

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: June 21, 2021

Location: BPL Missouri River Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Administrative Assistant

The June 21, 2021 Board meeting was called to order by B. Bartosh, President, at 12:01 p.m.

The May 27 minutes had been mailed out in advance. M. LaLonde moved to approve the amended minutes. Seconded by D. Kindseth. Motion carried.

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

Election of Trustee:

S. Sorlie was nominated for a reappointment to her second three year term. Following discussion, M. LaLonde moved to accept and seconded by M. Fladeland. Motion carried.

2021-22 Election of Officers:

D. Kindseth moved to reappoint B. Bartosh as President, municipal designated representative, and the Library Board representative for the Bismarck Library Foundation, Inc. and to reappoint M. LaLonde as Vice President. Seconded by S. Sorlie. Motion carried.

In the Director's report C. Kujawa reported:

- State Aid Update
 - C. Kujawa and County Commissioner Liaison Kathleen Jones virtually attended the Emergency Commission meeting on June 16. The discrepancy, caused by an error due to changes in their formula, has been rectified and we will be receipted for the 2021 County State Aid to Public Libraries for approximately \$27,000.
- 2022 Budget Update
 - C. Kujawa met with Dmitriy Chernyak, City Finance Director and City Commissioner Nancy Guy to discuss the siding project and agreed to table the restroom project at this time.
 - The funding request for transferring 2022 part-time funds to full-time has been completed.

- The funding request for transferring \$325,553 from the Library Fund for IT infrastructure project was added to the 2022 budget. However, D. Chernyak and City Attorney Jannelle Combs agree that the Library Board is responsible for funding decisions and have authority to utilize Library Fund revenue for one-time projects, without City Commission approval. Given the state of the IT infrastructure and recent delays in obtaining goods, the Library Board saw no reason to wait. Following discussion, M. Fladeland moved to transfer \$325,553 from the Library Fund for IT infrastructure project to the 2021 budget. Seconded by D. Kindseth. Motion carried. The Budget Committee will be apprised of this action.
- Budget Schedule-
 - Wednesday, June 23 at 9:00 a.m. the County Budget Committee will meet. B. Bartosh and C. Kujawa will attend.
 - Thursday, June 24 at 3:00 p.m. the City Budget Committee will meet. B. Bartosh and C. Kujawa will attend.
 - Wednesday, August 4 at 8:00 a.m. the City Commission will approve the preliminary 2022 budget, C. Kujawa and S. Sorlie will attend.
 - Wednesday, September 15 at 5:30 p.m. the County Commission public hearing will occur, C. Kujawa and M. Fladeland will attend.
- Siding Project Update –
 - C. Kujawa stated per Trevor Huffaker from EngTech:
 - The contracts have been signed and are with the City for final review and signature.
 - T. Huffaker met with Industrial Enterprises, Inc. (IE) to briefly discuss project kick-off and value engineering items.
 - T. Huffaker will follow up with Tyson Bittner to set a pre-construction meeting at the Library, and discuss frequency of meetings.
 - Value engineering items were discussed, with little to no visual impact on the building, to avoid requiring any additional approvals.
 - Modification to gutter and fascia detail to allow the existing gutter and fascia to remain intact. The current plan calls for replacement.
 - Review the door hardware package to consider minor modifications on a few components.
 - Review window placement, by utilizing current placement, replacing sills and reworking drywall in the openings can be avoided.
 - Consider full-depth brick versus thin brick.
 - Consider full-depth stone veneer versus thin veneer.
 - Consider an alternative panel at the main entrance that IE can install, versus the specified Flat Lock.
- Library IT Update
 - Six candidates were received via City Human Resources. E. Jacobs, Tandra Kraft from City IT, and C. Kujawa interviewed five; one did not follow through the interview process. The top three were ranked with consensus amongst the interviewers.
 - The first choice candidate will come in person for a second interview and tour on June 28. References will be checked as well.
- Insurance Update

- The building insurance was renewed through Kramer Agency, also used by the City. Per a change in legislature, local agencies must be used. The total was \$6,985, a 14% increase.
- Inventory was completed for 2021 and shared with Kramer Agency. Totals are lower than two years ago which may result in a reimbursement.
- Other
 - The Gifted Bean Coffee House will be involved in commercial production on June 30; their bank is offering free advertisement.
 - The Bismarck Human Relations Committee's Municipal Equality Index (MEI) Rating is on the agenda for the June 22 City Commission meeting. Letters of support have been received from the Library, Public Health, Fire, Police, and the Chamber of Commerce, with intent to move forward with the City to increase the MEI rating through policies and services.
 - Lynn Bryntesen, Head of Maintenance will give a tour of the maintenance equipment rooms after the Board meeting.

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

- Foundation staff will receive new computers.
- The Foundation Board approved relocating the Foundation office to the second floor Administration area.
- Foundation Executive Director Beth Schatz Kaylor is revising the newsletter.
- B. Bartosh reported that American Trust Center hired a real estate agent for 3.5%, and received an offer of \$80,000 for the Shertzer farmstead. The party has obtained financing and upon conditions of a clean deed abstract title, which B. Bartosh took to the title company, and other closing documents, the sale should finalize soon. Upon closing, the funds will be transferred to the American Trust Center where any outstanding bills will be paid, then any remaining to the Library Foundation. Luke Leno of American Trust Center stated in lieu of the standard 5% fee of the sale they will consider it a contribution to the Library.
- B. Bartosh explained there has been no active interest in the coins, but will try again in July. The stamps have fared the same.

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

- Outdoor book sales held in May and June raised \$8,000.
- A magician was funded, and a couple of upcoming late summer concerts will be as well.
- Funds have benefitted the collection, board game collection, and items for the Children's Library.
- The annual membership meeting will be held Tuesday, August 3

The regular Board meeting has been scheduled for Thursday, July 22, 2021 at 12:00 p.m. B. Bartosh will be unable to attend, and M. LaLonde will lead the meeting.

The meeting adjourned at 12:58 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director