



REGULAR MEETING February 26, 2026

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 - January 22, 2026
4. Approve Invoices
5. Accept Financial Reports
6. Library Director's Monthly Report
7. Report: Bismarck Library Foundation, Inc. - Justin Hughes
8. Report: Friends of the Bismarck Public Library Staff Liaison - Elizabeth Jacobs
9. Other Business

ADJOURN

Next Regular Board Meeting: March 26, 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; and Nancy Guy

Also Present: Christine Kujawa, Library Director; Elizabeth Jacobs, Assistant Library Director; Bea Kaiser, Administrative Office Manager, and Matt and Sandy McMerty, owners of The Gifted Bean Coffee House

Not Present: Bob Bartosh and Dianna Kindseth

The January 22, 2026, Library Board meeting was called to order by J. Hughes, President, at 12:01 pm.

There were no appearances for public comment.

The December 18, 2025, minutes had been mailed out in advance. M. Fladeland moved to approve the minutes. Seconded by N. Guy. Motion carried.

The vendor invoices for January 2026 and additional December 2025, along with the December financial reports, had been mailed in advance. Following discussion, N. Guy moved to approve the December 2026 and additional December 2025 vendor invoices. Seconded by M. Fladeland. Motion carried.

The Gifted Bean Coffee House 2025 Review:

M. McMerty and S. McMerty stated that while labor and supply prices have increased, business is well in terms of their business model. They may need to reassess pricing. Lynn Bryntesen, Building and Grounds Manager, keeps equipment working; however, the furniture and the grinder are showing wear. C. Kujawa reminded them to submit their proposals to her. They appreciated the designated supply closet included in the restroom renovation project.

C. Kujawa stated that the 2025 budget remains open and plans to report the final year-end standings at the March Library Board meeting. Following discussion, M. Fladeland moved to accept the December financial reports. Seconded by N. Guy. Motion carried.

Library Director's report:

- A restroom renovation project's monthly progress report hasn't been received to date. A newly constructed staff meeting room has been finished. Phase I is slightly behind due to a delay in wall tiles and issues with the epoxy floor. The project should remain on schedule, with completion in April or May.

- To date, the Bismarck Library Foundation, Inc. (BLF) has raised \$425,813 for the project, with about \$340,000 already received and the remainder in pledges. Organized efforts to extend thanks and appreciation will be made in February and March.
- C. Kujawa will email Library Board members with a refresher of important reminders and links to information regarding the roles of Library Board members.
- Two vacancies on the Library Board will need to be filled in 2026. This notice will be included in an upcoming newsletter, and the application is available year-round on the library website. The ad hoc Nominating Committee, N. Guy and M. Fladeland, will review Library Board applications and make recommendations for appointments. The Library Board will take action to fill the vacancy at the May meeting. C. Kujawa will request approval by the City Commission of the nomination and recommended appointment. June will be the final meeting for the outgoing members, and the incoming members will be invited as guests, with duties assumed on July 1.
- Year-end building maintenance carpet cleaning was completed.
- A Stranger Things-themed event was attended by about 50 participants, including student observers of the last Library Board meeting.

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

- A vintage used book sale will be held on Friday for FOL members only, and open to the public on Saturday from 10am-2pm in Room A.
- A children's book sale will be held on February 14, 2026, from 10am-12pm.
- The spring book sale will be held on the first weekend in March.
- Volunteers have been busy keeping organized and raising funds.

Other Business:

- None

The next regular Library Board meeting is scheduled for Thursday, February 26, 2026, at 12:00pm.

The meeting adjourned at 12:25pm.

Respectfully submitted,

Bea Kaiser
Administrative Office Manager

Christine Kujawa
Library Director