

Marshall District Library

Board Minutes

January 8, 2013

Called to order 7:04 by President Carole Tabiadon

Present: Carole Tabiadon, Matt Rodgers, Lynda Dunn, Ben Lark, Kate Yoder, Donna Daines

Others present: Library staff members Laura Herman, Hali Shepherd, Library Director Angela Semifero,

Absent: George Guerin

Pledge of Allegiance

Approval of agenda; Motion Lark/Support Rodgers. Voice vote-approved.

Approval of Minutes of December 11, 2012. Motion Dunn/Support Yoder. Voice vote-approved.

Financial report: Finance Committee moves to approve and pay bills in the amount of \$57,854.14. Roll call – yes: Tabiadon, Yoder, Lark, Dunn, Rodgers, Daines. No: none.

Library Director's Report and staff introductions: Angela Semifero reviewed key items in her report and staff reports.

Library clerk Laura Herman was introduced. She works between 10-20/week and has been employed at the library since 2009. Among her duties are staffing circulation desks and preparing booklets for summer reading program.

Hali Shepherd was introduced. She has worked at the library since August 2007, starting as a page. Among her duties are maintaining the newspaper area; maintaining missing pieces basket (missing disks, etc.) maintaining and updating forms used at circulation desk, working the circulation desks.

Both are college students hoping to become librarians.

Committee Reports:

Building and Site: did not meet

Finance: Met January 8. Discussed current bills. Will meet next month.

Personnel: Met January 7. Reviewed newly recreated technology supervisor position. to patrons. Discussion was held as to considering the mechanisms for employees donating vacation time or leave of PTO (personal time off)

Policy: Met. No future meetings scheduled.

No unfinished business

New Business:

Policy Committee :

Motion to change circulation policy changes as presented. Voice vote- approved.

Motion to change policies regarding Use of facilities and services as presented. Voice vote- approved.

Finance Committee:

Motion to accept new financial policy as presented. Voice vote-approved.

Personnel Committee:

Motion to approve adjusted 2012-2013 employee pay ranges. Roll call vote -Yes: Tabiaddon, Yoder, Lark, Dunn, Rodgers, Daines. No: none. Approved

Finance Committee

Motion to approve amended 2013 budget presented by the Library Director. Roll call vote- Yes: Tabiaddon, Yoder, Lark, Dunn, Rodgers, Daines. No: None. Approved.

Comments from board: none

Comments from public: none

Adjourned 8:03 p.m.

Submitted by Donna Daines, secretary

Next meeting February 12, 2013