

Marshall District Library
Board of Directors
Regular Meeting
March 10, 2020

The regular meeting of the Marshall District Library was called to order by President Martha Frohm at 7:01p.m.

Roll call was read by Secretary Mary Fountain.

Members present: Mary Fountain, Martha Frohm, George Guerin, Ken Koberstein, Kara Boughton, M.J. Harting-Minkwic, and Shelley Preston.

No members absent.

Others present: Angela Semifero, Nate Palmer, Joanne Davis, Shauna Swantek, and Brenda Jones.

President Frohm led the group in the Pledge of Allegiance.

Approval of Agenda: M.J. Harting-Minkwic made a motion to approve the agenda of the March 10th meeting, supported by Shelley Preston. Motion carried.

Approval of Minutes: A motion to approve the corrected minutes made by George Guerin, supported by Shelley Preston. Correction to the minutes made by George Guerin should read February 11th not March 11th. 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 February bills in the amount of \$71,537.47. All present voted yes.

Library Directors Report:

- Director Semifero explained the points of her written report.
- Staff continues to work on training for the launch of Evolve.
- Angela and Shauna are working on training with Amanda Willerick the new Library Assistant in the Public Services Dept.
- Angela, Nate and Matt Harmon are working with new employee Helena Mac Lean training her in her internship work.
- It was decided to cancel the Staff Training Day at this time due to the projects that are currently in process.
- Martha Frohm mentioned how impressed she was with the Library Staff and their community involvement.

Staff Presentation: Shauna Swantek and Brenda Jones gave a presentation on Public Services. Little things make things easier for larger programs. The board was involved in the presentation and did some artwork.

- Programs being planned are Tea Party with paleontologist Paleo Joe for families with children in grades K-5.
- Several adult programs coming up in March and April.
- Discussed escape Rooms and how it helps people to meet new people, by working together for answers and is Inter-generational. Stuffed animals sleepover was very popular.

Committee Reports:

- Building and Site-did not meet
- Finance-met tonight at 6:30 and next month at 6:30.
- Personnel- Kara Boughton met tonight with her committee and discussed tuition reimbursement, Health Flexible Spending Account, and pay scales.
- Policy- met last month.

Unfinished business: None

New Business:

- Board Elections.

Current board members agreed to keep their same positions as last year. Ken suggested Kara Boughton to be the new Vice-President and she agreed to do it.

- Personnel Policy:

Chairman Kara Boughton met with her committee and made a motion on behalf of the Personnel Committee to change the personnel policy as follows:

- Alter tuition reimbursement to wording to "Depending upon the availability of funds and with prior approval of the Library Director, the library will reimburse an employee up to 50% of tuition, fees and books for graduate education in Library Science and related fields to a maximum of ~~\$2,000~~ \$3,000 in any fiscal year. With prior approval of the Library Director, the library may reimburse an employee up to 50% of tuition, fees, and books for undergraduate education in coursework specifically related to the employee's work at the library up to a maximum of \$500 in any fiscal year."
- Add an additional benefit in Attachment 2 specifying "After one year and 1,000 hours of continuous employment in an eligible position as defined in Attachment 1, Section 1.C, employees may choose an employer contribution to one of the listed accounts in the following amounts." Accounts include a Health Flexible Spending Account, Dependent Care Flexible Spending Account, or a Deferred Compensation plan.

Roll call vote and all present in favor.

- Employee Pay Scales:

Chairman Kara Boughton met with her committee and made a motion on behalf of the Personnel Committee to accept the employee pay scales for 2020-2021 as presented. Changes include altering the minimum wage to be in line with state law as of January 2021.

Roll call vote and all present in favor.

Comments from board members:

George Guerin said a few words about how much he has enjoyed serving on the board and it has been very rewarding. The board all thanked him for his hard work. The board welcomed Joann Davis as the new board member from Marshall Township.

Comments from the public: Joanne Davis said she loves the library and all the programs that are provided. Angela and Nate thanked George for his service.

Meeting adjourned at 7:45pm. The next meetings will be April 21st 2020 and May 12th 2020.

Respectfully submitted,
Mary Fountain, Secretary