

Morton Mandan Public Library – Board of Trustees
Meeting Minutes – Monday, April 27, 2020

	A meeting of the Morton Mandan Public Library Board of Trustees was held on this date via conference call. President Rebecca Donovan called the meeting to order at 5:31 p.m.
PRESENT	President Rebecca Donovan, Vice President Linda Ehreth, Secretary Ashley Kelsch, Trustee Mary Anderson, Trustee Jackie Buckley, Trustee Joanne Beckman, MMPL employee Matt Engel, Assistant Director Monica DeCarlo and Director Jackie Hawes were present 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 Trustee Anderson. Secretary Kelsch – Yes Trustee Anderson – Yes Trustee Buckley – Yes Vice President Ehreth – Yes Trustee Beckman – Yes Motion carried.
MINUTES Consider Approval of the Minutes from the March 23 Meeting	A motion to approve the minutes from the March 23 meeting was made by Trustee Anderson; second by Vice President Ehreth. Secretary Kelsch – Yes Trustee Anderson – Yes Trustee Buckley – Yes Vice President Ehreth – Yes Trustee Beckman – Yes Motion carried.
OLD BUSINESS	
NEW BUSINESS Consider Approval of Monthly Bills	Directed Hawes stated that the monthly bills were standard. The Abetech charge was for two printers and accessories that were ordered for book spine labels. This will make the cataloguing process more streamlined, but the Library did have to make a small investment. The Library also had a few additional charges due to COVID-19, ie., masks, cleaning supplies, etc. Trustee Anderson asked if there has been any direction from the City regarding funding as the Library comes back into operation. Director Hawes responded that the city finance director is tracking purchases that the Library makes that are COVID-19 related.

**Morton Mandan Public Library – Board of Trustees
Meeting Minutes – Monday, April 27, 2020**

	<p>Pres. Donovan asked if the printer was a onetime purchase. Director Hawes confirmed that it was.</p> <p>A motion to approve the bills was made by Trustee Buckley; second by Trustee Anderson.</p> <p>Secretary Kelsch – Yes Trustee Anderson – Yes Trustee Buckley – Yes Vice President Ehreth – Yes Trustee Beckman – Yes</p> <p>Motion carried.</p>
Financial Report	<p>FYI. No questions were asked.</p>
Technical Services Report by Matt Engel	<p>Mr. Engel said that he wears many hats in his role at the MMPL. The largest of those hats is that he is one of the two catalogers. He manages periodicals and interlibrary loans. He is also a Passport Agent at the MMPL. He wanted to tell the Board a little more about his work with the periodicals. Since he joined the MMPL, he has assessed the magazines the Library receives to figure out what is not needed and what should be ordered instead. Mr. Engel added 22 new magazines, nine of those cannot be found anywhere else in the CDLN.</p> <p>President Donovan asked if Mr. Engel anticipates patrons from Bismarck coming to the MMPL to check out periodicals. Mr. Engel thought it could be possible.</p>
Consider Approval of Bills for Morton Mandan Public Library/Downtown Parks	<p>A motion to approve the bills for the Morton Mandan Public Library/Downtown Parks was made by Trustee Beckman; second by Vice President Ehreth.</p> <p>Secretary Kelsch – Yes Trustee Anderson – Yes Trustee Buckley – Yes Vice President Ehreth – Yes Trustee Beckman – Yes</p> <p>Motion carried.</p>
Consider Approval for	<p>Director Hawes stated that she believes the MMPL becoming fine free would level the playing field for all patrons. Currently, anyone checking</p>

Morton Mandan Public Library – Board of Trustees
Meeting Minutes – Monday, April 27, 2020

<p>MMPL to Go Fine Free</p>	<p>out books from the bookmobile do not incur fines for overdue books, only those who check out books at the physical library location. The Library only collects about \$4,500 annually for fines and fees, a very small amount in the Library’s budget. President Donovan does not have an objection to going fine free, but she wanted to know how the Library would deal with people losing materials. Director Hawes responded that those materials would be considered lost or damaged, so that patron would be charged. Patrons just would not be charged fines for anything overdue.</p> <p>Trustee Anderson asked if Director Hawes knows of any other libraries that are doing this? Director Hawes said that she has heard of a few libraries in North Dakota doing this as well as others across the U.S.</p> <p>Trustee Beckman asked if the MMPL would advertise being fine free. Director Hawes responded that she would be a little more passive and would let the news spread by word of mouth.</p> <p>A motion to approve the MMPL going fine free was made by Trustee Anderson; second by Trustee Beckman.</p> <p>Secretary Kelsch – Yes Trustee Anderson – Yes Trustee Buckley – Yes Vice President Ehreth – Yes Trustee Beckman – Yes</p> <p>Motion carried.</p>
<p>Consider Granting Amnesty for All Current Cardholders</p>	<p>Director Hawes proposed that the MMPL grant amnesty to all current, outstanding fines of library cardholders. This would give patrons an opportunity for a clean slate because they will likely be the ones who need library services the most. The current total of outstanding fines is just under \$30,000. In the scheme of things, the statute of limitations has likely passed on these fines so Director Hawes cannot do anything more than what has already been done.</p> <p>Trustee Buckley asked how long most of the current fines have been on the book. Director Hawes said that the fines will remain on the total for the lifetime of the card, so she assumes a lot of them have been on the books for quite a while.</p> <p>President Donovan asked if the Library would have to contact anyone if this happens to tell them that amnesty had been granted. Director Hawes said the Library would not have to do that. Director Hawes would instead</p>

