

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: Dianna Kindseth, President; Mike Fladeland, Vice President; Nancy Guy, and Mike LaLonde

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

Not Present: Justin Hughes

The May 20, 2025, Library Board meeting was called to order by D. Kindseth, President, at 12:02 pm.

The April 24, 2025, minutes had been mailed out in advance. M. LaLonde moved to approve the minutes. Seconded by N. Guy. Motion carried.

The vendor invoices for May 2025, along with the April financial reports, had been mailed out in advance. Following discussion, M. Fladeland moved to approve the May 2025 vendor invoices. Seconded by M. LaLonde. Motion carried. Following discussion, M. Fladeland moved to accept the April City Library financial report. Seconded by M. LaLonde. Motion carried. Following discussion, M. Fladeland moved to accept the April Burleigh County Library (BCL) financial report. Seconded by N. Guy. Motion carried. Following discussion, N. Guy moved to accept the April Donations financial report. Seconded by M. Fladeland. Motion carried.

2025-2026 Slate – Library Board of Directors:

- Following discussion, N. Guy moved to approve J. Hughes for a reappointment to his second 3-year term on the Library Board of Directors. Seconded by M. LaLonde. Motion carried.
- Following discussion, M. Fladeland moved to approve Robert Bartosh for a three-year term, replacing outgoing board member M. LaLonde. Seconded by N. Guy. Motion carried.
- Following discussion, N. Guy moved to approve J. Hughes for the position of President, which serves as the designated municipal representative in accordance with NDCC 40-38.03 to ensure qualification for State Aid to Public Libraries funding as outlined in 54-24.2-01, Seconded by M. Fladeland. Motion carried
- Following discussion, N. Guy moved to approve M. Fladeland for the position of Vice President. Seconded by M. LaLonde. Motion carried.
- C. Kujawa was given authorization to request City Commission approval of the appointments.

2026 Budgets:

Donations Budget, BCL Budget, and City Library Budget:

- C. Kujawa presented the BCL budget, which was drafted with feedback from Keli McDonald, Head of Burleigh County Library. Following discussion, N. Guy moved to approve the 2026 BCL base budget as presented. Seconded by M. LaLonde. Motion carried.
- Following discussion, M. Fladeland moved to approve the 2026 Donations budget as presented. Seconded by M. LaLonde. Motion carried.

- Following discussion, M. Fladeland moved to approve the 2026 City Library budget as presented. Seconded by M. LaLonde. Motion carried.
- The library's 2026 City Budget Committee meeting will be held on June 11, 2025. C. Kujawa and D. Kindseth will attend.

LED Lighting Project:

C. Kujawa presented an energy conservation grant opportunity through the ND Department of Commerce, specifically for LED lighting upgrades. City of Bismarck Facilities Maintenance Manager Tory Otto would assist with the bidding and grant application process for the project. Following discussion, M. LaLonde moved to approve \$125,000 for the lighting project, funded through the library fund, with C.Kujawa and Tory Otto collaborating on the required processes. Seconded by N. Guy. Motion carried.

Library Director Job Description Update:

M. Fladeland moved to approve the Library Director's updated job description utilizing the City of Bismarck's revised job description template. Seconded by N. Guy. Motion carried.

Library Director's report:

- C. Kujawa shared received kudos, as well as programming pamphlets for the Children's Library, Teen HQ, and BCL. City Commissioners will also receive the information at the next City Commission meeting.
- C. Kujawa met with Tory Otto and the architects for the restroom renovation project; the bid documents should be ready in a couple of weeks, then published as required. Upon closing date, bids will be opened at the City office by the City Attorney. C. Kujawa will then request a pause to determine if the amount is in line with the architect's estimate, and if fundraising plans are affected. The Library Board would then be presented with the bid for approval; a special meeting may be called. It will then be submitted to the Bismarck City Commission for approval.

For the Bismarck Library Foundation, Inc., C. Kujawa reported:

- The restroom renovation capital campaign is moving forward, in anticipation of the bids. Foundation and Library Board members will be asked to consider pledging towards the project.
- The Foundation Board will not meet in June or July.

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

- The FOL Board approved a commitment of \$30,000 towards the restroom renovation campaign.
- A one-day book sale will be held on Wednesday, May 28, 2025, from 10am-2pm, in conjunction with the summer reading kickoff.
- Library Palooza will be held August 14, 2025.

Other Business:

- None

The next regular Library Board meeting is scheduled for Thursday, June 19, 2025, at 12:00 pm.

The meeting adjourned at 1:11 pm.

Respectfully submitted,

Bea Kaiser
Administrative Office Manager

Christine Kujawa
Library Director