

**Morton Mandan Public Library – Board of Trustees
Meeting Minutes – Monday, Aug. 26, 2019**

	A meeting of the Morton Mandan Public Library Board of Trustees was held on this date at the library. President Rebecca Donovan called the meeting to order at 5:33 p.m.
PRESENT	President Rebecca Donovan, Vice President Linda Ehreth, Secretary Ashley Kelsch, Trustee Jackie Buckley, Trustee Joanne Beckman, Trustee Mary Anderson, Trustee Mike Braun and Director Jackie Hawes were present.
ABSENT	No members were absent.
APPROVAL OF AGENDA	A motion to approve the agenda as amended was made by Trustee Buckley; second by Trustee Beckman. Motion carried.
INTRO OF NEW EMPLOYEE	Director Hawes introduced Hannah Diehl. She will be serving as Youth Services Assistant.
APPROVAL OF MEETING MINUTES FOR JULY 22, 2019	A motion to approve the minutes from the July 22 meeting was made by Trustee Beckman; second by Trustee Braun. Motion carried.
OLD BUSINESS	
New NDLC Standards for Public Libraries	Director Hawes went through the new standards and there was only one category that the Library is not currently meeting in the “Future-Focused” tier – Library Director or Board President attends one city/county commission meeting each quarter. President Donovan said she would be happy to assist Director Hawes with that.
Discussion of Open Trustee Position	Director Hawes will continue to repost the open county trustee position until we receive applicants. Trustee Beckman said that Former Trustee, Robin Doll, would be willing to serve for one additional year.
NEW BUSINESS	
Consider Approval of Monthly Bills	Director Hawes pointed out that on the schedule of bills, Armstrong Sanitation is not listed; however, the monthly garbage bill was accidentally included under the Amazon listing. Director Hawes stated she has already notified the Finance Department to have the error corrected. Trustee Braun moved to approve the schedule of bills for August 2019 as presented; second by Trustee Ehreth. Motion carried.
Financial Report	Director Hawes provided the financial report as an FYI. There were no questions.
Consider Approval of Updated Assistant Director Job Descriptions	Director Hawes only received one qualified applicant during the last round. The applicant withdrew her name after her interview. Director Hawes would like to remove the requirement to be the backup bookmobile driver from the description. Trustee Beckman moved to approve the updated Assistant Director job description; second by Trustee Braun. Motion carried.

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<p>Tour of the Library Facility</p>	<p>Director Hawes gave the Board a tour of the Library.</p>
<p>Discussion of the Tour of the Library Facility</p>	<p>Trustee Kelsch stated that the Library has too much furniture that is not being used and a discussion should be had regarding how to weed some of that out. She also said that a discussion should be had about what the Library is able to do with the Scattered Village. It takes up a lot of space.</p>
<p>OTHER BUSINESS</p> <p>Director’s Report</p>	<p>Director Hawes reported that:</p> <ul style="list-style-type: none"> • The professional development day went very well. • The west end project went well. • The new phones have been installed – the Library did end up keeping one analog line with Midco for the fax, fire alarm, and security alarm. • Carpets will be cleaned this weekend. • The bookmobile driver has been out on medical leave and she will be coming back soon on light duty. • Another employee will be leaving for a week for medical leave starting Sept. 11. • Director Hawes will be out starting Aug. 31-Sept. 15 for a conference and some personal leave. She will have the library laptop with remote desktop capabilities, and her office phone will be forwarded to her cellphone. • Director Hawes and Vice President Ehreth sat in on a committee to select the architect for the upcoming Library & Parks Improvement project. Bartlett & West was selected. They have library design experience. Part of their design included having the bookmobile garage attached to the building. They can help find revenue streams, ie. fundraising, grants, etc. They have been approved by the Mandan City Commission. <p>Meeting adjourned at 6:44 p.m.</p>

Rebecca Donovan, President

Ashley Kelsch, Secretary