

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: November 19, 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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Administrative Assistant; and guests County Commissioner Liaison Kathleen Jones and Matt Hovland, Head of Circulation

Not Present: Library Board Member: Mike Fladeland

The November 19, 2020 Board meeting was called to order by B. Bartosh, President, at 12:01 p.m.

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

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

Public Service Policy update:

C. Kujawa requested that the current Public Service Policy regarding overdue items be updated. The proposed document had been mailed out in advance. She had spoken with City Finance Director Dmitriy Chernyak regarding the update and potential revenue adjustments. He suggested discussing the update with City Commissioner Nancy Guy. After discussion, N. Guy agreed with moving forward with the policy update. M. Hovland was available for questions and explained how the proposed change would benefit patrons. Following discussion, M. LaLonde moved to amend the Public Service Policy to the suggested revision, to be implemented on January 1, 2021. Seconded by D. Kindseth. Motion carried. M. Hovland agreed to report back in 6 months.

In the Director's report C. Kujawa reported:

- The Library received positive media coverage for the Peace Pole dedication, Miss Sparkles On-the-Go program, and Miss Sparkles was on the KXMB's morning show Studio 701.
- Craft kits continue to be a popular offering for children and adults.
- A second outdoor drive-thru LEGO Take and Create event is scheduled for December 5 from 1 – 2 p.m. Five hundred kits are available for distribution.
- Kate Waldera, Head of Reference Services, Troy Hamre, Interlibrary Loan Manager, E. Jacobs, and C. Kujawa are sharing IT tasks until the vacant position is filled to ensure continuity of duties relating to the Library and consortium.

- City IT gave input last week regarding the state of the existing hardware. They cited \$200,000 to fully update all hardware. Options might include updates done in phases, possibly using the Library fund.
- City IT Director Drew Milas is reviewing our Technology Coordinator job description and screening questions. Upon finalization of said feedback, City HR will advertise the position.
- The phone system is being updated as part of a City offices update. Cables will be thread from the basement network room to each desk phone.
- The Siding Committee has met twice; members have provided great feedback for the designer. A more concrete draft design may be presented for review at the meeting next week. Three planning meetings were scheduled, but more may be necessary.
- A card of appreciation for County Commissioner Jerry Woodcox will be sent. Incoming County Commissioner Becky Matthews will be invited to tour the Library.
- Staff and Board members are welcome to attend the Zoom Saturday Mindfulness session.
- The mask mandate is going well, with only one exception.
- C. Kujawa requested that the Library Board take action on continuing the mask mandate for the Library in the event that the Governor and City of Bismarck do not extend the mask mandate past December 13. Preference would be that the mandate continues until Library Administration deems it safe to discontinue a mask mandate based on the ND Department of Health statistics including daily positives and positivity rate. Following discussion, S. Sorlie moved to approve extending the mask mandate until December 19, allowing time for the Board to revisit the situation. Seconded by M. LaLonde. Motion carried.

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

- Posting for the Foundation Executive Director position resulted in one applicant, who did not meet the requirements. It will be reposted in January 2021.
- B. Bartosh reported that he met with Luke Leno, Trust Officer from American Bank Center on November 10. There has not yet been a formal offer from the interested party for the Shertzer farm. Possible options also include auction or renting the land.
- 650 holiday cards and fundraising information have been prepared.

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

- Volunteers continue to accept and sort donations through fall/winter as space allows.
- Funding through year end includes craft kits, LEGO Take & Create, and binge boxes.

Other:

- K. Jones has agreed to remain the County Commissioner Liaison, the Board expressed gratitude.
- B. Bartosh commented on the Foundation fundraising efforts for the Teen Center and Bookmobile in excess of their goals. He requested a representative from both entities present how the excess funds are being used for the intended purpose.

The regular Board meeting has been scheduled for Thursday, December 17, 2020 at 12:00 p.m.
The meeting adjourned at 1:06 p.m.

Respectfully submitted,
Bea Kaiser
Administrative Assistant

Christine Kujawa
Director