

**Morton Mandan Public Library – Board of Trustees
Meeting Minutes – Monday, June 24, 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, Trustee Jackie Buckley, Trustee Joanne Beckman, Trustee Mary Anderson, Trustee Mike Braun and Director Jackie Hawes were present.
ABSENT	Vice President Linda Ehreth and Secretary Rebecca Donovan were absent.
APPROVAL OF AGENDA	A motion to approve the agenda with the addition of closing for a Professional Development Day and a guest, Stephanie Kom, President of the Friends of the Library, was made by Trustee Beckman; second by Trustee Doll. Motion carried.
APPROVAL OF MEETING MINUTES FOR MAY 20, 2019	A motion to approve the minutes from the May 20 meeting was made by Trustee Braun; second by Trustee Beckman. Motion carried.
OLD BUSINESS	
Guest	The President of the Friends of the Library stated that they are looking for more members. Their secretary has resigned.
Consider Approval of Dress Code Policy	The approval of the dress code policy was tabled so that Director Hawes would have time to meet with Library staff on the changes that had been made.
Consider Approval to Utilize Excess Budget Funds Held by the City on the Library's Behalf for West End Deck Repair	Trustee Beckman moved to approve utilizing the excess funds held by the City on the Library's behalf for the west end deck repair; second by Trustee Anderson. Motion carried.
Consider Approval to Move Youth Services Assistant Position to a Grade 9 Effective with New Hire	Trustee Braun made a motion to approve the move of the Youth Services Assistant position to a Grade 9 to be effective immediately instead of January 2020 as previously decided; second by Trustee Anderson. Motion carried.
Discussion Regarding Janitorial Services	The City has reposted the position as a full-time position for 30 hours per week. They hope to fill it.

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NEW BUSINESS	
Consider Approval of Monthly Bills	Trustee Braun moved to approve the schedule of bills for June 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 but there was a discussion regarding the fact that the Library is 70% through its budget and 70% of the year is not over. Will there be enough money in the budget to get through to the end of the year?
Consider Approval of Trustee Linda Ehreth’s Reappointment to Board of Trustees for Second Term	Trustee Beckman moved to reappoint Trustee Ehreth for a second term on the board; second by Trustee Braun. Motion carried.
Consider Approval of new Organizational Structure	Trustee Beckman moved to approve the organizational structure; second by Trustee Anderson. Motion carried.
Consider Approval of Updated Assistant Director Job Description	Trustee Anderson moved to update the assistant director job description and to up the pay grade from a 19 to a 20; second by Trustee Doll. Motion carried.
Consider Approval of Public Services Coordinator Job Description	Trustee Beckman moved to approve the Public Services Coordinator job description and establish it at a pay grade 15; second by Trustee Braun. Motion carried.
Consider Approval of Doorstep Library Policy & Application	Trustee Braun moved to approve the Doorstep Library Policy and Application; second by Trustee Anderson. Motion carried.
Consider Approval of	Trustee Braun moved to approve the budget with the edits pointed out by Director Hawes; second by Trustee Beckman. Motion carried.

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Library’s 2020 Budget	
Professional Development Day	Director Hawes would like to close on Aug. 16, 2019. Trustee Beckman moved to approve the closure; second by Trustee Doll. Motion carried.
OTHER BUSINESS	
Director’s Report	Director Hawes reported that the new building fund agreement was not needed. She is working with the City. Discussion was held on the Energy Transfer Partners donation and project moving forward.
Outreach Report (May & June)	An Outreach Report was provided to the Board for review. Meeting adjourned at 7 p.m.

Ashley Kelsch, President

Rebecca Donovan, Secretary