

Minutes of the Bismarck Veterans Memorial Public Library Board

Location: BVMPL Missouri River Room; 515 North Fifth Street

Present: Library Board of Directors (Library Board) Members: Dianna Kindseth, President; Mike Fladeland, Vice President; Justin Hughes, and Nancy Guy

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

Not Present: Library Board Member: Mike LaLonde

The October 24, 2024, Board meeting was called to order by D. Kindseth, President, at 12:03 p.m.

The September 26, 2024, minutes had been mailed out in advance. J. Hughes moved to approve the minutes. Seconded by N. Guy. Motion carried.

The vendor invoices for October 2024, along with the September financial reports, had been mailed out in advance. Following discussion, M. Fladeland moved to approve the October 2024 vendor invoices. Seconded by J. Hughes. Motion carried. Following discussion, M. Fladeland moved to accept the September financial reports. Seconded by J. Hughes. Motion carried.

2025 Salary Schedule:

C. Kujawa proposed the 2025 Salary Schedule, which had been mailed out in advance. Following discussion, N. Guy moved to approve the 2025 Salary Schedule. Seconded by M. Fladeland. Motion carried.

2025 Personnel Budget:

C. Kujawa presented the 2025 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 increases based on performance, adjustments to the 2025 Salary Schedule, and years of service. Following discussion, N. Guy moved to approve the 2025 Library and Burleigh County Library full-time and part-time staff personnel budget. Seconded by M. Fladeland. Motion carried.

Public Service Policy Update:

C. Kujawa requested that the Board consider updating sections resulting in a more concise policy. Following discussion, N. Guy moved to accept the proposed amended policy changes. Seconded by J. Hughes. Motion carried.

Coffee Shop Concession Agreement:

C. Kujawa discussed the original contract with past amendments. Matt and Sandy McMerty, owners of The Gifted Bean Coffee House, have exercised their option to extend the term for another five years, as allowed in the Concessionaire Agreement signed in November 2019. Following discussion, N. Guy moved to approve D. Kindseth and C. Kujawa signing the letter accepting the request. Seconded by J. Hughes. Motion carried.

Library Director's report:

- C. Kujawa is working with Eng Tech architects for the restroom renovation and hopes to have a project presentation for the December Library Board meeting. Depending upon the outcome and direction, she would then present to the Bismarck Library Foundation in January to consider a fundraising campaign.
- Resident Fish in the Children's Library, Captain Cool and Dory, celebrated their 15th birthday with a party and refreshments on October 17, 2024. Over sixty patrons attended.
- Ghost hunting kits for paranormal investigation are available for circulation and have been very popular.
- The fall BARK (Bismarck Animals Reading with Kids) season is underway.
- Through the Missouri Valley Coalition for Homeless People, C.Kujawa coordinated with Bismarck YouthWorks of North Dakota to organize client visits to Teen HQ. A street outreach team will be here October 29, 2024.
- Keli McDonald, Head of Burleigh County Library, received a request from Missouri Slope Areawide United Way to add a bookmobile stop at the shelter. Many of their clients have difficulty navigating to the library and would benefit from the services offered.
- The final walkthrough has been done for the door security project; issues are being addressed today, with the final invoice to follow.

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

- They have been working on the 2025 budget.
- The Finance Grant Committee received the library's request for \$60,000, as part of the budget it will be addressed at their next meeting.
- Hope Hogan has been named as a new board member.

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

- The fall book sale made almost \$27,000.

Other business:

- D. Kindseth shared that M. LaLonde, in his absence, provided the feedback that he agreed with the 2025 Salary Schedule and Personnel Budgets, changes to the Public Service Policy, and five-year extension of The Gifted Bean Coffee House Concessionaire Agreement as proposed.

The next regular Board meeting has been scheduled for Thursday, November 21, 2024, at 12:00 p.m.

The meeting adjourned at 12:59 p.m.

Respectfully submitted,

Bea Kaiser
Administrative Office Manager

Christine Kujawa
Library Director