

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: August 26, 2021

Location: BPL Missouri River Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Administrative Assistant; and guests Trevor Huffaker from EngTech; and Bruce Schirado, City Facilities Maintenance Manager

Not Present: Library Board Member: Mike Fladeland

The August 26, 2021 Board meeting was called to order by B. Bartosh, President, at 12:00 p.m.

T. Huffaker explained work is currently being done on the north side exterior. Materials are arriving and there are no scheduling concerns at this time. The siding committee plans to continue meeting weekly. In an effort to save money on the budget summary, ten items were identified for potential modifications. He met with Industrial Enterprises, Inc. and five of the items would result in an approximate savings of \$65,000 yet no change to the overall project. It has not been approved as of yet. C. Kujawa added that the contingency amount was cut to balance the project.

B. Schirado explained that boiler bids came in between \$38,000 - \$83,000. He recommended holding off purchasing for a year or two until prices return to a normal range. The two functioning boilers can be used, the third boiler with a leak to be used as a delay in the meantime.

The July 22 minutes had been mailed out in advance. S. Sorlie moved to approve the minutes. Seconded by M. LaLonde. Motion carried. The August 19 minutes had been mailed out in advance. D. Kindseth moved to approve the minutes. Seconded by M. LaLonde. Motion carried.

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

In the Director's report C. Kujawa reported:

- 2022 Budget Updates: City and County-
 - The budget ordinance will be introduced by the City Commission on Tuesday, September 14.
 - The County budget public hearing will be on Wednesday, September 15 at 6:00 p.m.

- Siding Project –
 - A time capsule, featuring objects signifying 2020-2021, will be placed in the overhang as a treasure to be found in the next siding project in the far future.
- CDLN-
 - C. Kujawa signed the agreement for Haga Kommer, Ltd. to begin the 2020 financial review.
- Personnel Updates-
 - Patrick Trotter will attend the September Library Board meeting. C. Kujawa has been working with him and High Point Networks on the estimate for the IT infrastructure project. P. Trotter researched cost comparisons, resulting in savings on the estimate. Upon finalization and approval of the estimate the project will begin.
 - Evaluations for 2021 are near completion. C. Kujawa is working on her self-evaluation, and will provide documentation for her evaluation process. B. Bartosh invited Board members to take part in the evaluation process to gain experience.
 - In September C. Kujawa will prepare the 2022 personnel budget to present at the October Library Board meeting.
 - Kate Waldera, Head of Reference Services, appreciated the flowers and recognition for 35 years of service.
- Administration Offices-
 - Office areas are complete, including networking and electrical work. E. Jacobs and Library Foundation staff will be moving to their new office spaces.
 - The space that E. Jacobs is vacating will become meeting space for Library Administration and the option to view group webinars. P. Trotter will coordinate the necessary technology.
- 2022-2027 Strategic Plan-
 - Drafting will begin this fall with input sought from various entities such as:
 - Public Survey and public focus groups.
 - All-staff in-service training and meeting regarding the 2015-2021 strategic plans, which will include group work on our mission, vision, and values.
 - Weekend half-day planning session for full-time staff, Library Board, Foundation Executive Director Beth Schatz Kaylor, and Michaelanne Jones, Friends of the Library President.
- Other-
 - Lynn Bryntesen, Head of Maintenance will meet with Nichole Kiefer of Superior Cleaning on August 27, per the contract to begin in September, but may be able to start earlier.
 - Tim Mattson's District Court trial is rescheduled to mid-October. C. Kujawa will forward Zoom information once obtained.

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

- There was no quorum for the last Foundation meeting so no business was discussed.
- Carol Russell had an estate sale with funds donated to the Library Foundation.
- B. Bartosh stated that he will meet with Luke Leno of American Trust Center to finalize the Shertzer estate before the September Foundation Board meeting.
- L. Leno offered information on investments, funds offering less risk and moderate returns to consider.

- Endowment fund reached over \$2 million.
- B. Bartosh asked for ideas to locate interested parties for the Shertzer coins and stamps.

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

- The final outdoor book sale will be Saturday, August 28 from 10:00 a.m. to 3:00 p.m.
- The regular fall sale will be resumed October 7-9.

Other:

- Donations in honor of Betty Mills 95th birthday have been received by the Library Foundation.

The regular Board meeting has been scheduled for Thursday, September 23, 2021 at 12:00 p.m.

The meeting adjourned at 12:53 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director