

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: December 17, 2020

Location: BPL Missouri River Room; 515 North Fifth Street

Present: Library Board Members: Bob Bartosh, President; Mike LaLonde, Vice President; Mike Fladeland and Dianna Kindseth;

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Administrative Assistant; and guests County Commissioner Liaison Kathleen Jones, Trevor Huffaker of EngTech Engineers, Mike Liffrog, Tim Mattson, and Alex Weiland

Not Present: Library Board Member: Sue Sorlie due to teleconference issues

The December 17, 2020 Board meeting was called to order by B. Bartosh, President, at 12:01 p.m.

T. Huffaker presented the proposed design for the siding, window, and door replacement project. The Siding Committee, comprised of M. Fladeland, C. Kujawa, Bookmobile Services Librarian Keli McDonald, and patron Anita Casey-Reed, was tasked in selecting the top three designs, and then chose the final. Determining factors included investing and understanding current issues, improving energy efficiency, being maintenance free and durable, and creating an attractive/inviting building exterior. Scheduling for December – January will continue with pricing, final design and details which will be brought to the City Commission and Library Board. Bid documents will be prepared. Late January – early February release for bidding, and spring- summer 2021 construction.

The November 19 minutes had been mailed out in advance. M. LaLonde moved to approve the minutes. Seconded by D. Kindseth. Motion carried.

T. Mattson expressed that he is a disabled Veteran with a medical condition, and per the Governor's mandate he's exempt from wearing a mask. He felt there was no Library policy in place that applies to him, nor due process to resolve conflict. By means of a policy update, he wanted to ensure citizens' rights weren't violated. He requested that his trespass notice be rescinded as well as an apology from the Director and Library Board for escalating a situation and putting him through stress and trauma. B. Bartosh cited the trespass notice, signed by T. Mattson, which was served due to "disruptive, harassing, threatening and/or nonconforming behavior," which was substantiated by police and several staff members. C. Kujawa pointed out that unacceptable behavior is addressed in the Code of Conduct which clearly states the trespass procedure. Other patrons have stated medical conditions and there has been no issue, as all staff is trained, it's allowed with no questions asked. The police agreed with the decision to trespass.

T. Mattson stated he understood the concern for patrons but not staff. B. Bartosh argued he has strong responsibility for safety and health of staff and patrons of the Library. He did display a gun to the police in the parking lot, which was stated in the report. Following discussion, M. Fladeland moved to inform T. Mattson that no decision will be made until the results of the criminal trespass case, brought forward by the City Attorney's Office, are received by the Board. Seconded by M. LaLonde.

Motion carried. T. Mattson stated he hadn't yet received the letter regarding the criminal trespass. The Board requested revisiting the staff and security officer accounts of the situation as the testimony of T. Mattson differs from witnesses and employees. T. Mattson requested security video, C. Kujawa explained footage is erased after a period of time, but would supply him with photos we have. C. Kujawa will survey staff regarding their concerns of the situation.

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

Code of Conduct update:

C. Kujawa requested that the current Code of Conduct be updated; the proposed document had been mailed out in advance. Per advice of the City Attorney, wording should be removed in relation to verbal harassment on the basis of freedom of speech. To address concerns about providing services, suggested modification was "Any behavior that hinders the use of the Library or interferes with Library employee or security personnel's ability to do their jobs is prohibited." After discussion, M. Fladeland moved to approve the amended Code of Conduct. Seconded by M. LaLonde. Motion carried.

In the Director's report C. Kujawa reported:

- Safety measures continue such as PPE for staff, and masks for onsite patrons.
- Programming continues including:
 - LEGO Take & Create Drive-Thru on Saturday, December 5 was successful with over 500 kits distributed. Two police officers aided in directing traffic.
 - Virtual Story times continue as well as Miss Sparkles On-The-Go, Holidays-Around-the-World Reading Challenge, weekly take & create craft kits, virtual LEGO Club, Armchair Travel- Virtual Book Club, and Reader's Social Book Chats via Facebook.
 - Modified Bookmobile routes were done on December 11, resuming on January 5.
 - Modified mobile library routes are done December 17, resuming January 7.
 - LEGO kits will be distributed in low income areas through community services contacts.
- Incoming County Commissioner Becky Matthews met with K. McDonald and C. Kujawa to tour the Bookmobile. Incoming County Auditor Leo Vetter will be invited to tour in 2021.
- Year-end carpet cleaning with Arrow Service Team is being arranged.
- Vacuuming bids will be sought, C. Kujawa is crafting bid verbiage, B. Kaiser will contact several companies and tabulate bids. Bids will be presented for Board approval in January.
- Surplus chairs have been posted for sale on Bis-Man Online, grossing \$420 thus far. Last year \$121 was netted after the annual City auction.
- C. Kujawa is working with City Facilities Maintenance Manager Bruce Schirado and T. Huffaker on providing an estimate for remodeling the 12 Library restrooms (6 public and 6 staff). An estimate will be shared with the Board in January. Funding would be requested from the 2022 budget, whether from the City, the Library fund, or a combination.
- HVAC completion initially was estimated for 11/2/20, but has been delayed to 1/29/21 and approved by the City Commission. Humidifiers were connected yesterday, but are not functional until testing is completed. City IT will assist with installing a computer in the

mechanical room to access controls. The lobby air handler malfunctioned due to a bad fuse, it's been replaced and is working properly now.

- Foundation Office Manager, Kristi Simenson will return to work on Monday after a quarantine absence. C. Kujawa monitored mail, which included donations, as well as by phone. B. Kaiser assisted with voicemail. B.Kaiser mailed holiday cards on December 15 to Foundation donors/stakeholders. Scheels Day of Giving was attended by C. Kujawa on behalf of the Library Foundation and was granted a \$1,000 check.

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

- The Foundation Executive Director position will be reposted in early 2021.
- B. Bartosh explained that Luke Leno, Trust Officer from American Bank Center will transfer the deed for the Shertzer Zeeland property to the Foundation and hire American Trust Center to sell it. Cash in the estate, approximately \$65,000, must also be moved by year end to eliminate future administrative costs. The Foundation needs \$40,000 from American Bank Center for operations, which was approved in the Foundation budget. K. Simenson will contact L. Leno, she will request \$40,000, and have Luke invest the balance in the Foundation endowment fund. No update on the coins and stamps, still planning on taking them to Minneapolis for appraisals there.

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

- The 2021 budget was passed amounting to \$20,000, which includes \$7,500 for programming.
- There are no plans for large projects for 2021.

Other:

- B. Bartosh requested a draft of the minutes of this meeting as soon as possible.

The regular Board meeting has been scheduled for Thursday, January 28, 2021 at 12:00 p.m.
The meeting adjourned at 1:45 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director