

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: November 18, 2021

Location: BPL Missouri River Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Office Manager; and guests County Commissioner Liaison Kathleen Jones and Patrick Trotter, Library Technology Manager

The November 18, 2021 Board meeting was called to order by B. Bartosh, President, at 12:02 p.m.

P. Trotter was introduced and provided an update on the status of the technology upgrade project. Some equipment will not arrive until 2022; his estimated completion date is the end of March.

The October 28 minutes had been mailed out in advance. M. LaLonde moved to approve the minutes. Seconded by S. Sorlie. Motion carried.

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

Public Service Policy:

C. Kujawa proposed modifications to the “Holidays Closed” and “Holidays” sections to include the following days: New Year’s Eve (all day), the Sunday before Memorial Day, the Sunday before Labor Day, and Christmas Eve (all day). This request was in accordance with the policies of many other libraries, which are closed on these days as well. Following discussion, M. LaLonde moved to include the requested days for closure. Seconded by M. Fladeland. Motion carried.

Strategic plan RFP:

C. Kujawa explained that the Consensus Council was the lone entity to provide an estimate, and the amount was close to \$20,000, which was significantly more than in the past. She and E. Jacobs met with the Consensus Council Executive Director to discuss the quote; a second quote was then provided reducing it to less than \$10,000. Funding for this project will be from a private donation. Following discussion, D. Kindseth moved to accept the proposal from the ND Consensus Council. Seconded by S. Sorlie. Motion carried.

Trustee Application for Appointment:

C. Kujawa proposed an application on the Library website under “Library Board” for those interested in being considered for Trustee positions when openings arise. Board members agreed it would be of benefit to know who is interested as well as for potential candidates to be aware of what the position entails.

In the Director’s report C. Kujawa reported:

- Siding Project-
 - An updated schedule has been provided; shipping dates and mold remediation are causing some delay.
 - The contractor pursued quotes for mold remediation, Arrow Service Team quoted \$8,768.18, and Advanced Cleaning Restoration \$5,222.70. They will accept the lower bid, with the remediation taking place after hours, and repair during the day.
 - The remediation work will begin once the entire east exterior wall is uncovered, including the bump out. Plans are to start 11/30, and then on 12/2 drywall will be hung, finishing thereafter with the tape and texturing.
 - Kevin Tengesdal, Community Relations Specialist is creating graphics for the front entrance for both the Library and The Gifted Bean Coffee House hours of operation.
- Lighting Project-
 - Seifert Electric assessed the lighting areas last week.
 - The project will begin when the replacement bulbs arrive.
- 2022 Library Foundation Annual Grant -
 - This grant was approved by the Foundation Grant Committee, Finance Committee, and Foundation Board. The funds will mainly be used for Library program expenses.
- 2022 Personnel budgets, salary adjustment letters, and salary schedule-
 - C. Kujawa is working with B. Kaiser on salary adjustment letters for staff and personnel action forms to be submitted to City Human Resources.
 - The 2022 salary schedule will be shared with Bob McConnell, Director of Human Resources and Dmitriy Chernyak, City Finance Director.
- Annual items: state bonding coverage and boiler insurance-
 - The Library’s state bonding insurance through the North Dakota Insurance Department is renewed biennially and is due by year-end. This insurance covers situations such as potential embezzlement and theft of property by employees.
 - Boiler insurance is renewed annually through HUB International; machinery must be inspected by the North Dakota Insurance Department before the insurance can be reinstated.
- Other-
 - Troy Hamre, Interlibrary Loan Manager, received compliments for his excellent customer service skills both at the Information Desk and the Mobile Library outreach. His interactions with patrons in assisted living settings have been well-received.
 - Bookmobile-
 - Supporters have been contacting County Commissioners.
 - The Bookmobile Funding Plan has made progress; Foundation Executive Director Beth Schatz Kaylor sent donors and supporters information regarding the Bookmobile.

- The Bookmobile video was boosted on Facebook and YouTube, added to the Library website, shared with Midco and Dakota Media Access to play on the air, and shared with County Commissioners.
- S. Sorlie will invite County Commissioners to join Bookmobile Services Librarian Keli McDonald on a Bookmobile route.
- E. Jacobs contacted the North Dakota State Library to inquire whom to contact at the Attorney General's office regarding public library laws. She was instructed that the Attorney General's office provides service to other state agencies, and to contact the State's Attorney, Julie Lawyer.

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

- As previously mentioned the grant funding was approved.
- B. Bartosh is the interim Treasurer until April.
- There will be several vacancies for Library Foundation Board members.
- B. Bartosh's offer to purchase the Shertzer coins was approved by the Foundation Board.
- Grant applications have been applied for, and are awaiting response.

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

- E. Jacobs is working with them on the budget for 2022, they currently have \$104,000.
- Projects through year end include replacing the security camera on the plaza, installing an AED on the Bookmobile, and ongoing operation expenses for the Mobile Library.

Other:

- B. Bartosh suggested that Matt and Sandy McMerty, owners of The Gifted Bean Coffee House, attend the January Library Board meeting to provide an annual update.

The regular Board meeting has been scheduled for Thursday, December 16, 2021 at 12:00 p.m.

The meeting adjourned at 1:12 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director