

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: April 28, 2022

Location: BPL Missouri River Room; 515 North Fifth Street

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

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Bea Kaiser, Office Manager

Not Present: Dianna Kindseth

The April 28, 2022 Board meeting was called to order by B. Bartosh, President, at 12:04 p.m.

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

The vendor invoices for April 2022 and additional December 2021, along with the March financial reports had been mailed out in advance. Following discussion, M. Fladeland moved to approve the April 2022 and additional December 2021 vendor invoices. Seconded by M. LaLonde. Motion carried. Following discussion, S. Sorlie moved to accept the March financial reports. Seconded by M. LaLonde. Motion carried.

2022 Donation Budget update:

C. Kujawa explained that the previously approved Donation budget required an update to reflect additional specified donor grant expenses and increased revenue. \$215,000 revenue; \$215,000 expenses. Following discussion, M. Fladeland moved to approve the Donation budget revision. Seconded by M. LaLonde. Motion carried.

In the Director's report C. Kujawa reported:

- Siding project-
 - Overhang work, including metal panels and signage, will begin May 2.
 - East downspouts and heat tape on all downspouts will be reassembled.
 - Power washing the brickwork will be done.
 - Two enclosures will be painted, and brown metal caps will be placed on the tops.
 - Landscaping will include grass seed and mulch.

- Strategic Plan-
 - A draft plan was received from the ND Consensus Council. E. Jacobs and C. Kujawa will review and share with staff, welcoming comments. The final draft, with feedback, will then be presented for the Library Board in May, with approval of the final plan scheduled for the June Library Board meeting.

- Interior Project Updates
 - Meeting rooms and hallways were painted using specially allocated donated funds.
 - Artist Mel Gordon will be called upon to meet with C. Kujawa regarding main floor colors. Library staff voted on the color scheme.
 - Bids will be sought for the main floor painting project.

- IT Updates
 - This project continues to move forward.
 - Staff machines have been moved to Microsoft 365 and Microsoft Teams (MS Teams) for inhouse text messages.
 - Patrick Trotter, Technology Manager has been wiping and removing old computers from the computer room. He's been working with High Point Networks on updated cabling on our switches. Updating public computers will begin soon. He will provide training on MS Teams for employees in early May.

- Bookmobile Presentation Discussion
 - Board members had attended the County Commission meeting, C. Kujawa shared words of encouragement received from several trustworthy individuals in the community.
 - Preparations for the 2023 Burleigh County budget will continue as usual.

- Other-
 - No word on the 2022 City audit other than it has begun.
 - B. Bartosh's term will end in June, potential candidates for the vacancy were discussed. C. Kujawa will contact candidates to inquire about interest and request that the application be completed.
 - The 2022 Annual Report should be available at the May Library Board meeting.

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

- The Art of Books will be held April 29 from 7:00 - 9:30 p.m., including trivia by Katie Cashman and a silent auction.
- Election of Foundation Board Officers and Board Members took place at the April meeting, the Board is now full.

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

- Due to the weather, there was no meeting in April.
- Two summer book sales are planned, June 3 in room A will be in conjunction with Summer Reading, the other on July 30 will be outdoors on the Library plaza.

The regular Board meeting has been scheduled for Thursday, May 26, 2022 at 12:00 p.m.

The meeting adjourned at 12:51 p.m.

Respectfully submitted,

Bea Kaiser
Office Manager

Christine Kujawa
Director