

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 LaLonde and Justin Hughes

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

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

The March 27, 2025, Library Board meeting was called to order by D. Kindseth, President, at 12:00 pm.

The February 27, 2025, minutes had been mailed out in advance. M. LaLonde moved to approve the amended minutes. Seconded by J. Hughes. Motion carried.

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

2024 Year-end budget summary:

C. Kujawa provided a year-end summary of the Library, Burleigh County Library, and Donations budgets. Year-end revenue balances remain in the library fund for emergencies, one-time projects, and to balance the library budget, upon approval by the Library Board. City Finance Director Dmitriy Chernyak recommends maintaining a library fund balance of 3-6 months of essential operating expenses for emergencies, rather than a set amount due to expense fluctuations.

Restroom Renovation Capital Campaign Update:

The Bismarck Library Foundation, Inc. (BLF) Capital Campaign Committee met yesterday. They reviewed lists of high-tier donors; however, no outreach will occur until bids have been received. Donor materials, including graphic design and text with bullet points about the project, are being created. The public bidding documentation has not yet been finalized, but it is still on schedule.

Library Director's report:

- The 2024 ND Public Library Survey was completed and submitted, and was shared via email with the Library Board. It is required to receive State Aid to Public Libraries funding, with data used at the state and federal levels.
- The Central Dakota Library Network 2024 financial review was emailed to the Library Board.
- C. Kujawa, M. Fladeland, and City Administrator Jason Tomanek attended the House Judiciary Committee's hearing on SB 2307. A do pass was recommended. A fiscal note relating to the database component of the bill is attached to it. It will go to House Appropriations next; no hearing is scheduled yet. The veto request letter drafted for Governor Armstrong is actively being shared with the North Dakota Library Association membership.

Approximately 20 organizations and associations at the state and national levels with connections to the bill have been contacted as well. Following the review process, the letter will be finalized, and when appropriate, delivered to Governor Armstrong's office by C. Kujawa. She will contact the Governor's Office about the delivery process.

- The 2024 budget has been finalized, currently utilizing 2025, and now working on the 2026 budget.

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

- Outreach efforts for opposing SB 2307 were recapped.
- Discussions have continued regarding the restroom renovation campaign, trying to solidify timelines for outreach.
- The spring event will focus less on fundraising and more on library support.

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

- The spring book sale raised over \$23,000.
- Upcoming sales include one in conjunction with the summer reading kickoff and another in July. The fall book sale will be held again in October.

Other Business:

- None

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

The meeting adjourned at 12:37 pm.

Respectfully submitted,

Bea Kaiser
Administrative Office Manager

Christine Kujawa
Library Director