



**MORTON MANDAN PUBLIC LIBRARY BOARD
OF TRUSTEES
AGENDA
SEPTEMBER 23, 2024
MORTON MANDAN PUBLIC LIBRARY
5:30 PM
WWW.CITYOFMANDAN.COM**

The public may access the Zoom meeting online at:
Join Zoom Meeting

<https://us06web.zoom.us/j/89178717203>

Meeting ID: 891 7871 7203

A. CALL TO ORDER/ROLL CALL

B. APPROVAL OF AGENDA

C. MINUTES

1. August 26, 2024 Meeting Minutes

D. UNFINISHED BUSINESS

E. NEW BUSINESS

1. Financial Report
2. Consider Approval: Monthly Bills
3. Consider Approval: 5% COLA Increase
4. Consider Approval: 2025 Library Calendar
5. Building Updates:
 - a. Upper Roof
 - b. Starlink--Fire Panel Costs
6. Library Updates:

- a. Grant Opportunities
- b. Friends of the Library Next to New Store Name

7. Other

F. DIRECTOR'S REPORT

G. FUTURE MEETINGS

- 1.
 - a. October 28, 2024
 - b. November 18, 2024

H. ADJOURN



Meeting Agenda

Morton Mandan Public Library Board of Trustees

Morton Mandan Public Library

Monday, July 22, 2024 @ 5:30

Agenda Item	Notes			
A. <u>Call to Order & Roll Call</u> Meeting called to order at 5:30. Introductions of board members.	Geiger X	Padilla X	Boehm X	Sjoberg X
	Kroh X	Bohl	Lafferty X	Remmick
B. <u>Approve Agenda</u> Additions to the agenda: Miller Law, purchasing request form. Trustee Kroh moved to approve, Trustee Boehm seconded. Motion carried.				
C. <u>Approve Meeting Minutes: Trustee Sjoberg moved to approve, Trustee Kroh seconded. Motion carried.</u>				
D. <u>UNFINISHED BUSINESS:</u>				
E. <u>NEW BUSINESS:</u>				
1. Review: Financial Report Explanation of financial report from Director Sandstrom.				
2. Consider Approval: Monthly Bills Explanation of bills, specifically B & T collection analysis fee. Trustee Padilla moved to approve, Trustee Boehm seconded. Motion carried with a roll-call vote.	Geiger Yes	Padilla Yes	Boehm Yes	Sjoberg Yes
	Kroh Yes	Bohl	Lafferty Yes	Remmick
3. Consider: Officer Appointment a. Vice President The board voted to have Trustee Padilla continue as vice president. Vote was unanimous.	Geiger	Padilla	Boehm	Sjoberg
	Kroh	Bohl	Lafferty	Remmick
4. Consider Approval: 2025 Proposed Budget Explanation of staffing changes, state aid, etc Question regarding changes to library parking lot, and cost of new BKMB. Trustee Lafferty moved to approve, Trustee Kroh seconded. Motion carried with a roll-call vote.	Geiger Yes	Padilla Yes	Boehm Yes	Sjoberg Yes
	Kroh Yes	Bohl	Lafferty Yes	Remmick

5. Trustee Update: a. Binder (contents explained) b. Contact Information c. Trustee Training				
6. Building Update: a. Emergency Plan				
7. Staff Updates: a. Bookmobile Services Associates (names of new staff) b. August 30 th Prof. Dev. Day (plan to work on staff handbook)				
8. Library Updates: a. Upcoming Events b. Teen Zone Refresh				
11. Other a. Miller Test—Collection Policy (explanation of the criteria for withdrawing a book) b. Purchase Requests				
F. <u>DIRECTOR’S REPORT:</u> Highlights & Questions				
G. FUTURE 2024 MEETING DATES FOR LIBRARY BOARD OF TRUSTEES:				
August 26, 2024	Sept. 23, 2024	Oct. 28, 2024	Nov. 18, 2024	Dec. 16, 2024
H. <u>ADJOURNMENT:</u> If lack of quorum, statement of monthly bills will be emailed to trustees for approval. President Geiger adjourned meeting at 6:55 p.m.				



Meeting Agenda

Morton Mandan Public Library Board of Trustees

Morton Mandan Public Library

Monday, Aug. 26, 2024 @ 5:30

Agenda Item		NoNtes							
A. Call to Order & Roll Call Called to order at 5:30. Introduction of board members for those not present at last meeting. (Trustee Padilla arrived at 6:00)	X	Kara Geiger		Jen Padilla	X	Nathan Boehm	X	Craig Sjoberg	
	X	Beth Kroh	X	Tasha Bohl	X	Austin Lafferty	X	Emily Remmick	
B. Approve Agenda No additions to agenda. Trustee Boehm moved to approve, Trustee Sjoberg seconded. Motion carried.									
Approve Meeting Minutes: Trustee Sjoberg noted that last month’s minutes did not state that vote for vice-president position was unanimous. Trustee Lafferty moved to approve minutes with that change made, Trustee Kroh seconded. Motion carried.									
D. UNFINISHED BUSINESS:									
E. NEW BUSINESS:									
1. Review: Financial Report Explanation of items on the report: passports, copies, etc.									
2. Consider Approval: Monthly Bills Trustee Sjoberg moved to approve, Trustee Boehm seconded. Motion carried with a roll-call vote.	Y	Kara Geiger		Jen Padilla	Y	Nathan Boehm	Y	Craig Sjoberg	
	Y	Beth Kroh	Y	Tasha Bohl	Y	Austin Lafferty	Y	Emily Remmick	
3. Consider Approval: ND DPI Summer Reading Grant Explanation of this grant, amount, and plans for its use. Trustee Lafferty moved to approve, Trustee Kroh seconded. Motion carried with roll-call vote.	Y	Kara Geiger		Jen Padilla	Y	Nathan Boehm	Y	Craig Sjoberg	
	Y	Beth Kroh	Y	Tasha Bohl	Y	Austin Lafferty	Y	Emily Remmick	
4. Trustee Update: a. September Trustee Training A representative from the state library will be at the next board meeting to answer questions and provide training as to what the job of a trustee involves.									
5. Building Update: a. Roofing of Upper Area Roofing should begin sometime in September. b. Starlink—Fire Panel Waiting for an estimate to have this problem addressed.									
6. Staff Updates: a. Closed: Aug. 30 – Sept. 2 Staff will have a professional development day on Friday the 30 th .									

7. Library Updates: a. Friends of the Library: Book Store The Friends group plans to try making the used/donated book room available to patrons as a store on an ongoing basis.				
8. Other				
F. DIRECTOR’S REPORT: Highlights & Questions Exo planet items sent away, the number of patrons for the month of August, and number of BKMB users.				
G. FUTURE 2024 MEETING DATES FOR LIBRARY BOARD OF TRUSTEES:				
Sept. 23, 2024	Oct. 28, 2024	Nov. 18, 2024	Dec. 16, 2024	Sept. 23, 2024
H. ADJOURNMENT: If lack of quorum, statement of monthly bills will be emailed to trustees for approval. Meeting adjourned at 6:15.				

MMIPL

2025

CALENDAR KEY	
 <u>PAY DAY</u>	 <u>PROF DEV. DAY</u>
 <u>PAID HOLIDAYS</u>	 <u>CLOSED</u>

January						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
M	T	W	T	F	S	S
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March						
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31						

April						
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28	29	30				

May						
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June						
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30						

July						
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August						
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September						
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October						
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November						
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December						
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29	30	31				