



Library Board of Directors

REGULAR MEETING October 23, 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 - September 25, 2025
4. Approve Invoices
5. Accept Financial Reports
6. Approve 2026 Salary Schedule and Personnel Budget
7. Library Director's Monthly Report
8. Report: Bismarck Library Foundation, Inc. - Justin Hughes
9. Report: Friends of the Bismarck Public Library Staff Liaison - Elizabeth Jacobs
10. Other Business

ADJOURN

Next Regular Board Meeting: November 20, 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; Nancy Guy, Dianna Kindseth, and Bob Bartosh

Also Present: Christine Kujawa, Library Director; Elizabeth Jacobs, Assistant Library Director; Bea Kaiser, Administrative Office Manager; Bismarck City Administrator Jason Tomanek; and guest Bismarck Library Foundation, Inc. Executive Director Simon Moore

Not Present: Mike Fladeland, Vice President

The September 28, 2025, Library Board meeting was called to order by J. Hughes, President, at 12:00 pm.

There were no appearances for public comment.

The August 28, 2025, minutes had been mailed out in advance. N. Guy moved to approve the minutes. Seconded by B. Bartosh. Motion carried.

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

Exception to City's Proposed Write-Off Policy:

C. Kujawa provided a draft policy, her correspondence with the City Attorney, and the library's Public Service Policy. Following review and discussion of the documentation, N. Guy moved to approve adding an exemption to the City's Write-Off of Uncollectible Accounts Receivable Policy, stating that "The Library complies with policies regarding fees and past due accounts as reviewed and approved by the Library Board of Directors." Seconded by D. Kindseth. Motion carried.

Library Director Annual Performance Review:

J. Hughes and M. Fladeland conducted the annual performance review with C. Kujawa on September 16, 2025. Their performance review form, the peer performance review completed by E. Jacobs, and C. Kujawa's self-evaluation form had been mailed out in advance. Following review and discussion of the documentation, N. Guy moved to approve Library Director Christine Kujawa's annual performance review, to be submitted to the City of Bismarck's Human Resources Department. Seconded by B. Bartosh. Motion carried. C. Kujawa requested a decreased score, which J. Hughes and M. Fladeland declined. J. Tomanek explained that the evaluation form and model have changed and will continue to evolve.

Library Director's report:

- The Community Table Event was held on September 7, 2025, with about 150 attendees engaging in community conversation and promoting respectful and civil dialogue.

- The Missouri Valley Coalition for Homeless People, Inc. sponsored Project Service Connect at the Dream Center on September 17, 2025, with several hundred in attendance. The library provided free books, treats, and Story Time onsite.
- The 2026 library and Burleigh County Library budgets passed as submitted.
- C. Kujawa will meet on Friday afternoon with Public Works and Honeywell to review the completed lighting study for potential LED lighting updates for the library, utilizing the state Energy Conservation Grant. Following that meeting, she will coordinate to decide the next steps.
- The 2025 grant funding includes the ability to purchase another mascot costume.
- The 2026 personnel budget and salary schedule will be presented for Library Board review and approval in October.
- Librarians will attend the Library Board's November or December meetings to provide department updates.
- Circulation Manager Hannah Vanorny attended the local “Whose Live Anyway” event at the Belle Mahus Auditorium. She was invited on stage to participate in a skit, and when asked where she worked, the crowd clapped for the library. One actor shared that he came to the library and stopped in the Gifted Bean Coffee House.

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

- The Nominating Committee has collected responses accepting nominations for the election of BLF officers and board members.
- Focus continues on the restroom renovation capital campaign, and meeting with prospective donors prior to proceeding with the public campaign.

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

- The fall book sale will be held October 2 through October 4, 2025. Volunteers will begin set-up tomorrow.

Other Business:

- C. Kujawa provided a proposed 2026 BLF grant request totaling \$70,000 and specified the intended funding areas of the request. Following review and discussion, D. Kindseth moved to approve the grant request as amended. Seconded by N. Guy. Motion carried. The BLF’s Grant and Finance Committees will review the request and advise the full BLF board of their recommendation.
- The restroom renovation project commenced on September 15, 2025, as scheduled. The Construction Committee will meet every Tuesday at 10am, including representation from the Library Board. C. Kujawa has been working with Public Works and Fiscal Services on the financial management side of the project, in preparation for upcoming invoices.
- A couple of weeks ago, S. Moore and C. Kujawa were interviewed by KX News regarding the restroom project. They will be interviewed by KFYZ tomorrow.
- S. Moore explained that the restroom renovation campaign has a goal of \$300,000; the amount raised to date is \$250,300. In the next phase, a small press release event will be held, with coverage prior to public solicitations. There has been much positive reception to the project thus far.

The next regular Library Board meeting is scheduled for Thursday, October 23, 2025, at 12:00pm.

The meeting adjourned at 1:01pm.

Respectfully submitted,

Bea Kaiser
Administrative Office Manager

Christine Kujawa
Library Director