

Marshall District Library
Board of Directors
Regular Meeting
May 14, 2019

The regular meeting of the Marshall District Library Board was called to order by President Martha Frohm at 7:04 pm.

Roll call was read by Secretary Mary Fountain.

Members present: Kara Boughton, Martha Frohm, Theresa Chaney-Huggett, Mary Fountain, Kathie Maitland, and Shelley Preston.

Members absent: George Guerin

Others present: Angela Semifero, Nate Palmer.

President Frohm led the group in the Pledge of Allegiance.

Approval of Agenda: Theresa Chaney-Huggett made a motion to approve the agenda of the May 14th meeting, supported by Kara Boughton. Motion carried.

Approval of Minutes: Shelley Preston made a motion to approve the minutes of the April 9th meeting, supported by Kathie Maitland. Motion carried.

Financial Report: Treasurer Kathie Maitland previously reviewed the bills. The Selective Insurance amount of \$4,329.00 is a prepaid expense for MDL for fiscal year July 2019-June 2020.

Bills: Treasurer Kathie Maitland made a motion on behalf of the Finance Committee to pay bills in the amount of \$76,918.02. All present voted yes.

Library Directors report:

- Director Semifero explained the points of her written report.
- The Marshall District Library will host its Summer Reading Program which runs from June 1 to July 31 with a theme of "A Universe of Stories."
- A millage information meeting was held with only two people in attendance. Another meeting has been scheduled for May 17.
- Ann Fitzpatrick resigned from her position as a Library Assistant. We will repost the position in June.

Committee Reports:

- Building and Site - did not meet.
- Finance – met this evening and will meet next month at 6:30 pm before the regular board meeting.
- Personnel – met this evening at 6:15 pm before the Board Finance meeting. Chairman Theresa Chaney-Huggett discussed MDL pay ranges with merit increase steps 2018-2019. Minimum wage requirements are now \$9.45 per hour and will become \$9.65 in January 2020.

- Policy – met on May 13th at 5:30 pm with Theresa Chaney-Huggett filling in for Chairman Guerin. Discussion on some changes in Meeting Room Policy. The yellow highlighted areas were discussed and are in legal compliance with our attorney.

Unfinished Business

- There was no unfinished business.

New Business

- Pay Ranges: Theresa Chaney-Huggett made a motion on behalf of the Personnel Committee to accept the Pay Ranges as present. Roll call vote yes. Motion carried.
- Meeting Room Policy: Theresa Chaney-Huggett made a motion on behalf of the Policy Committee to accept the updates on the Meeting Room Policy as presented. Roll call vote yes. Motion carried.
- FOIA Policy: Angela has updated her email address as the FOIA “Freedom of Information Act” coordinator as the Library Director holds his title. Theresa Chaney-Huggett made a motion on behalf of the Policy Committee to accept the update to the FOIA Policy as presented. Motion carried.
- Tuition Reimbursement: Theresa Chaney-Huggett made a motion to accept the request for partial tuition reimbursement for Chelsea Johnson in the amount of \$1,000.00. If Chelsea leaves the staff before a year she will have to repay the money to the library. Motion seconded by Kara Boughton. Motion carried.

Comments from the Board

- Theresa Chaney-Huggett is resigning from her position on the Library Board as she is moving from the City of Marshall to Eckford Township. Tonight is her last meeting.
- The entire board commented on what a good job she has done and that she will be missed.

The June meeting will be late, June 25th and there is no board meeting in July.

Meeting adjourned at 7:35 pm.

Respectfully submitted,
Mary Fountain, Secretary