

Minutes of the Bismarck Veterans Memorial Public Library Board

Location: BVMPL Missouri River Room; 515 North Fifth Street

Present: Library Board of Directors (Library Board) Members: Dianna Kindseth, President; Mike Fladeland, Vice President; Mike LaLonde, and Nancy Guy

Also Present: Christine Kujawa, Library Director; Elizabeth Jacobs, Assistant Library Director; Bea Kaiser, Administrative Office Manager; and guests Bismarck City Administrator Jason Tomanek and George Smith of Eng Tech

Not Present: Library Board Member: Justin Hughes

The August 22, 2024, Board meeting was called to order by D. Kindseth, President, at 12:03 p.m.

G. Smith discussed the progress and next steps involved in the restrooms renovation project. With viability as a main goal, each restroom area will be a construction set for planning, budgeting, and effort to reduce disruption. C. Kujawa further explained a multi-benefit option included moving the lobby restrooms to near the main floor study rooms within the library, resulting in repurposing the enclosed area in the lobby. Additionally, there is potential for designated social service space to assist patrons in a dignified, private manner versus currently in the wide-open designated space. Limited funding for the project will come from the library fund as a one-time project, with Bismarck Library Foundation, Inc. funding the remainder. Finalized plans with visuals will be available next month, and Eng Tech will work with C. Kujawa on finish selections.

The July 25, 2024, 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 August 2024, along with the July financial reports had been mailed out in advance. Following discussion, M. Fladeland moved to approve the August 2024 vendor invoices. Seconded by N. Guy. Motion carried. Following discussion, M. LaLonde moved to accept the July financial reports. Seconded by M. Fladeland. Motion carried.

Values Statement:

The proposed values statement had been mailed out in advance; J. Hughes submitted suggested changes which were distributed. Following discussion, M. LaLonde moved to approve the proposed values statement with changes. Seconded by N. Guy. Motion carried.

Library Director's report:

- 2025 budget updates:
 - The Bismarck City Commission will continue discussions on the budget ordinance and continue the budget process.
 - The Burleigh County Commission will discuss and approve their budget on September 16, 2024.
- EH Investigations LLC, the new security firm, started August 1, 2024, it has been going well.
- Patron Incident Tracking Software (PITS) has been implemented effective August 1, 2024, it's an efficient, coordinated tool for tracking incidents.

- The weekday janitorial services contract with Pride, Inc. will expire October 31, 2024. Per City of Bismarck ordinance, three bids must be sought. A special Library Board of Directors meeting may be requested to approve bids due by August 30, 2024,
- Library program highlights include:
 - In partnership with Sacred Pipe Resource Center, a cultural learning experience will be held on August 27, 2024, called “What is a Powwow?”
 - A story time will be held on September 4, 2024, featuring a powwow theme and guest speakers.
 - The new schedule is out for the Reader’s Voice Book Club, with the next discussion on September 3, 2024.
 - International Observe the Moon will be held on September 12, 2024, featuring astronomy and space themed activities.
 - In partnership with the American Foundation for Suicide Prevention, mental health and suicide prevention discussions for teens will be held September 21, 2024.
- Bismarck Library Foundation, Inc. (Library Foundation) was awarded a \$20,000 grant through the North Dakota Department of Public Instruction. Qualified summer reading program expenses through September 30, 2024, are eligible for reimbursement. Library Foundation Executive Director Simon Moore will provide the final report, which will be shared with the Library Board.
- Staff annual performance reviews are being completed. The Library Board is responsible for the Library Director’s evaluation, E. Jacobs provides a peer evaluation, and C. Kujawa is finishing her self-evaluation. All documentation will be shared at the September Library Board meeting.
- The 2025 Library Foundation grant request will be completed in September. C. Kujawa will present it to the Library Board for approval, the Library Foundation will consider the grant request as they prepare for the 2025 budget.
- The invoice for door security hardware has been received. Work will take about two weeks and tentatively begin September 16, 2024. Skeels Electric Company did some of the preparatory electrical work.

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

- The fall book sale will be held October 3 through October 5, 2024.
- A flash sale was held August 5, 2024, puzzles and games sold out in 25 minutes.
- The annual member meeting was held August 6, 2024.

Other business:

- C. Kujawa shared numerous kudos received from patrons.

The next regular Board meeting has been scheduled for Thursday, September 26, 2024, at 12:00 p.m.

The meeting adjourned at 12:56 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Office Manager

Christine Kujawa
Library Director