

Minutes of the Bismarck Veterans Memorial Public Library Board

Location: BVMPL Missouri River Room; 515 North Fifth Street

Present: Library Board Members: Dianna Kindseth, President; Mike Fladeland, Vice President; and Nancy Guy

Also Present: Christine Kujawa, Library Director; Bea Kaiser, Administrative Office Manager; and guest Bismarck City Commissioner Mike Connelly, library liaison

Not Present: Library Board Members: Mike LaLonde and Justin Hughes

The July 25, 2024 Board meeting was called to order by D. Kindseth, President, at 12:05 p.m.

The June 20 minutes had been mailed out in advance. N. Guy moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

The vendor invoices for July 2024, along with the June financial reports had been mailed out in advance. Following discussion, M. Fladeland moved to approve the July 2024 vendor invoices. Seconded by N. Guy. Motion carried. Following discussion, M. Fladeland moved to accept the June financial reports. Seconded by N. Guy. Motion carried.

2025 draft budget change:

2025 draft budget changes had been distributed. Following discussion, N. Guy moved to approve budget changes as presented to reflect a 5.6% increase in the wage line item for BVMPL and Burleigh County Library employees in accordance with the city's 2025 proposed wage increase. Seconded by M. Fladeland. Motion carried.

Volunteer procedures update:

The volunteer procedure had been distributed. C. Kujawa shared that City Attorney Jannelle Combs and Human Resources Director Leanne Schmidt received the volunteer procedures for review and comment, which includes implementing background checks for volunteers.

Library Director's report:

- Door security – High Point Networks has subcontracted electrical work with Skeels Electric Company; work is set to begin this week. This project will be funded through the Donation budget. Due to an existing state contract, no bidding process was required.
- 2025 budget updates:
 - The Burleigh County budget committee met June 25, C. Kujawa presented the Burleigh County Library's budget. The preliminary budget was discussed on July 15, discussions will continue.
 - The Bismarck City Commission discussed the city's preliminary budget, discussions will continue.
- The current security contract expires on August 1. The bidding process and contract were reviewed, the contract signed, and the firm has been interviewing guards for the position. C. Kujawa will meet with them prior to August 1 for a tour and to review duties.

- Patron Incident Tracking Software (PITS) will be live effective August 1. Although trespass is rare, this system helps organize documents and photos of incidents. The Leadership Team and security staff have been trained and have access to the software.
- C. Kujawa attended the Missouri Valley Coalition for Homeless People Riverwalk event; she's a member of the Hope Committee.
- A welcome flyer, with QR codes to text translations of non-English languages spoken in our area, will be included with the September water bill and in the city's new resident packet. The city links to flyer on their new resident web page, and the library site will link to it as well.
- Work on updating the library's value statements continues. They will be shared with the Board for approval.

For the Bismarck Library Foundation, Inc., C. Kujawa reported:

- They did not meet.

For the Friends of the Bismarck Public Library, E. Jacobs supplied information to C. Kujawa who reported:

- The outdoor book sale held July 12 raised approximately \$3,000 + \$130 donations.
- A flash sale will be held August 5 from 11 a.m. to 1 p.m. selling puzzles and games.
- The annual member meeting will be held August 6.

Other business:

- M. Connelly discussed his role as liaison. N. Guy explained, as a past City Commission liaison, that while the liaison is not a member of the Library Board, being an advocate for the library's annual mill request and funding requests for capital improvement projects to the City Commission makes a positive impact on the ongoing success of the library. An explanation of the Board as a governing board per ND Century Code, versus an advisory board, was also discussed.

The next regular Board meeting has been scheduled for Thursday, August 22, 2024 at 12:00 p.m.

The meeting adjourned at 12:59 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Office Manager

Christine Kujawa
Library Director