

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: May 26, 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

The May 26, 2022 Board meeting was called to order by B. Bartosh, President, at 12:04 p.m.

The April 28 minutes had been mailed out in advance. M. Fladeland moved to approve the amended minutes. Seconded by M. LaLonde. Motion carried.

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

2023 Financials:

- Donations Budget:
Following discussion, D. Kindseth moved to approve the 2023 Donation base budget. Seconded by M. LaLonde. Motion carried.
- Burleigh County Library/Bookmobile Budget:
C. Kujawa explained the proposed budget and narrative. Following discussion, M. LaLonde moved to approve the proposed 2023 Burleigh County Library/Bookmobile base budget. Seconded by S. Sorlie. Motion carried.
- City Library Budget:
Following discussion, M. LaLonde moved to approve the 2023 City Library base budget. Seconded by S. Sorlie. Motion carried.
 - Employee Positions: C. Kujawa explained per conversations with City Finance Director, Dmitriy Chernyak, the mill value has increased. She stated that she will not request a change in the mill levy, however the 9% value increase would allow funding for two full-time positions and all associated benefit expenses. D. Chernyak agreed with the reasoning and her intent to proceed with budgeting the said 9% increase in property tax revenue. Following discussion, M. LaLonde moved to approve the two requested full-time positions. Seconded by M. Fladeland. Motion carried. The budget is then considered by the City Budget Committee, and their recommendations are submitted to the City Commission for consideration, potential amendment, and approval.
 - One-time projects: C. Kujawa explained that per D. Chernyak, capital outlay items approved by the City Library Board may be included in the budget, that the Board

approves expenses, and that the City Commission approves the revenue. Following discussion, M. Fladeland moved to approve requested one-time projects in the amount of \$558,297; revenue source is the library fund. Seconded by M. LaLonde. Following discussion, D. Kindseth moved to approve the City Library base budget to include the capital outlay amount of \$558,297. Seconded by S.Sorlie. Motion carried.

Justin Hughes Library Board of Trustees application:

- M. Fladeland moved to nominate Justin Hughes to a three-year term, replacing outgoing board member B. Bartosh, pending no conflict-of-interest concerns by his employer. Seconded by M. LaLonde. Motion carried. His name will be forwarded to the City Commission for approval of the appointment.

In the Director's report C. Kujawa reported:

- Siding project-
 - Painting is being done on the enclosures, garage doors, and staff stairs.
 - Landscape repairs are being done, including grass seed and mulch.
 - The punch list is being addressed; the project is near completion.
- IT Updates-
 - Patrick Trotter, Technology Manager is working on recabling the network switches with assistance from High Point Networks.
 - Patrick Trotter is cleaning out antiquated hardware in the lower-level computer room.
- Band Day Parade Report (May 13)-
 - This was a successful outreach event for both the Bookmobile and Mobile Library, with several staff participating.
 - Parade supplies and treats were funded through a generous grant, and 500 "I Love My Bookmobile" stickers were given away.
- Library Tour Report (May 13)-
 - A group of 8 people was given a tour. They explored public, staff, and mechanical areas.
 - Staff in each department summarized the tasks and responsibilities in their areas, and shared important statistics.
- Other-
 - The Americans and the Holocaust exhibit was a success, with statistics to follow soon.
 - The ALA Thinking Money for Kids Exhibit will be coming in July.
 - The summer schedule is out for the Burleigh County Library/Bookmobile. Plans include summer reading activities, take and create craft kits, and filling the rural Little Free Libraries.
 - C. Kujawa was invited to join the City of Bismarck RFP Committee for employee health insurance. She is also a member of the City Pension Committee; they will meet in June with the new Human Resources Director.
 - Kate Waldera, Head of Reference Services is retiring, her party will be on Friday, July 29 from, 3:00-5:00 p.m. Please plan to attend.
 - The June Library Board meeting will be held at either the Bistro or Broadway Grill.

- The part-time service award ceremony will be held on Monday, June 13 at 10:00 a.m. M. Fladeland, D. Kindseth, and S. Sorlie will attend.
- Monday, June 20 at 1:00 p.m. is the County Commission 2023 Budget meeting, C. Kujawa, M. Fladeland, and M. LaLonde will attend.
- Wednesday, June 22 at 8:00 a.m. is the City Budget Committee meeting, C. Kujawa and B. Bartosh will attend.

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

- The Art of Books had 130 registered attendees and netted about \$4,000.
- The election of two new Foundation Board members, Tyler Demars and Jenny Hallenbeck Orr took place at the April meeting, Nikki Ferderer is the new President.
- Review of the endowment fund took place with Bravera Wealth Management.

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

- A book sale, primarily children and teen books, will be held Friday, June 3 in room A in conjunction with the summer reading kick-off.
- Another small sale on July 30 will be outdoors on the Library plaza.
- Volunteers continue to sort for upcoming sales.

Other – S. Sorlie requested an update on internal safety measures on next agenda.

The regular Board meeting has been scheduled for Thursday, June 23, 2022 at 12:00 p.m.

The meeting adjourned at 1:30 p.m.

Respectfully submitted,

Bea Kaiser
Office Manager

Christine Kujawa
Director