

**Morton Mandan Public Library – Board of Trustees  
Meeting Minutes – Monday, May 26, 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 5:00 p.m.
<b>PRESENT</b>	President Rebecca Donovan, Vice President Linda Ehreth, Secretary Ashley Kelsch, Trustee Joanne Beckman, Trustee Mike Braun, MMPL employee Linda Austin and Director Jackie Hawes were present via conference call. Trustee Anderson joined at 5:40 p.m.
<b>ABSENT</b>	Trustee Jackie Buckley was absent.
<b>APPROVAL OF AGENDA</b>	A motion to approve the agenda was made by Trustee Braun; second by Trustee Beckman.  Secretary Kelsch – Yes Trustee Braun – Yes Vice President Ehreth – Yes Trustee Beckman – Yes  Motion carried.
<b>MINUTES</b>	
<b>Consider Approval of the Minutes from the April 27 Meeting</b>	A motion to approve the minutes from the April 27 meeting was made by Trustee Beckman; second by Vice President Ehreth.  Secretary Kelsch – Yes Trustee Braun – Yes Vice President Ehreth – Yes Trustee Beckman – Yes  Motion carried.
<b>Consider Approval of the Minutes from the May 13 Special Meeting</b>	A motion to approve the minutes from the May 13 special meeting was made by Trustee Braun; second by Trustee Beckman.  Secretary Kelsch – Yes Trustee Braun – Yes Vice President Ehreth – Yes Trustee Beckman – Yes  Motion carried.
<b>OLD BUSINESS</b>	
<b>NEW BUSINESS</b>	
<b>Consider Approval of Monthly Bills</b>	Director Hawes stated that the monthly bills were standard. There were no questions. A motion to approve the bills was made by Vice President Ehreth; second by Trustee Braun.

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<p><b>Financial Report</b></p>	<p>Secretary Kelsch – Yes Trustee Braun – Yes Vice President Ehreth – Yes Trustee Beckman – Yes</p> <p>Motion carried.</p> <p>The financial report was provided. No questions were asked.</p>
<p><b>Youth Services Report Provided by Linda Austin</b></p>	<p>Ms. Austin said that she is responsible for programming for ages 12 and under as well as providing family programing. For example, Ms. Austin oversees story time. She has been operating an afterschool book club that has become quite popular. Ms. Austin coordinates the summer reading program for individuals 12 and under. The summer reading program will virtually take place this summer. She collaborates with the Kiwanis Club, Mandan Public Schools, the Bismarck Veterans Memorial Library, etc. Ms. Austin is currently working from home and all programming is being hosted virtually. It has been a bit of a challenge but she’s figuring it out with the assistance of other MMPL staff members. She is introverted and putting herself out there has been challenging.</p> <p>Pres. Donovan thanked Ms. Austin for her service. Vice President Ehreth said that it sounds like she has been juggling quite a lot and that she is doing well. Trustee Beckman has heard positive feedback on the programming.</p>
<p><b>Consider Approval of Bills for Morton Mandan Public Library/Downtown Parks Projects</b></p>	<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 Braun – Yes Vice President Ehreth – Yes Trustee Beckman – Yes Trustee Anderson – Yes</p> <p>Motion carried.</p>
<p><b>Consider Approval to Apply for Library Vision</b></p>	<p>Director Hawes stated that this is a grant provided by the North Dakota State Library through the North Dakota Library Council meant to assist with purchasing necessary items during the COVID-19 pandemic. Director Hawes is pleased about the grant opportunity because she has begun the process of purchasing items like cleaning supplies, face masks, other PPE,</p>

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<p><b>COVID-19 Response Grant</b></p>	<p>etc. The grant is retroactive. The max award is \$2,000 plus \$500 for each outlet (bookmobile included). The MMPL would be eligible for a \$2,500 grant.</p> <p>Vice President Ehreth asked if Director Hawes is planning to install a sneeze guard at the front desk. Director Hawes said that she is working on getting sneeze guards installed at Linda’s desk, the front desk, a temp desk in the main reading room and in the bookmobile.</p> <p>Trustee Anderson asked if there is a drawback to applying for this grant. Director Hawes said that there is no drawback to applying for the grant. She said that a lot of grants like this require the library to match the grant funds and this one does not.</p> <p>A motion to approve MMPL applying for Library Vision COVID-19 Response Grant was made by Trustee Braun; second by Trustee Anderson.</p> <p>Secretary Kelsch – Yes Trustee Braun – Yes Vice President Ehreth – Yes Trustee Beckman – Yes Trustee Anderson – Yes</p> <p>Motion carried.</p>
<p><b>OTHER BUSINESS</b></p> <p><b>Director’s Report</b></p>	<p>Director Hawes reported that:</p> <ul style="list-style-type: none"> <li>• The MMPL has begun phase 3 of its pandemic plan – providing curb side services and home deliveries, patrons can schedule appointments to complete essential services in the Library, etc.</li> <li>• Will likely remain in phase 3 for a couple of weeks because they are waiting for some supplies.</li> <li>• Has split the staff into work crews to prevent the spread of COVID-19 if one individual were to get sick.</li> <li>• Patrons are enjoying the curb side and home delivery services.</li> <li>• Bookmobile will be heading to all four of the larger towns in the county weekly this summer.</li> <li>• The summer reading program just kicked off today.</li> <li>• Needs to go out of town at some point this week and plans to be back on June 15. Will have the laptop.</li> </ul>

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<b>Outreach Report</b>	<p>Vice President Ehreth asked if individuals need an ID number to complete the census. Director Hawes responded that they do not. They will need to answer a few extra questions though.</p> <p>Trustee Anderson asked if there are still people coming to the Library to provide tax services. Director Hawes responded that those individuals canceled tax services for this year due to COVID-19.</p> <p>Trustee Braun asked if Director Hawes foresees any issues coming up while she is gone. Director Hawes responded that she doesn't believe there will be any issues. She foresees the Library remaining in phase 3, the remodel and construction project is moving forward nicely, and she is available to Assistant Director DeCarlo.</p> <p>Report provided. There were no questions about the report.</p> <p>The next meeting will be held via conference call again.</p> <p>Meeting adjourned at 6:08 p.m.</p>
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*Rebecca Donovan, President*

*Ashley Kelsch, Secretary*