

Minutes of the Bismarck Public Library Board of Directors

Date: February 26, 2015

Present: Library Board Members: Mike Schaff, President; Mike Fladeland, Vice President; Joyce Hinman.

Also Present: Christine Kujawa, Director; Elizabeth Jacobs, Assistant Director; Cameo Skager, guest.

The February Board meeting was called to order by M. Schaff, President, at 12:05 PM. The January minutes had been mailed out in advance. Following discussion, J. Hinman moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

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

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

*The management of the Gifted Bean asked to wait until after they have been in operation for a full year to provide a year by year comparison of profits and losses. They also asked that any Profit and Loss statements submitted to the Board not be shared further. The Board was in agreement on both points. The new espresso machine purchased for the Gifted Bean has been installed. The Foundation funded \$4,000. towards the cost of the machine, while the remainder came from the \$6,500. allocated for the coffee shop in the library's budget. The total cost of the espresso machine was \$7,153.50.

*H.A. Thompson & Sons Inc. replaced a heating pump and starter at a cost of \$4,500. They also repaired a chiller pump leak and repaired a boiler. They will be replacing a humidifier at a cost of \$6,600. as soon as the part arrives.

*There had been a leak in the roof due to ice jams, which L. Bryntesen was able to remedy. He is keeping note of any design changes that need to be made to the roof when it is replaced.

*C. Kujawa and L. Bryntesen met with City Commissioners Guy and Grossman, the Assistant City Administrator, and the Head of Facilities Maintenance on February 10 to discuss the updates needed to the library's HVAC system and roof. The Commissioners suggested the possibility of completing both projects in two phases over the course of a couple of years. The next step will be to have another contractor complete an estimate on the cost of the HVAC project. Both projects will need to go through the City's bidding process.

*The sliding glass door into the meeting room area has been replaced by C & H Glass Co.

*The staff lounge project is still not completed, as the remaining tables have not been received.

*C. Kujawa distributed the report of the strategic planning meetings received from Paul Griffin of The Consensus Council Inc. C. Kujawa will write the draft of the strategic plan document, which will then be forwarded to management staff for corrections and additions. A draft of the document will be presented to the Board at the March meeting.

*A new part-time bookmobile assistant has been hired and will start on Monday, March 2.

*The art print collection has been upgraded. New art prints were ordered in December 2014 and are now available for patrons to check out.

*M. Barbie's retirement date will be May 15. The position will be open by mid-March so the new person can be hired in time to have a few weeks to work with Marilyn before she leaves.

M. Schaff asked guest, Cameo Skager, to report on the Foundation. She noted that the Foundation had held an appreciation luncheon for library staff. Basin Electric sponsored the luncheon, as well as gifts for the staff. The Foundation spring event is scheduled for April 17, and the theme will be "Art and Books." Seventeen local artists will be producing book-themed artworks, which will be sold at the event. The Foundation will be writing another grant to Basin Electric. M. Fladeland suggested contacting Starion Financial for information on their foundation. C. Kujawa stated that she will be putting together talking points for the Foundation board members to begin discussing the teen center project with donors.

For the Friends, E. Jacobs reported that the Spring Book Sale will take place next Thursday through Saturday, March 5-7. The Friends Board of Directors is in the process of developing an online membership portal.

There being no further business, the meeting adjourned at 1:10 PM.

Respectfully submitted,

Elizabeth Jacobs
Assistant Director

Christine Kujawa
Director