

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: February 24, 2022

Location: BPL Missouri River Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Office Manager; and guests County Commissioner Liaison Kathleen Jones and Ashton Holzer

Not Present: Library Board Members: Bob Bartosh, President; and Dianna Kindseth

The February 24, 2021 Board meeting was called to order by M. LaLonde, Vice President, at 12:01 p.m.

The January 27 minutes had been mailed out in advance. S. Sorlie moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

The vendor invoices for February 2022, along with the January financial reports had been mailed out in advance. Following discussion, M. Fladeland moved to approve the February 2022 vendor invoices. Seconded by S. Sorlie. Motion carried. Following discussion, M. Fladeland moved to accept the January financial reports. Seconded by S. Sorlie. Motion carried.

2021 Budget Year-End updates:

C. Kujawa explained the year end reflection of the Library, Bookmobile, and Donations budgets. Remaining funds are allocated to the Library Fund to be used for emergencies or one-time projects, upon approval by the Library Board. The Library Board complimented C. Kujawa on the final results due to her prudent management of the funds in the budget.

In the Director's report C. Kujawa reported:

- Siding project-
 - Issues have arisen with receiving the overhang material per the design specifications, resulting in another company being utilized at an approximate \$18,000 difference. The contingency allocation, currently at \$46,000, would then be \$28,000.
 - The architect budgeted \$5,700 for landscape repair; however the damage to the lawn and landscape has been extensive. Suspensions are that that amount may increase.
 - Signage of hours of operation has been installed.
 - Two exterior signs are up; one small sign will be installed on the southeast. The large sign on the overhang will be installed accordingly.
 - Blinds have been ordered for south side office windows.

- Strategic Plan-
 - Stakeholders will meet on Saturday, February 26 at 9:00 a.m. at the Bismarck Municipal Country Club. The agenda includes review of the last strategic plan, reviewing the survey and focus group data, and discussing future goals.
 - The next couple of months will focus on collaborating with the consultant to draft an updated strategic plan. E. Jacobs and C. Kujawa will review and share the final draft for the Library Board for approval.
 - The final plan will be shared with stakeholders, all staff, citizens, and political entities.

- Annual State Aid to Public Libraries Application -
 - C. Kujawa has been working with the Dmitriy Chernyak, City Finance Director and Leo Vetter, Burleigh County Auditor to verify their appropriate sections of the application. She hopes to have their signatures and proceed to application submittal by the end of the week.

- Annual State Public Library Report
 - Staff supplied 2021 statistics, and C. Kujawa consolidated the data. After the State Aid to Public Library (SATPL) application is submitted, she will begin the Annual State Public Library Report.
 - Both the SATPL application and the annual report are required to qualify for state aid to public library funds and grants through the ND Coordinating Council.

- Other-
 - C. Kujawa will present at the City of Bismarck Citizen Academy on Thursday. Information to be shared must include a department overview, including staff, budget information, revenue sources, and a service overview. Swag bags will be given away.
 - The March Board meeting date has been changed from March 17 to March 24.
 - The snow removal contractor, Bis-Man Outdoor Services will be replaced. Public Works is pursuing other contractors to finish the season. Meanwhile, Lynn Bryntesen, Building and Grounds Manager, will clear as best as he can with the snow sweeper.

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

- The Art of Books is planned for April 29, and will include trivia.
- The Bylaws Committee will vote on March 11 regarding revision terms of office and size of the Foundation Board.

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

- The spring book sale will be held March 3-5, during which donations will be accepted.

The regular Board meeting has been scheduled for Thursday, March 24, 2022 at 12:00 p.m.

The meeting adjourned at 12:34 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Assistant

Christine Kujawa
Director