Morton Mandan Public Library – Board of Trustees
Meeting Minutes – Monday, April 27, 2020

like to issue a press release if amnesty is granted. The message would also be shared on MMPL social media.

Trustee Anderson asked if dealing with fines takes up a lot of staff time. Director Hawes responded that the Public Services Coordinator is currently responsible for fines, etc. and it does not take up a lot of her time, maybe a few hours each month.

Trustee Buckley asked if patrons could still pay the fine if they wanted to. She doesn't feel that everyone needs to be granted amnesty. Director Hawes said that if amnesty is granted, patrons could still donate to the Library if they so choose.

Trustee Anderson asked Director Hawes what percentage of all fines are outside of a seven -year window. Director Hawes didn't know off the top of her head but said she could run a report if the Board wanted. That would be a very time-consuming project though.

Assistant Director DeCarlo said that this one-time granting of amnesty would be a showing of good will and a great opportunity for possible increased patronage after the remodel and expansion.

Trustee Buckley said that \$30,000 is a lot of money and in the future, the Library must be more diligent about recouping fines. Director Hawes said that they track fines and send them to collections but outside of that, there isn't much the Library can do.

Trustee Beckman asked what collectors get for collecting the fines. Director Hawes estimates that they keep 40-50%.

Vice President Ehreth agreed with Assistant Director DeCarlo's previous statements.

Assistant Director DeCarlo also thinks it should be noted that the Library staff is diligent when it comes to collecting fines and upholding the rules/policies regarding fines.

A motion to approve granting amnesty for all current cardholders was made by Vice President Ehreth; second by Trustee Anderson.

Secretary Kelsch – Yes
Trustee Anderson – Yes
Trustee Buckley – Yes
Vice President Ehreth – Yes

**Morton Mandan Public Library – Board of Trustees
Meeting Minutes – Monday, April 27, 2020**

<p>Consider Approval of Reopening Plan</p>	<p>Trustee Beckman – Yes</p> <p>Motion carried.</p> <p>Director Hawes referenced the reopening plan she shared with the Board. The Library is currently in Phase One of the plan. Phase Six would be going back to the “new” normal. Director Hawes has been watching the Governor’s daily press conferences and she participates in weekly phone calls with Custer Health so she can make informed decisions. Director Hawes created this plan taking patron safety, as well as employee safety, into consideration. Not only was she asking for the Board to approve the plan but also to give her the authority to move the Library from phase to phase with each phase taking at minimum two weeks. She stated that by moving at this pace, it would take until at least July 6 to get the MMPL to the “new” normal.</p> <p>Trustee Beckman asked if the Library is still helping with the Census. Director Hawes confirmed that it is and took a moment to praise the staff for their creativity in programming and how to deliver services like assistance with the Census. The bookmobile is currently wrapped as the “Census-mobile.” The bookmobile is being driven around and a message is played directing people on how to complete the Census. The bookmobile is also a WIFI hotspot.</p> <p>Trustee Anderson asked if the Library has seen an increase in online resource activity. Director Hawes responded that people have been utilizing the ability to sign up for a library card online. CDLN gathers those stats for MMPL and Director Hawes could get those for review.</p> <p>President Donovan noted that there is so much still up in the air regarding COVID-19 and we don’t know if we’ll ever get back to “normal.”</p> <p>Trustee Anderson asked if the MMPL could implement a senior citizen hour. Director Hawes said that has been included in the reopening plan.</p> <p>Trustee Beckman asked Director Hawes if we are looking at three more months in transition. Director Hawes responded that it could take three months, it could take longer.</p> <p>A motion to approve reopening plan and give Director Hawes the authority to move through reopening phases as she sees fit was made by Secretary Kelsch; second by Trustee Beckman.</p> <p>Secretary Kelsch – Yes</p>
---	--

