

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: March 24, 2022

Location: BPL Missouri River Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Office Manager; and guest Sarah Matthews, Adult Services Librarian/Programming

The March 24, 2022 Board meeting was called to order by B. Bartosh, President, at 12:00 p.m.

The February 24 minutes had been mailed out in advance. M. Fladeland moved to approve the minutes. Seconded by M. LaLonde. Motion carried.

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

Meeting Room painting bids:

C. Kujawa advised three bids were received. After discussion, M. LaLonde moved to approve the bid from The Pressure's On for meeting room painting services. Seconded by S. Sorlie. Motion carried.

In the Director's report C. Kujawa reported:

- Siding project-
 - Two exterior signs are up; one small sign will be installed on the southeast. The overhang material is expected to arrive in approximately a month, upon completion the large sign on the overhang will be installed accordingly.
 - Blinds for south side office windows have arrived and have been assembled.
 - Remaining work to be completed:
 - Trim in various areas
 - Power washing the brick
 - Repair brick damage caused by the snowplow
 - Paint enclosures
 - Landscaping

- Strategic Plan-
 - The ND Consensus Council is working on drafting the updated strategic plan. E. Jacobs and C. Kujawa will review and share with staff, welcoming comments. The final draft, with comments, will then be presented for the Library Board for approval.
- Annual State Aid to Public Libraries Application and Annual State Public Library Report
 - The Annual State Aid to Public Libraries Application has been submitted. C. Kujawa was assisted by Dmitriy Chernyak, City Finance Director and Robin Grenz, Burleigh County Administrator on the certification.
 - The Annual State Public Library Report is due March 31, upon completion, the final report will be shared with the Library Board Trustees.
- IT Updates
 - Patrick Trotter, Technology Manager collaborated with the online library system vendor SirsiDynix to move to a cloud-based system called SaaS. This was completed on Monday, resulting kinks are being addressed. Most beneficial is that servers will no longer be on site, and SirsiDynix handles the maintenance.
 - Next, SirsiDynix will upgrade to Blue Cloud Analytics, used to create and run reports for statistical information in our online library system. The previous product is no longer supported and will eventually be retired, hence the need for updating.
 - The IT Infrastructure project has been paused while P. Trotter completes the SaaS migration and the move to Blue Cloud Analytics. He has been replacing staff machines with Windows 10 which allows moving to MS Teams. He will continue to work on transferring on-site servers to virtual servers.
- Bookmobile Funding
 - Letters of support have been sought from government entities.
 - Preparations for the Burleigh County Commission meeting presentation are in motion.
- Events and Programs
 - Youth Services has a wide variety including B.A.R.K., Chess Club for Kids, Teen HQ hours are steady, and summer Teen programs are being organized, and the ever-popular craft kits will be continued.
 - S. Matthews explained the success of recent Families around the World and the upcoming Americans and the Holocaust exhibit and accompanying programs.
- Other-
 - B. Kaiser explained the function of Bismarck Employees Active and Thriving (BEAT). C. Kujawa has offered pet therapy services as stress respite and cheer.

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

- The Art of Books will be held April 29, including trivia by Katie Cashman.
- The Bylaws Committee approved a revision in terms of office and size of the Foundation Board.
- Keith Demke was appointed as the Friends of the Library representative and Foundation board member.

- The April meeting will include the election of Foundation Board officers and the development of a succession plan.

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

- The spring book sale raised \$16,600 in three days; a success as inventory was down due to access during exterior construction.
- Two outdoor summer book sales are planned, followed by the fall sale in October.

The regular Board meeting has been scheduled for Thursday, April 28, 2022 at 12:00 p.m.

The meeting adjourned at 12:50 p.m.

Respectfully submitted,

Bea Kaiser
Office Manager

Christine Kujawa
Director