

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; Justin Hughes, and Nancy Guy

Also Present: Christine Kujawa, Library Director; Elizabeth Jacobs, Assistant Library Director; Bea Kaiser, Administrative Office Manager

Not Present: Library Board Members: Mike Fladeland, Vice President; Mike LaLonde

The September 26, 2024, Board meeting was called to order by D. Kindseth, President, at 12:03 p.m.

The August 22, 2024, minutes had been mailed out in advance. N. Guy moved to approve the minutes. Seconded by J. Hughes. Motion carried. The September 10, 2024, special meeting minutes had been mailed out in advance. J. Hughes moved to approve the minutes. Seconded by N. Guy. Motion carried.

The vendor invoices for September 2024, along with the August financial reports, had been mailed out in advance. Following discussion, N. Guy moved to approve the September 2024 vendor invoices. Seconded by J. Hughes. Motion carried. Following discussion, N. Guy moved to accept the August financial reports. Seconded by J. Hughes. Motion carried.

Library Director's 2024 performance evaluation:

D. Kindseth and M. Fladeland completed C. Kujawa's performance evaluation. Following discussion, J. Hughes moved to approve the 2024 evaluation for C. Kujawa. Seconded by N. Guy. Motion carried. The Board commended C. Kujawa's leadership and forward thinking which has brought the library to the next level, resulting in positive public perception and attracting donated funds.

Library Director's report:

- Staff annual performance reviews have been completed and submitted to City HR, including staff self-evaluations as well.
- 2025 budget updates:
 - The Bismarck City Commission met and approved their budget on September 24, 2024, which includes the library's budget as submitted.
 - The Burleigh County Commission met and approved their budget on September 16, 2024, which includes Burleigh County Library's budget as submitted.
 - The November 2024 election results may impact the approved budgets.
- The door security project is almost done, waiting on final parts and key fobs. Upon completion, a final walk through with High Point Networks and staff training will follow.
- Exterior window coverings and elevator wraps have been affixed.
- The updated library values statement has been rolled out online, in the newsletter, and to the media. Staff will meet as a group to conceptualize ways to promote these values.

- Project Service Connect was held at the Dream Center on September 18, 2024. The library provided free books and snacks; Chief Morale Officer Sky Kujawa offered much appreciated unconditional friendship.
- The annual City of Bismarck Career Fair will be held October 1, 2024, for high school students, featuring employment opportunities. Teen HQ information will also be promoted.
- Weekday janitorial services have been approved by the City Commission, Pride, Inc. is reviewing the draft contract.
- C. Kujawa was advised by City Attorney Jannelle Combs regarding the coffee shop contract process. C. Kujawa has communicated these findings with Matt and Sandy McMerty, owners of The Gifted Bean Coffee House, who have concerns as the current contract expires December 31, 2024. An amendment may be offered to lengthen the agreement to allow for ample time for both parties. Many aspects will be considered, input from the Library Board will be sought for the draft RFP prior to publishing and distribution. Interested vendors will submit bids and a designated committee will interview and score their presentations to determine a tenant for the space.
- The events calendar on the library website provides easy access to the variety of offered programs.
- The Library Board will be tasked with approving the 2025 library personnel budget at the October meeting.

For the Bismarck Library Foundation, Inc., J. Hughes reported:

- Some recurring monthly items have been consolidated into a single task.
- The 2024 Pearce and Pearce Business award nominees were discussed.
- The Library Foundation Board size will be increased, after revamping bylaws to maximize composition, diversity, and attendance.

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

- The fall book sale will be held October 3 through October 5, 2024, set up starts tomorrow. 100 – 150 volunteers eagerly assist in the effort.

Other business:

- None

The next regular Board meeting has been scheduled for Thursday, October 24, 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