



REGULAR MEETING AGENDA August 28, 2025

Missouri River Room	Bismarck Veterans Memorial Public Library 515 N. 5th St. Bismarck, ND 58501	12:00 PM
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AGENDA

1. Call to Order
2. [Public Comment](#)
3. Approval of Meeting Minutes - July 24, 2025 and August 14, 2025
4. Approve Invoices
5. Accept Financial Reports
6. Approve Meeting Room A Stage Flooring and Ramp Project
7. Library Director's Monthly Report
8. Report: Friends of the Bismarck Public Library Staff Liaison - Elizabeth Jacobs
9. Other Business

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Next Regular Board Meeting: September 25, 2025

Minutes of the Bismarck Veterans Memorial Public Library Board of Directors

Location: BVMPL Missouri River Room; 515 North Fifth Street

Present: Library Board of Directors (Library Board) Members: Justin Hughes, President; Dianna Kindseth, and Bob Bartosh

Also Present: Christine Kujawa, Library Director; Elizabeth Jacobs, Assistant Library Director; and Bea Kaiser, Administrative Office Manager; Mike Fladeland, Vice President via Zoom; guests Bismarck Library Foundation (BLF) Executive Director Simon Moore and Bismarck City Administrator Jason Tomanek

Not Present: Nancy Guy

The July 24, 2025, Library Board meeting was called to order by J. Hughes, President, at 12:02 pm.

The June 19, 2025, and July 10, 2025, minutes had been mailed out in advance. D. Kindseth moved to approve the minutes. Seconded by B. Bartosh. Motion carried.

The vendor invoices for July 2025, along with the June financial reports, had been mailed out in advance. Following discussion, M. Fladeland moved to approve the July 2025 vendor invoices. Seconded by B. Bartosh. Motion carried. Following discussion, M. Fladeland moved to accept the June financial reports. Seconded by D. Kindseth. Motion carried.

Workspace Furniture Project Estimates:

C. Kujawa provided drawings, estimates, and state contract documentation regarding the update to several workspaces. Following review and discussion of the documentation, D. Kindseth moved to approve contracting with Fireside Office Solutions to update workspaces in the Technical Services Department, Adult Services Department, Tiffany Towne's office, and Christine Kujawa's office through the existing State of North Dakota contract #049-A-Furniture-Open Office Furniture and Systems Furniture, CDA#19Z07643, utilizing up to \$60,000 from the Library Fund. Seconded by B. Bartosh. Motion carried.

Restroom Renovation Updates:

The Bismarck City Commission approved the low bidders for the restroom renovation project at their July 22, 2025, meeting. EngTech will work with Public Works on contract documentation and will communicate with contractors about a project timeline. Once EngTech wraps up the bid process tasks, they will have fulfilled the current contract they have with the library for phase one of the project. The contract was for \$67,500, of which \$25,526 was paid in December 2024, and the remaining approximately \$42,000 will be funded through the 2025 budget, an expense forthcoming. M. Fladeland & D. Kindseth volunteered to attend construction meetings on behalf of the Library Board and will be notified regarding the schedule.

S. Moore discussed project budget expenses, plans for revenue, fundraising progress thus far, and grant proposals currently pending. The Campaign Committee developed a plan for public fundraising implemented in two phases beginning in August and completed in January.

Public Comment Policy Discussion:

The final Public Comment Policy had been mailed out in advance and will take effect on August 1, 2025. C. Kujawa explained how it will be implemented in regular Library Board meetings. J. Tomanek agreed that altering item number 2 in the policy is acceptable for the sake of clarification; the second sentence will be numbered separately. C. Kujawa will meet with J. Hughes and M. Fladeland to review the public comment procedure and best practices relevant to their duties as President and Vice President of the Library Board.

Library Director's report:

- The City's annual performance review documents have been updated. Supervisors will be trained in the evaluation process by City Human Resources (HR). C. Kujawa will coordinate with the Library Board President and Vice President on completing her evaluation.
- Staff job descriptions are being updated to match the City template and for consistency of wording within each salary grade. Supervisors and staff were given an opportunity to provide feedback. Finalized descriptions will be submitted to HR.
- The lower-level stair carpet was replaced this week, costing under \$5,300.
- Additional sidewalk art on Avenue B was funded through a grant from Bismarck-Burleigh Public Health featuring movement, health, and Indigenous culture themes. The project was completed by local artists Melanie "Angel" Moniz and Aprill Perkins.
- Teen Services Librarian Jennie Archer provided a midyear attendance of Teen HQ, which has already surpassed the total for last year.
- Many events occur throughout the library via outreach and can be found on the events calendar on the library website.

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

- A one-day outdoor book sale was held on July 18, 2025, and raised approximately \$1,800. Storage is full for the upcoming fall sale.
- A puzzle and game flash sale will be held on August 5, 2025, from 11am to 12pm.
- The annual business meeting will be held August 5, 2025, to elect board members, officers, and conduct business.
- Librarypalooza will feature activities, music, and food, focusing on showcasing library offerings. The event will be August 14, 2025, from 6pm to 8pm.

Other Business:

- S. Moore stated that BLF bylaws call for a Library Board designated representative on the BLF Foundation Board and would also be on the BLF Executive Committee. J. Hughes offered to accept this role, and all Library Board members agreed.

The next regular Library Board meeting is scheduled for Thursday, August 28, 2025, at 12:00pm.

The meeting adjourned at 12:46pm.

Respectfully submitted,

Bea Kaiser
Administrative Office Manager

Christine Kujawa
Library Director

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Also Present: Christine Kujawa, Library Director; and Bea Kaiser, Administrative Office Manager

Not Present: Nancy Guy and Mike Fladeland; and Elizabeth Jacobs, Assistant Library Director

The August 14, 2025, Library Board special meeting was called to order by J. Hughes, President, at 12:00 pm.

Request to Change Hours of Operation on Sunday, September 7, for a Community Event:
Following discussion, B. Bartosh moved to approve closing the library at 4pm on Sunday, September 7, 2025, for the Community Table event. Seconded by D. Kindseth. Motion carried. Discussion also included identifying policies for potential modification by granting the Library Director the authority to make some decisions currently designated for Library Board approval. These will be reviewed and discussed later.

The next regular Library Board meeting is scheduled for Thursday, August 28, 2025, at 12:00pm.

The meeting adjourned at 12:05pm.

Respectfully submitted,

Bea Kaiser
Administrative Office Manager

Christine Kujawa
Library Director