

Marshall District Library Board Meeting Minutes

November 13, 2012

Meeting called to order at 7 p.m. by President Carole Tabiaddon

Attendance: Present: Carole Tabiaddon, Ben Lark, Kate Yoder, Lynda Dunn, Angela Semifero, Nate Palmer, Matt Rodgers, Donna Daines, George Guerin.

Guests: Marsha Powers, Denise Connelly, Jordan Smith

Approval of agenda: Moved/Daines Support/Lark. Carried.

Approval of minutes of 10-9-12: Moved/Dunn Support/Lark. Moved to list absent people in future. Include library board approval of extended of hours to 5:30 to 9 p.m. on Nov. 30; Moved/Dunn Support/Rodgers, include library board approval to the remaining funds in the After School Apprenticeship program to East End, Moved/Dunn Support/Rodgers. Approved as corrected.

Semifero introduced library staff guests

Denise Connelly: Creates displays and is responsible for lobby cases, works all three desks, in charge of adult programming (marketing, public relations, speakers). Does some family events, highlighted National Library Week, does What's Happening brochure, handles meeting room reservations, is training Mariah Banghart to do these tasks. Discussed upcoming programming.

Marsha Powers: On staff since before the library moving into its present building in 1997. Bookkeeper here and at previous location. Works a shift on the circulation desk, handles magazine subscriptions, has reduced her work days down to three days a week now and is considering moving down to two. Orders office supplies. If there's money involved, she's keeping her eye on it.

Financial report: Finance committee moves to pay bills of \$116,591.45. Roll call: Yes: Tabiaddon, Rodgers, Guerin, Dunn, Yoder, Lark, Daines. No: none.

MDL Audit Presentation for Fiscal 2012: Jordan Smith from Abraham & Gaffney, PC. presented the audit report giving a clean opinion and stating that everything is in accordance with accounting principles. The audit found that the library is in sound financial position. Ben Lark asked that a narrative be added referring to a deficit this year. Motion Moved/Dunn support/ Guerin to accept audit. Carried.

Director's Report given.

Staff Reports: Facilities/ Nate Palmer. Painting almost done, furniture is back that had been reupholstered. Retrofitting of exterior lights which are more energy efficient.

Committee reports:

- Building and site will meet 11-28
- Finance committee: met before the board meeting. Finance will meet with Policy committee to discuss whether or not we should be sending out RFP for different auditor for next fiscal year
- Policy committee: Did not meet. Will meet in November.
- Personnel: did not meet. Will meet in December to discuss a new position Semifero is interested in creating.

Unfinished business: none

New business:

Holiday Chamber Bucks to be given as holiday bonuses to staff members. Moved/Daines Support/Yoder to use Option 1 for the staff. Roll call : Tabiaddon, Rodgers, Yoder, Lark, Dunn, Daines, Guerin. No: none Motion passed.

2013 holiday closings: Standard holiday closings listed for 2013. Moved/Dunn Support/Guerin carried.

Comments from board members: Lark suggested Yoder do an adult program about her family's experience living in Italy.

Comments from the public: none

Adjourned 8 p.m.

Submitted by Donna Daines, Secretary