monday, September 21, and then vote to award the project.
- The water main project has resulted in short term low water pressure in varying degrees. At one point it was so low that public restrooms needed to be closed. A valve was replaced, so this should not occur again. Although the streets are blocked, access to the building remains.

- The Library remains in Phase 2 of COVID-19 reopening, through September. Starting Tuesday, September 8, hours will be lengthened to 9 am – 6 pm Monday through Friday. The current phase including PPE, sneeze guards, and cleaning products seems to be working well. Children’s fall program opportunities include continuing virtual and local parks story time, virtual BARK options, and a drive-thru LEGO make & take event later in September. Adult programming has included the Mystery book club meeting outside on the grassy knoll, make & take crafts, and compiling/posting staff reading recommendations on social media.
- The Bookmobile open house is to be held Saturday, August 29 from 2 - 4 pm on the plaza, invitations announced tours, refreshments, and presentations by C. Kujawa, County Commissioner Jerry Woodcox, and Carmen Redding from the North Dakota State Library. M. Lalonde agreed to be the photographer for the event. KX News will feature a preview story of the event, and media interviews are welcome. The Bookmobile will begin a modified COVID-19 schedule to main stops, starting Tuesday, September 8.

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

- The Foundation met via Zoom in August, the Ben Franklin 100 Club donations are strong.
- Regarding the Shertzer farm, B. Bartosh reported that the appraiser gathered onsite information, and should have the completed appraisal by next week. A real estate agent will be hired or possibly negotiate with an interested party. A neighbor is providing lawn mowing service in exchange for the hay and grass, and has done a good job. Another firearm was found in an ammunition box, and purchased for the appraised \$150 by the buyer of the other firearms. He is seeking additional coin and stamp collection appraisals as well.

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

- The annual meeting was held August 11, Officers and Board members were elected.
- Smaller scale, outdoor book sales on the plaza sales have been held, generating approximately \$1,000 per sale. A final decision will be made on the status of the annual fall book sale. The next outdoor sale will be September 11, with another on September 18 & 19.

Other business:

- K. Jones expressed appreciation for the spotless maintenance of the Library building.
- C. Kujawa notified Clyde Eisenbeis that the Library will not sponsor his book club.
- B. Bartosh stated that he and M. LaLonde completed the first draft of C. Kujawa’s performance appraisal; the final draft will be done next week, with salary recommendations. He will seek input from Library Board members, then share with C. Kujawa based on trustee discussions. The evaluation and salary recommendation will be in the September Board packet.

The regular Board meeting has been scheduled for Thursday, September 24, 2020 at 12:00 p.m.

The meeting adjourned at 12:50 p.m.

Respectfully submitted,

Bea Kaiser

Christine Kujawa

Administrative Assistant

Director