

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

Date: April 22, 2021

Location: BPL Missouri River Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Administrative Assistant; and guests Trevor Huffaker from EngTech, Matt and Sandy McMerty, owners of The Gifted Bean Coffee House, and Traci Juhala, Head of Youth Services

The April 22, 2021 Board meeting was called to order by B. Bartosh, President, at 12:05 p.m.

B. Bartosh advised that on Wednesday, April 21, T. Huffaker spoke to C. Kujawa about the Library's siding project issues and offered to attend today's meeting to speak on the issues. Due to short notice, the siding project qualified as "Other Business" on the agenda. As Board President, he requested this item be moved to the top of the agenda to discuss first, and then move on to regular Board business.

T. Huffaker explained the siding project plans have been released. Beginning April 26 a RFQ will be published in The Bismarck Tribune. A preconstruction meeting will be held on May 4, where interested bidders may have questions addressed, bids due May 18, and City Commission approval sought May 25. Unforeseen variables might impact the final cost and timing, in June samples will be approved and materials ordered. He doesn't foresee further delays or personnel issues and apologized that the project is behind schedule and for communication lapses. Regular construction meetings will be held initially weekly, biweekly, and thereafter as appropriate.

The March 25 minutes had been mailed out in advance. M. LaLonde moved to approve the amended minutes. Seconded by S. Sorlie. Motion carried.

The vendor invoices for April 2021, along with the March financial reports had been mailed out in advance. Following discussion, M. LaLonde moved to approve the April 2021 vendor invoices. Seconded by M. Fladeland. Motion carried. Following discussion, S. Sorlie moved to accept the March financial reports. Seconded by M. Fladeland. Motion carried.

Discussion – AP News article on material challenges:

C. Kujawa shared the Collection Development policy in response to a request from M. Fladeland. Included was the Request for Reconsideration of Material form, Recommendation for Purchase form, and the American Library Association (ALA) statements: Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement. T. Juhala gave examples of past challenges and the procedure followed in response. C. Kujawa elaborated on the policy of objections beyond the

appropriate Department Head decision, followed by her consideration, with the final determination by the Library Board if necessary.

Gifted Bean Coffee House update –

Matt and Sandy McMerty acknowledged challenges caused by the pandemic, such as staffing and the hesitancy of patrons to resume indoor business. They stated trend lines reflect upcoming improvement, however a possible need to restructure Saturday hours. They requested consideration of investment in updated chairs, tables, and countertop. The Board encouraged them to communicate if they have further concerns.

In the Director's report C. Kujawa reported:

- 2022 Budget Update
  - The City 2022 budget process has begun, with advanced deadlines, many on April 30.
  - Priority 2 – The total quote for updating all restrooms is \$348,316. Instead of all restrooms at once, she proposed spreading the project out over three years. The Library Fund would cover budget items, \$250,000 must be kept for emergency expenses, leaving approximately \$600,000 for one-time projects. Beginning with the public restrooms, meeting room restrooms, then staff restrooms, C. Kujawa felt there would likely be a better chance of approval over a three year timeframe. City Facilities Maintenance Manager Bruce Schirado must have the project in his Facilities Budget packet for the Budget Committee to consider the approval.
  - Priority 1 – Update computer infrastructure. C. Kujawa and E. Jacobs met with City IT about the Library's hardware and IT network which is 10-15 years old. Most components are in need of replacement and updating. High Point Networks requested an inventory of hardware, main function of the machines and credentials, then will provide an estimate to fully update. Analysis will be done for cloud usage versus onsite equipment, as well as software.
  - Following discussion, M. Fladeland moved to approve the CIP request to update restrooms over a three year period. Seconded by M. LaLonde. Motion carried.
  - C. Kujawa didn't know the timeline for the IT estimate, if not by the May Library Board meeting; a special meeting may be called for.
- HVAC Project Update
  - The contractor is waiting for the chillers to be turned on to ensure HVAC controls work and VAV boxes are working appropriately.
  - Owner and maintenance manuals will be obtained, as well as a test and balance report.
- HVAC – Boiler #3
  - B. Schirado is still working to obtain three bids. C. Kujawa will in turn share with the Library Board for approval, then to the City Commission for final approval as it was not budgeted for.
- Siding Project Update –
  - C. Kujawa met with Karen Thompson regarding trees that were planted on the south side of the Library as a memorial. The Thompson family would like the metal plaque, and are leaving the decision on the fate of the trees to C. Kujawa.
  - Advice was sought from Cashman Nursery as to other trees that may need to be addressed in conjunction with the project.
- CDLN Update
  - C. Kujawa is working with the new bookkeeper on completing the 2020 financial review. The new bookkeeper will complete the 990 Form and submit to the IRS. The

previous bookkeeper was to have submitted in the past, C. Kujawa will verify with the IRS.

- The 2022 CDLN budget is done and was approved by the CDLN Board on April 21.
- Library IT Update
  - Plans are to re-advertise in May with an updated job description and increased salary (from \$65,000 to \$71,000-\$72,000).
- Other
  - The court found Tim Mattson guilty of Criminal Trespass, sentencing will be May 17.
  - City Commissioner Nancy Guy will present her portfolio report at the April 27 Commission meeting, which includes the Library. C. Kujawa assisted by contributing pertinent information.
  - E. Jacobs compiled the staff emergency procedure in an easy to use format; ongoing training will ensure staff is prepared.

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

- Foundation officers were reelected for second terms.
- The Art of Books online auction will be held from April 23 – May 1. Foundation Executive Director Beth Schatz Kaylor will be on Studio 701 April 23 at 9:00 a.m. with Amber Schatz to promote Foundation activities.
- The next Foundation Board meeting will be held in person on May 7.
- B. Bartosh reported that the Personal Representative Deed was executed. Plans are to sell the Shertzer farmstead property. The remaining cash balance at American Trust Center will stay open to pay incoming bills, and will not be moved until further notice. There has been no further action regarding the coins and stamps.

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

- Outdoor book sales will be held May 15 from 10:00 a.m. to 3:00 p.m. and May 21 from 10:00 a.m. to 5:00 p.m.
- Partnership and cross promotion with the Gifted Bean Coffee House is planned.

The regular Board meeting has been scheduled for Thursday, May 27, 2021 at 12:00 p.m.

The meeting adjourned at 1:27 p.m.

Respectfully submitted,

Bea Kaiser  
Administrative Assistant

Christine Kujawa  
Director