



REGULAR MEETING December 18, 2025

Missouri River Room	Bismarck Veterans Memorial Public Library 515 N. 5th St. Bismarck, ND 58501	12:00 PM
---------------------	--	----------

AGENDA

1. Call to Order
2. [Public Comment Policy](#)
3. Approval of Meeting Minutes - November 20, 2025
4. Approve Invoices
5. Accept Financial Reports
6. Library Director's Monthly Report
7. Receive Report from Troy Hamre on Mobile Library Services
8. Other Business

ADJOURN

Next Regular Board Meeting: January 22, 2026

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, Dianna Kindseth, and Bob Bartosh

Also Present: Christine Kujawa, Library Director; Elizabeth Jacobs, Assistant Library Director; Bea Kaiser, Administrative Office Manager; and guests Traci Juhala, Head of Youth Services; and Jennie Archer, Teen Services Librarian

The November 20, 2025, Library Board meeting was called to order by J. Hughes, President, at 12:00 pm.

There were no appearances for public comment.

The October 23, 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 November 2025, along with the October financial reports, had been mailed out in advance. Following discussion, M. Fladeland moved to approve the November 2025 vendor invoices. Seconded by N. Guy. Motion carried. Following discussion, N. Guy moved to accept the October financial reports. Seconded by M. Fladeland. Motion carried.

Code of Conduct Policy Update:

C. Kujawa provided updated drafts of the library's Code of Conduct Policy, corresponding changes to the Trespass Notice form, and her correspondence with the City Attorney. Following review and discussion of the documentation, D. Kindseth moved to approve the updated Code of Conduct Policy language as presented. Seconded by N. Guy. Motion carried.

Public Service Policy Update:

C. Kujawa provided an updated draft of the library's Public Service Policy. Following review and discussion of the documentation, M. Fladeland moved to approve the amended updated Public Service Policy language. Seconded by D. Kindseth. Motion carried.

Report from Youth Services Department:

- T. Juhala shared that fall programs are near completion, and spring planning has begun.
- Collection development has been temporarily affected by a major book distributor closing.
- Three new Shelving Associates were hired in September.
- A collaboration with North Dakota's Gateway to Science on Meaningful Math will highlight the beauty of math and demonstrate that math surrounds everyone. This will be library-wide and occur in the Summer of 2026.
- Flight Path: Migration programming included speakers and focus on local birds, with potential for forming a bird club.
- Storytimes and music and movement grant funded programs have been well attended.

- A ukulele jam session, art programs, Stuffed Animal Sleepover, and Northern Plains Dance Nutcracker story times were held.
- Tiffany Towne, Children's Program Coordinator, has done outreach with the Adult Learning Center and BECEP Center.
- After school programs are held for youth 6-11 years old.
- BARK, Chess Club, crochet classes, Dakota Zoo visits, and a Beanstack Star Wars reading challenge have offered a wide variety of activities.
- Mrs. Claus will have a one-week residency in December, followed by a visit from Santa.
- Children's craft kits will be available December 19 through December 31, 2025.
- J. Archer reported that attendance in Teen HQ has significantly increased this year.
- North Dakota's Gateway to Science is partnering for a Coding Club.
- J. Archer has been invited for school visits to reading and English classes. Horizon Middle School is offering incentives to students for participating in library programs.
- Spring scheduling will include Volunteer Club, crochet classes, afternoons, gaming and coding programs, puzzle boxes, book cover bedazzling, and DIY Spa Day activities.

Library Director's report:

- A restroom renovation project progress report was shared. To date, the Bismarck Library Foundation, Inc. (BLF) has raised \$369,501 for the project. They're continuing to hold meetings with established donors, and a letter will be sent to a list of 800 donors.
- Construction crews have been using the allocated parking on Sixth Street, Public Works will remove the cones for snow removal, however the temporary no parking signs will remain.
- The library value statement was updated last year; staff have provided feedback as to implementation and impact. C. Kujawa is compiling the input and will share with the Library Board.
- The BisMan in Stitches and BisMan Crafters groups crocheted squares and fashioned a festive tree to adorn the library's main floor. After the holidays, the squares will be connected to make blankets for those in need in our community.
- City Forestry will soon remove dead and unhealthy trees from the library grounds, and trim others as necessary.
- Year-end building maintenance, including window washing and carpet cleaning, will be performed.
- The LED lighting project is being paused to assess the library fund balance after the 2025 budget closes. Once that information is obtained, C. Kujawa will seek supplemental funding sources for the project.
- The library events calendar is a valuable resource for all programs and activities.

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

- The public restroom renovation silent campaign has closed, exceeding the initial fundraising goal, and the public outreach campaign will begin.
- Pearce award nominees, the Harry Pearce estate, posthumously for him, and Friends of the Bismarck Public Library were chosen.
- The Finance and Grants Committee approved the 2026 library grant request.
- The 2026 BLF budget was approved, which includes the \$550,000 distribution for the restroom renovation project.

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

- Fundraising for the restroom renovation, the public appeal letter includes \$10,000 in matching funds from FOL, pledged to the project.
- The 2026 FOL budget was approved, which includes budget items for library projects and programs. Main projects include replacing the large format printer and adding laptops for computer and technology training and programming.
- A holiday gift sale will be held Saturday, November 29, 2025, from 12-3pm.

Other Business:

- None

The next regular Library Board meeting is scheduled for Thursday, December 18, 2025, at 12:00pm.

The meeting adjourned at 12:56pm.

Respectfully submitted,

Bea Kaiser
Administrative Office Manager

Christine Kujawa
Library Director