

**Morton Mandan Public Library – Board of Trustees
Meeting Minutes – Monday, March 23, 2020**

	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 5:30 p.m.
PRESENT	President Rebecca Donovan, Vice President Linda Ehreth, Secretary Ashley Kelsch, Trustee Mary Anderson, Trustee Jackie Buckley, MMPL employees Barb Sandstrom and Mary Henderson, and Director Jackie Hawes were present via conference call. Trustee Beckman joined the conference call at 5:45 p.m.
ABSENT	Trustee Mike Braun was absent.
APPROVAL OF AGENDA	A motion to approve the agenda was made by Vice President Ehreth; second by Trustee Anderson. Secretary Kelsch – Yes Trustee Anderson – Yes Trustee Buckley – Yes Vice President Ehreth – Yes Motion carried.
MINUTES	
Consider Approval of the Minutes from the Feb. 24 Meeting	A motion to approve the minutes from the Feb. 24 meeting was made by Trustee Anderson; second by Trustee Buckley. Secretary Kelsch – Yes Trustee Anderson – Yes Trustee Buckley – Yes Vice President Ehreth – Yes Motion carried.
Consider Approval of the Minutes from the March 18 Special Meeting	A motion to approve the minutes from March 18 special meeting was made by Vice President Ehreth; second by Trustee Anderson. Secretary Kelsch – Yes Trustee Anderson – Yes Trustee Buckley – Yes Vice President Ehreth – Yes Motion carried.
OLD BUSINESS	
Consider Approval of the Director’s Evaluation	The compiled results of the evaluation had been sent to the Board for their review by Director Hawes. Secretary Kelsch reiterated that she was happy with the scoring and feedback for Director Hawes’s evaluations. She feels that Director Hawes

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	<p>is doing an excellent job and has complete confidence in her. Secretary Kelsch doesn't feel it is necessary for the Board to set any additional goals for the Director due to the COVID-19 pandemic, as well as MMPL renovations and construction.</p> <p>Vice President Ehreth motioned to approve the Director's evaluation results and goals set forth by Director Hawes; second by Trustee Anderson.</p> <p>Secretary Kelsch – Yes Trustee Anderson – Yes Trustee Buckley – Yes Vice President Ehreth – Yes</p> <p>Motion carried.</p>
<p>NEW BUSINESS</p> <p>Consider Approval of Monthly Bills</p> <p>Financial Report</p> <p>Consider Approval of Bills for Morton Mandan Public Library/Downtown Parks</p>	<p>Nothing abnormal was included in the bills this month. The Library had to purchase more photo printer paper for passport photos. A motion to approve the bills was made by Secretary Kelsch; second by Trustee Buckley.</p> <p>Secretary Kelsch – Yes Trustee Anderson – Yes Trustee Buckley – Yes Vice President Ehreth – Yes</p> <p>Motion carried.</p> <p>FYI. No questions were asked.</p> <p>Another set of bills for the work Bartlett & West has done for the project was provided to the Board. The bill total was \$32,799.58. A motion to approve the bills for the Morton Mandan Public Library/Downtown Parks was made by Vice President Ehreth; second by Trustee Anderson.</p> <p>Secretary Kelsch – Yes Trustee Anderson – Yes Trustee Buckley – Yes Vice President Ehreth – Yes</p> <p>Motion carried.</p>

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<p>Public Services Report by Barb Sandstrom</p>	<p>Typically, Ms. Sandstrom works at the front desk, sets up appointments or meeting room use, help patrons check out books, answers patron questions, fulfills hold requests, works with the courier to receive books from other places. She hasn't assisted much on weeding the collection but has made recommendations for books to purchase. Ms. Sandstrom covers books. She has assisted with mending of Library materials. She loves creative projects-designing posters and flyers. She assists Ms. Henderson with the adult programming. She creates displays and assists with the passport process. Ms. Sandstrom also helps with staff development.</p> <p>Director Hawes added that Ms. Sandstrom is very creative. She designed the agenda for last professional development day. She is currently answering the phone during the Library closure and has taken more than 40 phone calls since Friday, March 20.</p>
<p>Public Services Report by Mary Henderson</p>	<p>Ms. Henderson reported that the Library makes about 35-50 new library cards for patrons each month. Numbers can fluctuate throughout the year, particularly at the beginning of the school year. Ms. Henderson handles the daily petty cash reconciliation each day. She works with Ms. Sandstrom on the adult programming, which has been very successful so far. The Library currently has six regular volunteers. Ms. Henderson is also the IT liaison. She keeps the Library up and running according to Director Hawes.</p> <p>Vice President Ehreth offered Ms. Sandstrom and Ms. Henderson kudos for the work that they are doing for the Library patrons.</p> <p>Ms. Sandstrom has only had encouraging words from patrons that she has spoken with post-Library closure.</p>
<p>Job Classification and Compensation Study for the City of Mandan</p>	<p>The City of Mandan has chosen a company to complete the job classification and compensation study. All City employees are expected to fill out a survey and turn it into their supervisor and then that gets passed on to the City. It's going to be difficult to get it done on time, but Director Hawes thinks that they'll be able to get it done on time because of their small staff size. 80-85% of the staff has the chance to be interviewed. The study will then be conducted. There will be a presentation of the proposed job classification and compensation recommendations given based upon the study. The Board will have the chance to vote to follow the recommendation.</p> <p>President Donovan asked what they will be judging the survey against. Director Hawes responded that they'll be looking at the Bismarck Library</p>

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	<p>Memorial Veterans Library, other cities in North Dakota, as well as cities outside of the state. They’ll likely use 10 different comparisons.</p> <p>Trustee Anderson asked about cost. Director Hawes replied that she thinks the City will be covering the survey process entirely. They have not mentioned the Library covering any portion.</p>
<p>OTHER BUSINESS</p> <p>Director’s Report</p>	<p>Director Hawes reported that:</p> <ul style="list-style-type: none"> • During the Feb. meeting, someone had asked if the Board needs to hold the Dec. meeting. She has checked the bylaws and it does state that the Board must hold monthly meetings. The bylaws can obviously be changed but there is a process for that. The public library standards also state that the Board must hold monthly board meetings to retain the Library’s standards at the future-focused level. • The Renewal and Development Conference has been canceled (April 6-7). • The Library now has a conference bridge allowing for 15 people to conference call through their BEK service. BEK is waiving the conference bridge charges for 4 months during the pandemic. • Working from home is going very well. She is very proud of the staff. They have pulled together despite it being chaotic and stressful. They are coming up with a lot of good ideas for programming. • Ms. Sandstrom has created multiple Google docs that are helping the Library run more efficiently at this time. • Plans to hold a weekly staff conference call as long as the pandemic lasts. • The Friends of the Library are allowing the Library to have a cart of free books available for the public in the parking lot. Today was the first day that books could be picked up. • The Library will be hosting virtual story times during the Library closure-staff is coming up with a lot of good ideas for virtual programming. There has also been good feedback from the community. • The bookmobile has just been wrapped to promote the Census. The Library is working on a schedule to visit the four main cities in Morton County and provide a message on the speakers about filling out the Census. Individuals will also be able to reserve and pick up books from the bookmobile driver-side window.

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Outreach Report	Report provided. There were no questions about the report. Meeting adjourned at 6:20 p.m.
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Rebecca Donovan, President

Ashley Kelsch, Secretary