

**Morton Mandan Public Library – Board of Trustees
Meeting Minutes – Monday, June 22, 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 5:32 p.m.
PRESENT	President Rebecca Donovan, Vice President Linda Ehreth, Secretary Ashley Kelsch, Trustee Joanne Beckman, Trustee Jackie Buckley, MMPL employee Amy Rask, and Director Jackie Hawes were present via conference call.
ABSENT	Trustees Mike Braun and Mary Anderson were absent.
APPROVAL OF AGENDA	A motion to approve the agenda was made by Vice President Ehreth; second by Trustee Beckman. Secretary Kelsch – Yes Vice President Ehreth – Yes Trustee Buckley – Yes Trustee Beckman – Yes Motion carried.
MINUTES Consider Approval of the Minutes from the May 26 Meeting	A motion to approve the minutes from the May 26 meeting was made by Trustee Buckley; second by Vice President Ehreth. Secretary Kelsch – Yes Vice President Ehreth – Yes Trustee Buckley – Yes Trustee Beckman – Yes Motion carried.
OLD BUSINESS	
NEW BUSINESS Consider Approval of Monthly Bills	Director Hawes stated that the monthly bills were standard. Due to the early meeting date this month, there were a few invoices that hadn't arrived yet. Director Hawes reviewed those items with the Board and asked that the Board approve the monthly bills with those additions. There were no questions. A motion to approve the bills was made by Trustee Beckman; second by Secretary Kelsch. Secretary Kelsch – Yes Vice President Ehreth – Yes Trustee Buckley – Yes Trustee Beckman – Yes Motion carried.

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Financial Report	The financial report was provided. No questions were asked.
Outreach Services Report Provided by Amy Rask	<p>Ms. Rask said that she manages the Doorstep Library program and the Room Box program. Both programs are seeing a lot of activity while the Library is closed. She also creates and implements activities for the County. All the activities are currently taking place virtually. She isn't seeing a lot of community interaction possibly because people are getting tired of screen time. She can drive the bookmobile and is a notary. She is also a passport acceptance agent.</p> <p>Trustee Beckman provided some feedback from the community about the virtual activities.</p>
Consider Approval of Bills for Morton Mandan Public Library/Downtown Parks Projects	<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 Vice President Ehreth – Yes Trustee Buckley – Yes Trustee Beckman – Yes</p> <p>Motion carried.</p>
Consider Approval to Close the Library July 3-4, 2020 in Observance of Independence Day with July 3rd Being Observed as the Holiday	<p>Director Hawes would like to close the Library for payroll purposes. The Library is already currently closed to the public.</p> <p>A motion to approve the MMPL close on July 3-4 was made by Secretary Kelsch; second by Trustee Buckley.</p> <p>Secretary Kelsch – Yes Vice President Ehreth – Yes Trustee Buckley – Yes Trustee Beckman – Yes</p> <p>Motion carried.</p>
Consider Approval of the Revised MMPL Re-opening Plan	<p>Director Hawes said that she revised the plan because there were a few confusing pieces that the staff thought needed some clarification. The hours will need to be modified to accommodate safety precautions. Director Hawes stated that all changes are reflected in red in the documents</p>

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<p>Consider Approval of New Normal MMPL Operating Hours</p>	<p>she shared with the Board. She would like to start hosting some outdoor programming.</p> <p>Vice President Ehreth asked a question regarding phase three – if patrons are required to wear a mask and they don’t have one, will they be turned away or will the Library provide them with a mask?</p> <p>Director Hawes said that the Library has masks to provide to patrons. She said that she is considering purchasing a self-check station with grant money if the Library is awarded those funds.</p> <p>A motion to approve the revised MMPL Re-opening Plan was made by Vice President Ehreth; second by Trustee Beckman.</p> <p>Secretary Kelsch – Yes Vice President Ehreth – Yes Trustee Buckley – Yes Trustee Beckman – Yes</p> <p>Motion carried.</p> <p>Director Hawes proposed that the Library open every day at 9 a.m. to eliminate confusion. She added that doing so would not require additional staffing.</p> <p>A motion to approve the New Normal MMPL Operating Hours was made by Trustee Beckman; second by Trustee Buckley.</p> <p>Secretary Kelsch – Yes Vice President Ehreth – Yes Trustee Buckley – Yes Trustee Beckman – Yes</p> <p>Motion carried.</p>
<p>OTHER BUSINESS</p> <p>Director’s Report</p>	<p>Director Hawes reported that:</p> <ul style="list-style-type: none"> • The staff has been able to separate the large print books from the rest of the collection. • All DVDs have been weeded. • All adult and young adult nonfiction has been weeded.

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<p>Outreach Report</p>	<ul style="list-style-type: none">• The Friends of the Library has approved a \$1,300 donation for a popcorn machine, popcorn supplies and a TV for digital display.• The Friends of the Library would like to hold a curbside book sale on July 3. They would also like to hold a few smaller book sales around the County.• Batteries need to be replaced in the fire panel.• One of the air conditioning units is not working and needs to be replaced. It has been temporarily fixed but will not be replaced now because of the impending renovation and construction.• She has been having some issues with her email account. If you have emailed her with no response, please follow up.• She will be out July 10-14 for a medical procedure. <p>President Donovan asked if there are any updates on the renovation project. Director Hawes said that they haven't met recently. The spec sheet is complete and the project went out for bid on June 1. Bids are due on June 30.</p> <p>Report provided. There were no questions about the report.</p> <p>The next meeting will be held in person. Trustee Buckley will not be available for the next meeting due to the County Fair still being held.</p> <p>Meeting adjourned at 6:10 p.m.</p>
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Rebecca Donovan, President

Ashley Kelsch, Secretary