



REGULAR MEETING September 25, 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 Policy](#)
3. Approval of Meeting Minutes - August 28, 2025
4. Approve Invoices
5. Accept Financial Reports
6. Approve Exception to City's Proposed Write-Off Policy
7. Approve Library Director Annual Performance Review
8. Library Director's Monthly Report
9. Report: Bismarck Library Foundation, Inc. - Justin Hughes
10. Report: Friends of the Bismarck Public Library Staff Liaison - Elizabeth Jacobs
11. Other Business

ADJOURN

Next Regular Board Meeting: October 23, 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; Mike Fladeland, Vice President; Nancy Guy, and Bob Bartosh

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

Not Present: Dianna Kindseth

The August 28, 2025, Library Board meeting was called to order by J. Hughes, President, at 12:04 pm.

There were no appearances for public comment.

The July 24, 2025, and August 14, 2025, minutes had been mailed out in advance. N. Guy moved to approve the minutes. Seconded by M. Fladeland. Motion carried.

The vendor invoices for August 2025, along with the July financial reports, had been mailed out in advance. Following discussion, M. Fladeland moved to approve the August 2025 vendor invoices. Seconded by N. Guy. Motion carried. Following discussion, M. Fladeland moved to accept the July financial reports. Seconded by N. Guy. Motion carried.

Meeting Room A Stage Flooring and Ramp Project:

C. Kujawa provided an estimate and state contract documentation regarding updating the Meeting Room A stage flooring and construction of an ADA ramp. Following review and discussion of the documentation, B. Bartosh moved to approve contracting with Interiors by Design to update the Meeting Room A stage, including new flooring and an accessible ramp, through the existing Sourcewell contract #061323-MAC, utilizing the library's donation budget at an amount not to exceed \$25,000. Seconded by M. Fladeland. Motion carried.

Library Director's report:

- The Community Table Event will be held on Sunday, September 7, 2025, from 5pm to 7pm, focusing on community conversation and promoting respectful and civil dialogue.
- Restroom Renovation Updates:
 - Tuesday was the kickoff for the project.
 - Architects and construction vendors will meet today with Lynn Bryntesen, Building and Grounds Manager, for a building walk-through.
 - A pre-construction meeting will be held Thursday, September 4, 2025, with the City, architect, construction vendors, C. Kujawa, and library affiliates.
 - The project will convene the week of September 15, 2025.

- Weekly onsite construction meetings will be scheduled. They plan to start the new construction on the main floor, allowing other restrooms to be accessible, then move to the lower level.
- The Bismarck Library Foundation, Inc. continues with the capital campaign for this project.
- The 2026 Burleigh County Budget discussions have continued, with a public hearing set for September 15, 2025.
- Patron feedback and the updated Teen HQ Fall brochure were distributed.
- C. Kujawa met with J. Hughes and M. Fladeland regarding preparation for the upcoming annual Library Director evaluation. The review will be held on September 16, 2025, with the documentation prepared for the Library Board members to review and consider approval at the September 25, 2025, Library Board meeting.

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

- The upcoming fall book sale will be held October 2 through October 4, 2025. Storage is full for the upcoming fall sale; donations will stop being accepted at the end of next week, and resume when the sale is over.
- A puzzle and game flash sale was held on August 5, 2025, from 11am to 12pm, and raised approximately \$500.
- The annual business meeting was held August 5, 2025, to elect board members, officers, and conduct business. The guest speaker was BLF Executive Director Simon Moore, featuring the restroom renovation project.
- Librarypalooza was held August 14, 2025, from 6pm to 8pm featuring activities, music, and food, focusing on showcasing library offerings. Approximately 300 attended, many new faces, with plans to continue the event in the future.

Other Business:

- B.Bartosh requested an update on The Gifted Bean Coffee House. C. Kujawa shared that in 2024, owners Matt and Sandy McMerty exercised their right to extend the contract term per the concessionaire agreement. When the contract expires, it will be publicized for bids. M.McMerty reports library-owned equipment issues to C.Kujawa for repairs or replacement consideration.

The next regular Library Board meeting is scheduled for Thursday, September 25, 2025, at 12:00pm.

The meeting adjourned at 12:32pm.

Respectfully submitted,

Bea Kaiser
Administrative Office Manager

Christine Kujawa
Library Director