

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

Date: July 22, 2021

Location: BPL Missouri River Room; 515 North Fifth Street

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

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: Bob Bartosh, President

The July 22, 2021 Board meeting was called to order by M. LaLonde, Vice President, at 12:01 p.m.

The June 21 minutes had been mailed out in advance. D. Kindseth moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

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

Overdue fines and collection agency discussion:

M. Hovland advised that the percentage of returned materials that were late has not been affected by going fines free. Items are still being returned at approximately the same rate as historically. Collection agency recoveries by Collection Center, Inc. have been marginal, however the company has changed hands and Ingenuity RM will now be servicing the accounts. Sending only higher balances to collection has resulted in far fewer accounts being placed. A new letter was presented to replace the pre-collection letter, thus allowing discretion as to accounts placed for collection. M. Hovland and C. Kujawa agreed that ramifications might hinder the use of library services; efforts are continually reviewed and revised accordingly to promote patron accessibility.

Public Service Policy:

C. Kujawa proposed modifications that included the increase of an annual non-resident library card as tax payers pay more than the \$20 non-resident fee. Following discussion, M. Fladeland moved to raise the annual non-resident library card fee to \$30. Seconded by D. Kindseth. Motion carried. An additional temporary card option remains, comprising of a reduced timeframe and item number limit. Borrowing limitations when fees amass was recommended to be increased from \$10 to \$20. Following discussion, M. Fladeland moved to approve revising the Public Service Policy as proposed. Seconded by S. Sorlie. Motion carried.

## Collection Development Policy:

M. Fladeland recommended revision of the Reconsideration of Library Materials process to specify that complaints may only be accepted from Burleigh County citizens or individuals having current non-resident library cards. Following discussion, M. Fladeland moved to approve the proposed revision of the Reconsideration of Library Materials. Seconded by D. Kindseth. Motion carried.

In the Director's report C. Kujawa reported:

- 2022 Budget Updates: City and County-
  - The City budget process is going well, with no foreseen Library budget issues. The preliminary City budget meeting will be attended by S. Sorlie and C. Kujawa on Tuesday, August 3 at 8:00 a.m.
  - The County preliminary budget meeting was July 21; the Commission approved the preliminary budget with no changes. The budget will be discussed at their regular meetings. Though nothing can be added to the budget at this point, expenses may be cut until the final meeting on September 15, C. Kujawa and M. Fladeland will attend.
- Siding Project Updates –
  - Three trees were removed, two on the south side and one on the north.
  - Construction has begun, with the goal of Industrial Enterprises, Inc. to finish the project in 2021, barring any unforeseen material availability issues. They reported that most vendors are estimating materials within 8 weeks.
  - Creative ideas for the removed letters and universal library symbol include selfies, fun photos, and auctioning off the letters at the 2022 Art of Books.
  - Kevin Tengesdal, Community Relations Specialist is creating an informational poster for the entrance, as patrons have expressed interest in the goings-on.
- Library IT Updates-
  - Patrick Trotter started July 19, and has already begun extensive training.
  - High Point Networks is sending System Engineer Brian Bensen, to train on the network infrastructure with P. Trotter Tuesday, July 27.
  - Once P. Trotter completes training and is settled in, C. Kujawa will review the High Point IT Infrastructure estimate with him. If there are modifications, they will request that the estimate be updated, C. Kujawa will approve, and the project will begin.
- Personnel Updates-
  - The City sent full-time employee anniversary certificates to departments; Kate Waldera, Head of Reference Services, was recognized for 35 years of service. Monday, July 26 City Commissioner Nancy Guy will come for a photo with K. Waldera. We also had four part-time staff receiving recognition for a range of 5-20 years of service. A press release and social media post will commend these accomplishments.
  - The annual evaluation process has begun, supervisors evaluate their staff. E. Jacobs and C. Kujawa evaluate full-time staff. C. Kujawa will complete her self-evaluation and contact B. Bartosh and M. LaLonde to schedule a time to conduct her evaluation.
- Other
  - Foundation Executive Director Beth Schatz Kaylor is working with Matt Fern on a commercial for the Bookmobile. Bookmobile Services Librarian Keli McDonald and C. Kujawa will be interviewed on August 12, and M. Fern will partake in a couple of stops to obtain video footage.
  - A former neighbor of Betty Mills reached out to C. Kujawa regarding Betty's 95<sup>th</sup> birthday, with the suggestion of asking friends and family for \$95 donations to the

Library Foundation in her honor. C. Kujawa contacted Betty's daughter to seek permission to contact Foundation donors, and was given consent. B. Schatz Kaylor and C. Kujawa drafted the wording and K. Tengesdal created a graphic, which was shared with the family, and they approved. An email will be sent to recent donors; those without an email address on file will receive a postcard in the mail.

- Tim Mattson's District Court trial is scheduled for Tuesday, August 3 at 2:30 p.m. via Zoom. C. Kujawa will attend via Zoom.
- The Queen of Klean is no longer providing services to the Library; we are in search of new vacuuming and janitorial service providers.

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

- There was no Foundation meeting in July.
- A special Foundation Board meeting was held Monday, July 19 to approve of B. Bartosh finalizing the Shertzer estate property sale, which resulted in \$70,000 + to the Foundation endowment fund.

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

- Outdoor book sales have been held twice per month, however the July 23 sale will be inside due to the heat. There will be two more in August, with the regular sale to be resumed in October.
- The annual membership meeting will be held Tuesday, August 3 at 6:00 p.m.

Other:

- Review of the Grounds Policy
  - The City Attorney provided wording to cover stipulations of allowing First Amendment activity and expression outside, but without blocking the door. Rights will not be hindered; however patrons can't be bothered while using Library services. Following discussion, D. Kindseth moved to approve the amended Grounds Policy proposal. Seconded by M. Fladeland. Motion carried.

The regular Board meeting has been scheduled for Thursday, August 26, 2021 at 12:00 p.m.

The meeting adjourned at 1:23 p.m.

Respectfully submitted,

Bea Kaiser  
Administrative Assistant

Christine Kujawa  
Director