

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; Nancy Guy, Bob Bartosh, and Dianna Kindseth

Also Present: Christine Kujawa, Library Director; Elizabeth Jacobs, Assistant Library Director; and Bea Kaiser, Administrative Office Manager; guests Trevor Huffaker from EngTech, and Bismarck Library Foundation, Inc. (BLF) Executive Director Simon Moore; and Vice President Mike Fladeland via Zoom

The July 10, 2025, Library Board special meeting was called to order by D. Kindseth at 12:02 pm.

T. Huffaker explained the bid process and provided information about the bid tabulation sheet and low bidders. The total for the project came in higher than estimated. C. Kujawa met with City Finance Director Dmitriy Chernyak to discuss using additional revenue from the library fund to cover the project overage, and he agreed that the library has the necessary revenue available.

Following discussion, J. Hughes moved to approve the low bidders, per the bid tabulation sheet, for the restroom renovation project, which includes the base bid, alternate 1, and alternate 2, for a total of \$775,500. Seconded by N. Guy. Motion carried.

Following discussion, N. Guy moved to approve increasing the library's 2026 budget, GL account 210-210-210-5010-200 Building Improvements from \$475,000 to \$565,500, and increasing the use of library funds as a 2026 revenue source from \$407,320 to \$497,820. Seconded by J. Hughes. Motion carried.

Following discussion, J. Hughes moved to approve earmarking \$340,500 from the library fund for restroom renovation revenue. Seconded by N. Guy. Motion carried.

Tomorrow C. Kujawa will meet with library liaison, Bismarck City Commissioner Mike Connelly, to recap the actions taken at this Library Board meeting. She will advise City Fiscal Services, who will make the appropriate changes to the 2026 budget, which will be shared with the Budget Committee. She will also share approval of the low bidders and funding sources for the project with City Public Works so they can include this information on the agenda memo for the July 22, 2025, City Commission meeting.

T. Huffaker said once the City Commission approves the project, they will issue agreements between contractors and the owners. In early to mid-August a pre-construction meeting will be held with all the contractors to establish timelines for various parts of the project. He doesn't foresee disruption to library services and believes the project could potentially be completed prior to April 2026.

C. Kujawa welcomed up to two Library Board members to consider serving as liaisons to attend the construction update meetings. M. Fladeland and D. Kindseth expressed interest in serving as liaisons with the opportunity to review project progress, changes, and budget updates.

S. Moore expressed positive momentum for a \$300,000 fundraising effort, the biggest project the BLF has ever taken on. Upon City Commission approval, campaign materials will be finalized. Fundraising efforts will take place from August through mid-fall, with a completion goal by year's end. B. Bartosh added that endowment funds will also be utilized.

The next regular Library Board meeting is scheduled for Thursday, July 24, 2025, at 12:00pm.

The meeting adjourned at 12:40pm.

Respectfully submitted,

Bea Kaiser
Administrative Office Manager

Christine Kujawa
Library Director