



Library Board of Directors

REGULAR MEETING November 20, 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 - October 23, 2025
4. Approve Invoices
5. Accept Financial Reports
6. Approve Code of Conduct Policy Update
7. Approve Public Service Policy Update
8. Receive Report from Youth Services Department
9. Library Director's Monthly Report
10. Report: Bismarck Library Foundation, Inc. - Justin Hughes
11. Report: Friends of the Bismarck Public Library Staff Liaison - Elizabeth Jacobs
12. Other Business

ADJOURN

Next Regular Board Meeting: December 18, 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: Mike Fladeland, Vice 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 Bismarck City Commissioner Mike Connelly

Not Present: Justin Hughes, President

The October 23, 2025, Library Board meeting was called to order by M. Fladeland, Vice President, at 12:00 pm.

There were no appearances for public comment.

The September 25, 2025, minutes had been mailed out in advance. N. Guy moved to approve the amended minutes. Seconded by D. Kindseth. Motion carried.

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

2026 Salary Schedule and Personnel Budget:

C. Kujawa presented the 2026 Salary Schedule and Personnel Budgets for Library and Burleigh County Library staff, which had been mailed out in advance. Recommended increases were based on a 3% COLA increase across the board and 1.5% budgeted for performance, adjustments to the 2026 Salary Schedule, and years of service. Following discussion, N. Guy moved to approve the 2026 Salary Schedule and 2026 personnel budget. Seconded by D. Kindseth. Motion carried.

Library Director's report:

- The workspace furniture project in Adult Services, Technical Services, Youth Services, and C. Kujawa's office has been completed. Staff thanked the Library Board for approving this project.
- The Bismarck Library Foundation, Inc. (BLF) held their public restroom renovation campaign kickoff yesterday. The event was attended by BLF and BVMPL representatives, media, stakeholders, and distinguished speakers, including Mayor Mike Schmitz. To date, BLF has raised \$323,000 in cash and pledges, and the project is on schedule.
- Trevor Huffaker from EngTech will provide progress reports, and messages will be sent by BLF to donors updating them on the progress.
- Lighting panels behind Circulation Services are outdated, the restroom renovation lights will be added to the same circuitry. With the panels being further affected by the project, C. Kujawa will request a quote to update them.

- Previously, the Library Board approved up to \$90,000 for library LED lighting updates based on a 2024 quote. C. Kujawa met with Public Works and Honeywell to review the recently completed lighting study proposal of \$237,000. Stipulations in utilizing the state Energy Conservation Grant include the degree in savings improvements. Errors in previous calculations of the 2024 quote came to light, and it appears this recent proposal is much more accurate. She will continue to work with Honeywell on the proposal.
- C. Kujawa attended the Library Journal Directors' Summit in Denver, CO, and expressed appreciation for the beneficial professional development opportunity.
- C. Kujawa met with a couple, past library donors, who wish to remain anonymous. They donated \$100,000 to support programs for children, teens, and adults, as well as current special needs.

For the Bismarck Library Foundation, Inc. (BLF), B. Bartosh reported:

- The wealth advisors for the BLF endowment fund presented the account status and made beneficial changes to help the expense ratio. Such planning ensures that cash will be available for restroom renovation expenses.
- B. Bartosh expressed concerns about the property tax ceiling affecting future funding from the City for capital projects and stressed the importance of the endowment fund.
- The next BLF meeting will be held November 7, 2025, and will include approval of the 2026 BLF budget. The Finance and Grants committee will meet on October 29, 2025, to review the 2026 library grant request.

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

- The fall book sale, with the assistance of 150 volunteers, raised \$24,300 with an additional \$900 in donations.
- Donations are again being accepted.
- The bookmark design contest, held in conjunction with Bird Flight Path programming, closed a week ago with over 70 entries.

Other Business:

- J. Tomanek and M. Connelly discussed property tax legislation impacts.
- City of Bismarck Facilities Manager Tory Otto has been performing building condition assessments. Stressing that deferred maintenance isn't good, N. Guy requested past evaluations of independent building assessments. J. Tomanek will check with Director of Service Operations Steve Salwei, and City Engineer Gabe Schell. J. Tomanek relayed that S. Salwei envisions future centralized building maintenance.
- J. Tomanek shared that City of Bismarck Finance Director Dmitriy Chernyak resigned effective November 7, 2025.

The next regular Library Board meeting is scheduled for Thursday, November 20, 2025, at 12:00pm.

The meeting adjourned at 1:03pm.

Respectfully submitted,

Bea Kaiser
Administrative Office Manager

Christine Kujawa
Library Director