

Marshall District Library
Board of Directors
Regular Meeting
May 12, 2020

The regular meeting of the Marshall District Library was called to order by President Martha Frohm at 7:02 p.m on Zoom.

Roll call was read by Secretary Mary Fountain.

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

No members absent.

Others present: Angela Semifero, Nate Palmer, Matt Harmon

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 May 12th meeting, supported by Shelly Preston. Motion carried.

Approval of Minutes: A motion to approve the minutes of March 10, 2020 was made by Kara Boughton, supported by Ken Koberstein. Motion carried.

Bills: Ken Koberstein made a motion to approve the March and April bills in the amount of \$74,386.53 and \$64,245.14, supported M.J. Harting-Minkwic. All present voted yes.

Martha asked if the library was paying Scooters on a monthly basis for trash service. According to Angela, the library does pay monthly. Martha requested the library inquire about paying yearly, as Scooters may give the library a discount at a yearly rate. Angela will look into this.

Library Directors Report:

- Director Semifero explained the points of her written report
- The last two months were spent keeping as many services available as possible
- Using social media to reach patrons
- One-on-one sessions continue virtually
- Story Times will continue in online in May
- A library staff member wrote notes to several dozen patrons who don't have online access
- Angela visits the library at least twice a week, to attend to certain tasks. Managers stagger shifts in the library building.
- Evolve has allowed staff to be able to work from home
- Library has waived late fees to allow patrons to use Hoopla and Overdrive

- Angela and Nate have been preparing procedures for reopening. Angela mentioned she spoke with library attorney in regards to developing a board approved temporary policy in regards to the pandemic.
- It is hope to reopen on June 1, with restricted hours, no in-house programming, and curbside pick-up.
- Nate has purchased Plexiglas shields, hand sanitizer stations, disposable masks and gloves.
- Angela has attended MAEDA meetings and Calhoun County Health Department meetings in regards to best practices for reopening.
- M.J. Harting-Minkwic appreciated all the work gone into the possibility of reopening..
- Shelley Preston expressed concern about contingency plan if patron does not follow guidelines. Angela responded we will follow our Patron Code of Conduct procedures. This involves speaking with the patron first to ask if they are claiming a medical issue. If they have no medical/religious issues, they will be asked to wear a mask. If they refuse, the patron may be asked to leave for the day. If they refuse to leave or become hostile, the police will be called to assist.
- Nate mentioned that it has been great having Evolve up and working. It allows staff to work from home. He has been pleased with how staff have adapted to working from home.
- Angela also mentioned Nate is looking at possibilities of purchasing mobile furniture for the staff workspace to allow better spacing of staff members as, well as, providing barriers.
- Joanne Davis asked about quarantine of materials. Angela mentioned the library of congress has been conducting tests and states that the virus lasts about 24 hours on paper and 48 hours on plastic. The current plan is to take materials and place them in the Conference Room for 48 hours. Items will be wiped down with disinfectant.

Committee Reports:

- Building and Site-did not meet
- Finance-did not meet. Will meet June 30 at 6:30 pm
- Personnel- did not meet
- Policy- did not meet

Unfinished business: None

New Business:

- Designate Depositories of Library Funds
A motion was made by M.J. Harting-Minkwic, supported by Ken Koberstein. All present voted yes. Motion carried.

- Designate Official Newspaper

A motion was made by Mary Fountain, supported by M.J. Harting-Minkwic. All present voted yes. Motion carried.

- Meeting Date Calendar

A motion was made by Joanne Davis, supported by Mary Fountain. All present voted yes. Motion carried.

- Authorize ACH vendor/payment list

A motion was made by Mary Fountain, supported by Ken Koberstein. All present voted yes. Motion carried.

- Per Diem

A motion was made by M.J. Harting-Minkwic to pay board members \$100.00 per meeting, supported by Joanne Davis. Joanne voted yes. Everyone else voted no. Motion not carried.

- Tuition Reimbursement

A motion was made by Ken Koberstein, supported by M.J. Harting-Minkwic. All present voted yes. Motion carried.

- Dolly Parton Imagination Library Fund

Discussion: M.J. Harting-Minkwic questioned if the foundation could use the money for other funds? Angela explained that they could invest funds, but this money is only to be used for Dolly Parton Imagination Library Fund.

A motion was made to work with Marshall Community Foundation and transfer \$10,050 from the Hughes Trust designated for the Dolly Parton Imagination Library by Shelley Preston, supported by M.J. Harting-Minkwic. All present voted yes. Motion carried.

Comments from board members:

M.J. Harting-Minkwic appreciates all of the work the library has been doing for the community. M.J. mentioned that she had positive feedback from online tech support. She also was thankful for Matt and his work.

Mary Fountain was thankful for Angela and Nate and all of the work done during this time.

JoAnne Davis was appreciative of all of the online programming

Comments from the public:

None

Meeting adjourned at 7:45pm. The next meeting will be June 30th.

Respectfully submitted,
Nate Palmer, Assistant Director