

**Morton Mandan Public Library – Board of Trustees
Meeting Minutes – Monday, Sept. 23, 2019**

	A meeting of the Morton Mandan Public Library Board of Trustees was held on this date at the library. Vice President Linda Ehreth called the meeting to order at 5:32 p.m.
PRESENT	Vice President Linda Ehreth, Secretary Ashley Kelsch, Trustee Jackie Buckley, Trustee Joanne Beckman, Trustee Mary Anderson and Director Jackie Hawes were present.
ABSENT	President Donovan and Trustee Braun were absent.
APPROVAL OF AGENDA	A motion to approve the agenda as amended was made by Trustee Anderson; second by Trustee Buckley. Motion carried.
APPROVAL OF MEETING MINUTES FOR AUGUST 26, 2019	A motion to approve the minutes from the Aug. 26 meeting was made by Trustee Buckley; second by Trustee Beckman. Motion carried.
OLD BUSINESS	
Vacant Board of Trustees Position	Director Hawes has not received any applications. Trustee Beckman has been speaking with a retired teacher that may be interested. She plans to follow up with her.
NEW BUSINESS	
Consider Approval of Monthly Bills	<p>Director Hawes noted that:</p> <ul style="list-style-type: none"> • Pest control has begun for ants in the building. • The woman that donated the painting was reimbursed for shipping costs. • The Teen Zone has been wired for internet. • All carpets and upholstered chairs have been cleaned. • The gutters will be cleaned soon. <p>A motion to approve the schedule of monthly bills was made by Trustee Anderson; second by Trustee Buckley. Motion carried.</p>
Financial Report	Director Hawes provided the financial report as an FYI. There were no questions.
Consider Approval to Under Fill Assistant Director Position	<p>The second posting of the Assistant Director position has been completed. Many applicants do not meet the minimum qualifications. Director Hawes recommends that we under fill the position using the following qualifications:</p> <ul style="list-style-type: none"> • Reduce the qualifications to require a bachelor’s degree and fewer years of experience (five years of library experience were suggested or a willingness to take some of the core classes required for a master’s degree in library science). • A combination of library and supervisory experience totaling a minimum of five years.

**Morton Mandan Public Library – Board of Trustees
Meeting Minutes – Monday, Sept. 23, 2019**

<p>Consider Accepting Audit Report</p> <p>Consider Approval of Out-of-State Travel for Director, Outreach Driver Librarian, and Outreach Services Assistant to Attend Association of Bookmobile & Outreach Services Annual Conference in Omaha, NE</p> <p>Consider Approval to Take Bookmobile to the Association of Bookmobile & Outreach Services Annual Conference in Omaha, NE</p>	<ul style="list-style-type: none"> • Any equivalent combination of education and experience. Preference would be given to those applicants who are willing to pursue a master of library science (MLS). • This position would be downgraded to a pay grade 18. Upon completion of an accredited MLS or five years of library experience, the position would move to pay grade 20. <p>Trustee Beckman moved to approve under filling the Assistant Director position with the newly established criteria; second by Trustee Anderson. Motion carried.</p> <p>There were no negative opinions in the audit report. Trustee Anderson moved to accept the audit report; Trustee Buckley seconded. Motion carried.</p> <p>Trustee Buckley moved to approve the out-of-state travel for the Director, Outreach Driver Librarian and Outreach Services Assistant to attend the Association of Bookmobile & Outreach Services Annual Conference in Omaha, NE; second by Trustee Beckman. Motion carried.</p> <p>Trustee Anderson moved to approve the out-of-state travel of the bookmobile to the Association of Bookmobile & Outreach Services Annual Conference in Omaha, NE; second by Trustee Kelsch. 4 ayes and 1 nay. Motion carried.</p>
<p>OTHER BUSINESS</p> <p>Director’s Report</p>	<p>Director Hawes reported that:</p> <ul style="list-style-type: none"> • Sept. 12 – one of the outdoor speakers on the bookmobile was pulled off by an awning. No injuries and no damage to the awning. All

**Morton Mandan Public Library – Board of Trustees
Meeting Minutes – Monday, Sept. 23, 2019**

	<p>necessary steps have been taken. Director Hawes is in the process for looking at a replacement.</p> <ul style="list-style-type: none">• NDL is Wed.-Fri. Director Hawes had planned to attend, however, a stakeholder meeting for the library and park improvements has been called for Friday. <p>Director Hawes asked the Board if we need to establish a committee for the steering meetings? Director Hawes feels that the library needs more of a voice in the process. Trustee Kelsch moved to create a committee for the library/park project steering committee and volunteered to serve on the committee with Trustee Beckman and President Donovan, with Trustees Buckley and Vice President Ehreth as alternates; second by Trustee Anderson. Motion carried.</p> <p>Meeting adjourned at 6:59 p.m.</p>
--	---

Rebecca Donovan, President

Ashley Kelsch, Secretary