# 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 Mike LaLonde

Also Present: Christine Kujawa, Library Director; Elizabeth Jacobs, Assistant Library Director; and Bea Kaiser, Administrative Office Manager; and guests Bismarck Library Foundation (BLF) Executive Director Simon Moore, and Matt and Sandy McMerty, owners of The Gifted Bean Coffee House

Not Present: Mike Fladeland, Vice President; and Nancy Guy

The January 23, 2025, Library Board meeting was called to order by D. Kindseth, President, at 12:00 p.m.

D. Kindseth commended the staff intervention by Circulation Services Associate Samantha Boteler-Hazlett, who went above and beyond involving a Gifted Bean Coffee House patron in a moment of crisis. A note of thanks and appreciation will be sent from the Library Board.

D. Kindseth noted the email sent by C. Kujawa to Library Board members as a refresher of important reminders and links to information regarding the roles of Library Board members.

The December 19, 2024, minutes had been mailed out in advance. M. LaLonde moved to approve the amended minutes. Seconded by J. Hughes M. LaLonde. Motion carried.

Gifted Bean Coffee House 2024 Review:
M. McMerty stated that while supply prices have increased, business is well in terms of their business model. Lynn Bryntesen, Building and Grounds Manager, keeps equipment working, however counters and furniture are showing wear. C. Kujawa explained that any proposals should be submitted to her for review in accordance with the current concessionaire agreement. J. Hughes apologized for the confusion in previous guidance on the lease extension.

The vendor invoices for January 2025 and additional December 2024, along with the December financial reports, had been mailed out in advance. Following discussion, J. Hughes moved to approve the January 2025 and additional December 2024 vendor invoices. Seconded by M. LaLonde. Motion carried. Following discussion, M. LaLonde moved to accept the December financial reports. Seconded by J. Hughes. Motion carried.

Update on Restroom Renovation Project:
S. Moore reported that EngTech architects presented to the BLF Board on January 16, 2025. The BLF Board committed to match the $250,000 library fund commitment from their endowment. Their goal is to raise $300,000 through a capital campaign.

C. Kujawa said that City Facilities Manager Tory Otto will work with EngTech on the public bidding process. He will serve as the project manager to ensure city policies and ordinances are being followed. C. Kujawa will supervise onsite and monitor project financials. The bidding process is expected to happen in March or April.

Library Director's report:

- C. Kujawa forwards media releases to Library Board members to inform them of library events and programs, as well as the City's weekly newsletter.
- Guidance is sought from the Police Department when issues arise, procedures are followed, and trespass notices are issued when appropriate.

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

- The FOL Board of Directors met last week and approved their budget, committing $35,000 to library support and projects. Some one-time projects include shelving in the Children's Library, and a backup camera for the Mobile Library.
- The vintage book sale will be held on January 25, 2025.

Other Business:

- Library specific legislative involvement:
    - C. Kujawa requested the Library Board take action regarding Library employee involvement in the state legislative process for legislation directly related to the library and their positions. This action mirrors the City Commission's action approving City Administration and City Department Director involvement in City-related legislation as part of their jobs, per Chapter 2, Section 4 of the City's Policy Manual. She spoke with M. Fladeland before this meeting and he shared approval. Following discussion, J. Hughes moved to approve the request as proposed. Seconded by M. LaLonde. Motion carried.
    - Board President D.Kindseth created an ad hoc legislative committee to initiate advocacy on behalf of the Library Board. M. Fladeland and J.Hughes will serve on this committee. Following discussion, J. Hughes moved to the request as proposed. Seconded by M. LaLonde. Motion carried.
- Library Board January task list:
    - C.Kujawa will share the Library Board of Directors Application for Appointment Form with citizens who've shared an interest in serving. Board President D.Kindseth created an ad hoc nominations committee to work with the Library Director to review and discuss applications received. Following discussion, J. Hughes moved to approve the appointments of M.LaLonde and N.Guy to the committee. Seconded by M. LaLonde. Motion carried.

The next regular Library Board meeting has been scheduled for Thursday, February 27, 2025, at 12:00 p.m.

The meeting adjourned at 12:50 p.m.

Respectfully submitted,

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| Bea Kaiser | Christine Kujawa |
| Administrative Office Manager | Library Director |