

**Morton Mandan Public Library – Board of Trustees
Meeting Minutes – Monday, February 25, 2019**

	A meeting of the Morton Mandan Public Library Board of Trustees was held on this date at the library. President Ashley Kelsch called the meeting to order at 5:33 p.m.
PRESENT	President Ashley Kelsch, Trustee Robin Doll, Vice President Linda Ehreth, Trustee Jackie Buckley, Trustee Joanne Beckman, Trustee Mike Braun and Director Jackie Hawes were present. Trustee Mary Anderson arrived late to the meeting.
ABSENT	Secretary Rebecca Donovan was absent.
APPROVAL OF AGENDA	A motion to approve the agenda was made by Trustee Braun; second by Trustee Beckman. Motion carried.
APPROVAL OF MEETING MINUTES FOR JANUARY 28, 2019	A motion to approve the minutes from the January 28 meeting was made by Vice President Ehreth; second by Trustee Doll. Motion carried.
OLD BUSINESS	
Director’s Evaluation	President Kelsch updated the Board on the status of the Director’s evaluations. She had received all evaluations from Library staff and was waiting on a few from Board members. Once she receives all evaluations, the evaluation committee will meet to review the results, set goals for 2019 for Director Hawes, meet with Director Hawes to discuss the evaluations and goals, and finally, present the results and goals to the Board at the March meeting for approval.
Consider Approval to Upgrade Phone System	Director Hawes presented additional information regarding both of the proposals from BEK and Verizon. Her recommendation was to contract with BEK, as the City and County both do as well. A motion to contract with BEK was made by Vice President Ehreth; second by Trustee Braun. Motion carried.
NEW BUSINESS	
Consider Approval of Monthly Bills	Trustee Beckman moved to approve the schedule of bills for February 2019 as presented; second by Trustee Doll. Motion carried.
Financial Report	Director Hawes provided the financial report as an FYI unless there were any questions. There were no questions.
Consider Approval of Job Descriptions (Director and Assistant Director)	Trustee Beckman moved to approve the job descriptions for both the director and assistant director as presented; second by Trustee Braun. Motion carried.

