

Minutes of the Bismarck Public Library Board of Directors

Date: December 18, 2014

Present: Library Board Members: Mike Schaff, President; Mike Fladeland, Vice President; Pat Grantier, Joyce Hinman, and Dave Ripley.

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Marilyn Barbie, Administrative Assistant; and Cameo Skager, guest.

The December Board meeting was called to order by M. Schaff, President, at 12:02 PM. The November minutes had been mailed out in advance. M. Fladeland moved to approve the minutes following typo corrections. Seconded by J. Hinman. Motion carried.

The December vendor invoices and November financial reports had also been mailed out in advance. Following discussion, J. Hinman moved to approve the December vendor invoices. Seconded by M. Fladeland. Motion carried. Following discussion, M. Fladeland moved to accept the November financial reports. Seconded by P. Grantier. Motion carried.

In the Director's report, C. Kujawa reported that:

*D. Ripley had done a comparison of the Hotwire Café coffee shop Profit and Loss statements to The Gifted Bean Coffee House statements. It showed that the Gifted Bean is off to a great start.

*The staff lounge is being updated. The carpet has been cleaned and the walls textured and painted. New appliances have been installed and new furniture is on the way.

*ColorWorks, the company painting the lounge, had said they could also paint the staff hallways before the end of the year.

*Letters had been given to staff members with their new salaries for 2015.

*The draft survey was ready to go out to the public for input regarding the upcoming strategic planning to be held in February. J. Hinman reported she had spoken to people in the school system and they recommended going through the school principals and media specialists to get the survey to teenagers. Part of the strategic planning is for a new Teen Center in the Library. C. Kujawa is also going to send the survey to Renae Walker, Community Relations Director for Bismarck Public Schools, and ask to have the survey put in the school newspapers.

*Focus groups will be set up in the middle of January in preparation for the strategic planning which is scheduled for February 13th and 14th.

For the Foundation, it was reported that the Library Foundation had given a check to the Library for \$15,773.08. This is part of the interest from the Foundation's Endowment that was budgeted for 2014 to be given to the Library.

For the Friends, E. Jacobs reported that the "Cabin Fever Book Sale" had raised enough money to cover expenses and had reduced the inventory making room for more books in the storage area. The Friends are creating a standing committee to work on future book sales.

There being no further business, there was a motion to adjourn.

Respectfully submitted.

Marilyn Barbie
Administrative Assistant

Christine Kujawa
Director