

Marshall District Library
Board of Directors
Regular Meeting
February 11, 2020

The regular meeting of the Marshall District Library Board was called to order by President Martha Frohm at 7:00 pm.

Roll call was read by Secretary Mary Fountain.

Members present: Mary Fountain, Martha Frohm, George Guerin, and Ken Koberstein.

Members absent: Kara Boughton, M.J. Harting-Minkwic, and Shelley Preston.

Others present: Angela Semifero, Nate Palmer, and Chelsea Johnson.

President Frohm led the group in the Pledge of Allegiance.

Approval of Agenda: George Guerin made a motion to approve the agenda of the February 11th meeting, supported by Ken Koberstein. Motion carried.

Approval of Minutes: Ken Koberstein made a motion to approve the minutes of the January 14th meeting, supported by George Guerin. Motion carried.

Financial Report: Treasurer Ken Koberstein previously reviewed the bills.

Bills: Ken Koberstein made a motion on behalf of the Finance Committee to approve the January bills in the amount of \$70,507.60. All present voted yes.

Library Directors report:

- Director Semifero explained the points of her written report.
- The semi-annual book sale was held on January 24^h and 25th. Cash donations were made in the amount of \$775.95. Additional donations were made via credit card.
- Angela filed the annual State Aid report with the Library of Michigan.
- She also began work on our Annual Report.
- Hannah Sweet began work with the library as the Library Cleaner on January 2nd.
- Helena Mac Lean was hired as a technology intern. She will be working two days a week.
- Interviews were held for the Library Assistant position in Public Services and Amanda Willerick was offered the position. She will begin mid-February.
- This January saw larger numbers than usual for crafting and painting programs.
 - o Staff Reports: Our public printer is no longer functioning. A rental printer has been secured at the same cost as our monthly maintenance agreement.
 - o Staff Presentation: Our presentation was on Genealogy and Local History, presented by Chelsea Johnson. She has been employed by the library for 8 years and is a graduate of MSU. She went to Wayne State for her Master's degree. She has many jobs, but her biggest is genealogy and local history. She explained all the areas she works in, and showed the library board many documents and books available to help people learn

more about their past. The board all enjoyed her presentation and thanked her for the knowledge she shared.

Committee Reports:

- Building and Site - Did not meet.
- Finance – Met this evening and will meet March 10th at 6:30 pm before the regular board meeting.
- Personnel – Did not meet. Will meet at 6:00 pm on Tuesday, March 10th.
- Policy- Met this evening at 6:00 pm. George went over all the policies discussed at our 6:00 meeting.

New Business

- Pension Waiver – No changes on revenues. George Guerin made a motion to approve the waiver application and it was supported by Ken Koberstein. Voice vote: all in favor. Motion passed.
- Collection Development Policy – Three areas changed.
 - o B. Intellectual freedom – added “three”
 - o C. Objectives – added “equipment, and”
 - o E. Format – added “equipment”Voice vote: all in favor. Motion passed.
- Circulation Policy – Four areas changed.
 - o B. Loan periods
 - “Loan periods for special items such as equipment may vary.”
 - Changed “Circulation Desk” to “Help Desk”
 - Changed total checkouts from 50 to 70
 - o D. Suspension of Privileges – added “Help”
 - o E. Fees and Fines – change “Black and White copies are \$.10 each. Color copies are \$.25 each.”Voice vote: all in favor. Motion passed.
- Code of Conduct Policy – Wording changed.
 - o 1. The library is not responsible for personal belongings. Unattended personal belongings will be remove to the Lost and Found.
 - o 12. Patrons shall not use wheeled or propelled devices, excluding medical devices, in the library. Drones or other powered devices are not allowed in the library facility.
 - o 15. Campaign material solicitation literature, or petitions may not be brought into the library, posted at the library, or left on tables.
 - o 16. Patrons shall not set up a table, stand, sign or similar structure on Library property except as a part of a library program.
 - o 18. Patrons shall comply with staff directions, instructions, and enforcement of library policies.Voice vote: all in favor. Motion passed.
- Meeting Room Use Policy – Wording changed
 - o 1. Without permission from the Library Director
 - o 2. Groups may list the library location on informational materials but may not use the library logo nor imply partnership/endorsement/sponsorship of the room’s use.
 - o 3. Removed “set up for their meetings and must also”Voice vote: all in favor. Motion passed.

- Staff training day – Friday April 10th schools will be closed so the library will be closed for a staff training day. Mary Fountain made a motion to accept closing date. Supported by Ken Koberstein. All present voted yes.
- Board Officer Nominations: We will discuss a slate of officers to be elected at the March meeting.

Comments from the Board:

- None.

Comments from the Public

- None.

Meeting adjourned at 7:52 pm. The next meetings will be on March 10th, 2020 and April 21st, 2020

Respectfully submitted,
Mary Fountain, Secretary