

**Morton Mandan Public Library – Board of Trustees
Meeting Minutes – Monday, April 22, 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 5:35 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.
ABSENT	Secretary Rebecca Donovan and Trustee Mary Anderson were absent.
APPROVAL OF AGENDA	A motion to approve the agenda was made by Trustee Beckman; second by Trustee Buckley. Motion carried.
APPROVAL OF MEETING MINUTES FOR FEBRUARY 25, 2019	A motion to approve the minutes from the February 25 meeting was made by Trustee Buckley; second by Vice President Ehreth. Motion carried.
OLD BUSINESS	
Director's Evaluation	<p>President Kelsch updated the Board on the status of the Director's evaluation. The evaluation committee had met to review the evaluation results, set goals for 2019 for Director Hawes and then met with Director Hawes to discuss the evaluations and goals.</p> <p>The committee was pleased with results of the evaluations, which were completed by staff, Director Hawes and the MMPL Board of Trustees. No evaluations from other individuals were received.</p> <p>The overall feedback received was positive. The evaluations made it clear that Director Hawes has improved the morale of library staff and overall Library operations. The staff has appreciated the professional development opportunities that Director Hawes has provided them since stepping into her role. The board members have appreciated the Director's organizational and communication skills. Director Hawes listed many of the projects she has completed and the progress she has made in the last year. She also shared her love for her job.</p> <p>Based on the information received, the committee developed one goal for Director Hawes to complete in 2019 - facilitate a job shadowing program for current MMPL employees so that they might have an opportunity to learn more about each other's positions. The committee felt that setting only one goal was acceptable as the evaluation process was delayed this year and this is a large project. In addition, Director Hawes has already established goals in the MMPL's strategic plan.</p> <p>Director Hawes said that she would do her best to make this opportunity happen.</p>

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	A motion to approve the goal set by the evaluation committee for Director Hawes in 2019 was made by Vice President Ehreth; second by Trustee Braun. Motion carried.
<p>NEW BUSINESS</p> <p>Consider Approval of Monthly Bills</p> <p>Financial Report</p> <p>Consider Approval of Out-of-State Travel for Director Hawes to Attend the Association of Rural & Small Libraries Annual Conference in Burlington, VT</p> <p>Consider Approval to Accept the Library Vision 2020 Grant</p> <p>Consider Approval of Dress Code Policy</p> <p>Discuss Repairing the West End Deck</p>	<p>Trustee Doll moved to approve the schedule of bills for April 2019 as presented; second by Trustee Braun. Motion carried.</p> <p>It was decided that, moving forward, the schedule of monthly bills would be emailed to trustees prior to meetings as soon as Director Hawes is able and one printed copy would be provided at meetings.</p> <p>Director Hawes provided the financial report as an FYI unless there were any questions. There were no questions.</p> <p>Trustee Buckley moved to approve the out-of-state travel for Director Hawes to attend the Association of Rural & Small Libraries Annual Conference in Burlington, VT; second by Trustee Braun. Motion carried.</p> <p>Vice President Ehreth moved to approve the acceptance of the Library Vision 2020 grant; second by Trustee Doll. Motion carried.</p> <p>Director Hawes presented an updated dress code policy to the Board. Director Hawes stated that she had referenced a dress code policy provided by City HR in creating the new policy. The Board requested that Director Hawes take the proposed policy to staff members for feedback. The consideration was tabled until the next meeting.</p> <p>A motion for Director Hawes to collect quotes for the repairs necessary to the west end deck was made by Trustee Beckman; second by Trustee Buckley. Motion carried.</p>
<p>OTHER BUSINESS</p> <p>Director’s Report</p>	<p>Director Hawes reported that she will be on vacation May 3-19.</p>

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Outreach Report	<p>An Outreach Report was provided to the Board for review.</p> <p>Trustee Doll noted that she will not be able to attend the May 20 meeting. President Kelsch requested that if trustees know they will be absent, to please let Director Hawes know as soon as they are able, preferably before the meeting.</p> <p>Meeting adjourned at 6:14 p.m.</p>
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Ashley Kelsch, President

Rebecca Donovan, Secretary