

**Morton Mandan Public Library – Board of Trustees
Special Meeting Minutes – Wednesday, March 18, 2020**

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| | A special 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 7:00 p.m. |
| PRESENT | President Rebecca Donovan, Vice President Linda Ehreth, Secretary Ashley Kelsch, Trustee Joanne Beckman, Trustee Mary Anderson, Trustee Jackie Buckley and Director Jackie Hawes were present either in person or via conference call. |
| ABSENT | Trustee Mike Braun was absent. |
| APPROVAL OF AGENDA | A motion to approve the agenda was made by Trustee Beckman; second by Vice President Ehreth. Motion carried. |
| MINUTES | |
| OLD BUSINESS | |
| NEW BUSINESS | |
| Consider Approval of Closing MMPL and Allowing Employees to Work from Home | <p>President Donovan asked if everyone had had a chance to read the materials sent by Director Hawes. Everyone had. Director Hawes outlined MMPL’s previous announcement regarding amended services meant to limit traffic in the Library due to COVID-19.</p> <ul style="list-style-type: none"> • Closing the Library to the public effective March 17, 2020. • Continuing to offer curbside pickup, Doorstep Library services and modified bookmobile community stops (only community stops with one family on board at a time). • During this closure, staff would report to work in order to serve patrons the best they can, clean/sanitize the facility and plan for a possible extended closure. • Staff would work staggered/flexible schedules which would allow for modified services to the public from 9:30 a.m.-6 p.m. Tuesday-Thursday, 9:30 a.m.-5 p.m. Friday and Saturday, and 1-5 p.m. Sunday. <p>Director Hawes also reported that the Library is still operating passport services by appointment only. Staff has only had one appointment scheduled. WIFI is available in the parking lot for patrons to use. The Library is still assisting patrons with the Census by appointment. The Library has been encouraging patrons feeling ill to stay home. These operations were put into place when North Dakota only had one confirmed case of COVID-19.</p> <p>Director Hawes would like to cease library services and have staff work from home effective immediately. She had all staff members provide her with a list of what they could realistically do from home and what tools</p> |

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they would need. Everyone has responded unless they are already out sick. The Library is currently down two staff due to medical leave.

Director Hawes was impressed with the staff responses and number of projects they could realistically work on at home. She noted that she has been able to get remote access for the Assistant Director on a laptop. The Library has one more laptop and they hope to set it up so that someone can catalog at home. The Library is exploring how virtual programming could still take place through Facebook or Youtube.

Director Hawes would require staff to check in with her daily if they were working from home.

Trustee Anderson asked how the community would access the virtual programming. Director Hawes replied that at this time it would have to be via Facebook. They are looking into creating a Youtube account for the Library. She isn't sure if the Library website has capabilities for something like that. A Library staff member will be updating the website to make sure people know what free services are available.

Trustee Beckman noted that the Bismarck Veterans Memorial Library will remain open. She asked if Director Hawes had been in contact with the BVML library director or the director of the State Library. Director Hawes confirmed that she had been in contact with the BVML director. She learned that the BVML had been directed by their Board to take direction from the city of Bismarck. Director Hawes noted that Mandan is looking at closing City Hall to the public.

Trustee Buckley stated that she thinks the Library should remain in line with the City of Mandan.

Secretary Kelsch stated that she believes the Library is in a different position than City Hall. The Library is a central meeting location for many in the community and therefore, puts the community at a higher risk if it were to remain open. She supports the Library closing and staff working from home.

Director Hawes noted that the Library staff handles a lot of materials and they are working very hard to keep up with cleaning.

Trustee Buckley asked Director Hawes if the Library were to be closed for a month, would staff have enough to do at home to keep them busy? What would their leave options be? Director Hawes replied that staff would not be taking official leave and she believes that the projects they have

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proposed could easily take up to a month to complete. She also noted that this is evolving so she could delegate more tasks and projects as needed.

President Donovan said that Director Hawes would have to be creative because who knows how long this will last.

Director Hawes added that phone calls coming into the Library would be forwarded to staff so the Library could still answer questions.

Vice President Ehreth stated that there are currently two confirmed cases of COVID-19 in Morton County. This is growing exponentially. She feels it would be a good idea to be proactive and support Director Hawes in this decision.

President Donovan also referred to the guidelines from ARSL and ALA that Director Hawes provided to the Board. She felt they had good insight into the situation.

Trustee Anderson asked Director Hawes what the difference between having a skeleton staff versus having everyone work from home would be. President Donovan replied that if the Library still had a skeleton staff working in the building, those individuals would still be at risk

Trustee Anderson asked if the doors would be closed though? Is working indoors not safe?

Director Hawes said that if the Library is closed, staff would not have to be disinfecting items coming in. Books would be checked in and sitting on a cart for a time that would allow for natural disinfection.

Trustee Anderson stated that her biggest reservation with closing the Library and allowing staff to work from home is that it would be setting a precedent that we don't need a physical presence for the Library, when we all know that is not the case. Director Hawes agreed that we do not want to set that kind of a precedent but believes these are very rare circumstances and we are better off erring on the side of caution.

Secretary Kelsch agreed that Trustee Anderson was making a good point and that perhaps something noting the importance of the physical Library building could be included in the public messaging.

Trustee Anderson asked what the biggest difference in what the Library would be offering should it close and staff are allowed to work from home.

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Director Hawes said that the outdoor book drop would still be open, the Library would be waiving fines, online resources would be made available, staff would be hosting virtual programming and the Library would continue to provide free WIFI to the public in the Library parking lot.

Trustee Buckley asked if there would be any books coming in if the Library isn't loaning any out. Director Hawes replied that the Library has tens of thousands of books out now in staggered timelines. Even in a month, they could still have books coming in.

Secretary Kelsch asked Director Hawes how long she'd like to have the Library closed and staff working from home. Director Hawes replied that she would like for both to be indefinite.

Secretary Kelsch moved to close the Library and allow staff to work from home for an indefinite amount of time; second by Trustee Beckman.

Trustee Anderson asked if this is something we should revisit in a month.

Director Hawes noted that if staff run out of things to do at home, there are things that they could potentially do in the building safely to prepare for the upcoming renovation and addition.

Trustee Buckley motioned to amend Trustee Kelsch's original motion adding that the Board would revisit the Library closure and staff situation at the April Board meeting; second by Trustee Anderson.

Roll call vote:

Secretary Kelsch – Yes

Trustee Anderson – Yes

Trustee Beckman – Yes

Trustee Buckley – Yes

Vice President Ehreth – Yes

Motion carried.

Trustee Buckley moved to close the Library and allow staff to work from home indefinitely with the Board reviewing the situation at the April Board meeting; second by Vice President Ehreth.

Roll call vote:

Secretary Kelsch – Yes

Trustee Anderson – Yes

Trustee Beckman – Yes

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| | <p>Trustee Buckley – Yes Vice President Ehreth – Yes</p> <p>Motion carried.</p> <p>Vice President Ehreth asked if the Board would still need to hold its regularly scheduled meeting next week. Director Hawes replied that the Board would still need to meet and that could be done via conference call again if the Board so wished. President Donovan confirmed that the upcoming meeting should be held by conference call.</p> |
| OTHER BUSINESS | Meeting adjourned at 7:33 p.m. |

Rebecca Donovan, President

Ashley Kelsch, Secretary