

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Date: June 23, 2022

Location: Bistro 1100; 1103 E Front Avenue

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 guests Bookmobile Assistant II Alison Hiatt, and Justin Hughes

The June 23, 2022 Board meeting was called to order by B. Bartosh, President, at 12:05 p.m.

The May 26 minutes had been mailed out in advance. D. Kindseth moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

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

2022-23 Election of Officers:

- D. Kindseth moved to appoint M. LaLonde as President, municipal designated representative, and the Library Board representative for the Bismarck Library Foundation, Inc., Seconded by M. Fladeland. Motion carried.
- S. Sorlie moved to appoint D. Kindseth as Vice President. Seconded by M. Fladeland. Motion carried.

2023 Budget updates:

- C. Kujawa and M. Fladeland attended the County Budget Committee meeting on June 20 and presented the Burleigh County Bookmobile/Library 2023 budget as approved by the Library Board. The consensus was that it was a positive experience.
- C. Kujawa and B. Bartosh attended the City Budget Committee meeting on June 22 and presented the Library 2023 budget as approved by the Library Board. They reported compliments from the committee regarding the Library's services and balanced budget.

Strategic plan discussion:

- C. Kujawa and E. Jacobs reviewed the proposed 2023-2030 plan submitted by Consensus Council, gathered staff input, revised to produce the fourth draft of the document. It was requested that the Library Board Trustees review and provide input at the July Library Board meeting.
- Kevin Tengesdal, Community Relations Specialist, will design the document.

Review of safety policies:

- C. Kujawa and E. Jacobs discussed the Emergency Manual as well as the Active Shooter/Lockdown Procedure, feeling prepared and confident in the existing policies.
- Periodic refreshers with staff are ongoing.

Guest report:

While summarizing her duties on the Bookmobile, A. Hiatt also discussed her future goals. She is pursuing her Master of Library Science degree and expressed appreciation of the tuition reimbursement program.

In the Director's report C. Kujawa reported:

- Siding project-
 - C. Kujawa is waiting to hear back on the final punch list and walk-through.
 - One exterior light by the drive-thru needs to be replaced.
 - Painter's tape on the garage loading dock needs to be removed and cleaned up.
- IT Updates-
 - Per Patrick Trotter, Technology Manager, the cabling and conversion of the PCs to virtual machines should be done by the end of next week.
 - New network switches will be installed, and internal websites should be consolidated the week of July 11th. Once installed, the transfer of DVRs will occur.
 - High Point Networks is looking into the delivery of Access Points, used for Wi-Fi access.
 - Most of the work being done by High Point Networks should be complete in the next couple of months.
- Pride at the Capitol lawn (June 18)-
 - This was a successful outreach event for the Library, with great attendance despite the heat and wind. Eight staff and an additional volunteer assisted with button making.
- Program updates-
 - Learn to crochet classes will be held in June, July, and August.
 - The women's suffrage book discussion series has been well attended thus far.
 - History Book Club will meet bimonthly on the first Thursday in the afternoon.
 - Teen video game tournaments and crafternoons will take place over the summer.
- Other-
 - A high school senior is shadowing staff today.
 - Talking Trail has selected the Library as one of its featured local attractions.
 - A patron was documented as violating Library policy, C. Kujawa described the situation and how it was handled so the Board was aware, audits will be conducted to diminish future risk.

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

- The annual audit report results were clean.
- There will be no July meeting.

- B. Bartosh stated that the Shertzer estate donation process is near completion.
- C. Kujawa reported that Vivian Kuipers left the Library a generous donation of \$84,000 from her estate.

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

- Part of the Friends strategic plan was to form committees beyond the Friends Board members.
- The Event Committee is planning an event on Thursday, August 11 featuring music, entertainment, etc.
- A book sale held in conjunction with the summer reading kick-off netted approximately \$1,800.
- Another small sale on July 30 will be outdoors on the Library plaza.
- Volunteers continue to sort for the next big upcoming sale in October.

Other – B. Bartosh reminisced about his 14 years on the Foundation Board and 6 years on the Library Board, appreciating the value of the Library to the community.

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

The meeting adjourned at 1:14 p.m.

Respectfully submitted,

Bea Kaiser
Office Manager

Christine Kujawa
Director