

Regular Library Board Meeting Minutes
May 11, 2021

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

Roll call was read by Secretary Mary Fountain.

Members present at the library: Mary Fountain, Martha Frohm and M.J. Harting-Minkwic.

Members present via Zoom: Kara Boughton, Joanne Davis, Ann Fitzpatrick and Shelly Preston.

Others Present: Angela Semifero and Nate Palmer.

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 11, 2021 Meeting. It was supported by Joanne Davis. Motion carried.

Approval of the minutes of the April 13th meeting: Joanne Davis made a motion to approve the minutes, it was supported by Ann Fitzpatrick. Motion carried.

Financial Report, including approval of bills: Treasurer M.J. Harting-Minkwic made a motion on behalf of the finance committee that everything was in order and to pay the bills for April in the amount of \$74,091.72. Support by Joanne Davis. Roll call vote. All present voted yes.

Library Director Report:

- Director Semifero explained the points of her written report.
- Marshall District Library continues in Phase 3 of reopening.
- We have eliminated time limits and the library opened at 50% capacity. Saturday hours were restored on May 1st.
- Summer Reading Program has a theme of "Tails and Tales". Grandma's Toys and Treats and various businesses downtown are involved. Check Director's Report for more information.
- The library will be holding adult trail walks with speakers at Wilder Creek, Historic Bridge Park and North Country Trail.
- Woodlands Library Cooperative has paid for a new service for all of its member libraries for the year, Overdrive Magazines through Libby.
- Matt Harmon worked with our electricians to replace punch-down black in our server room.
- Chelsea Johnson will present a program on genealogy in Fort Wayne, 3rd largest genealogy library in the United States
- Angela mentioned a new entrance into the Family Bathroom in the Children's Room might be a possibility.
- Technology person to person may be starting in June – see the Director's and Assistant Director's Reports for more information.

Committee Reports:

- Building and site- did not meet
- Finance – met at 6:50 p.m. and will meet next month at 6:45
- Personnel – met at 6:15
- Policy – met at 6:30

Unfinished Business: none

New Business:

- Personnel policy: Kara Boughton and her committee met tonight and discussed the 2 policies
- Tuition Reimbursement:

- Shelly Preston made a motion to remove wording of up to 50% of, and up to 50%. It was seconded by Joanne Davis. All present voted yes.
 - Kara Boughton made a motion to reimburse Brenda Jones in the amount of \$2000.00, Joanne Davis supported, and a roll call vote was held. All present voted yes.
 - M.J. Harting-Minkwic made a motion to reimburse Chelsea Johnson in the amount of \$1421.01, Kara Boughton supported, and a roll call vote was taken. All present voted yes.
- Pay Scales: Kara made a motion to accept the pay scales for the next fiscal year with the only change being the “clerk” pay scale. This has been increased to reflect the minimum wage that will go into effect January 2022. M.J. Harting-Minkwic supported and a roll call vote was taken. All present voted yes.
- The policy committee met tonight and Chair Joanne Davis and her committee reviewed the four policies:
 - Public Relations Policy: M.J. Harting-Minkwic made a motion to remove wording, The Library will not post opinion pieces or notices that promote political viewpoints on bulletin boards. Mary Fountain supported and all present voted yes.
 - Financial Policy: Ann Fitzpatrick made a motion to remove wording “by telephone” regarding credit card payments. Kara Boughton supported and all present voted yes.
 - Circulation Policy Fees and Fines Table: M.J. Harting-Minkwic made a motion to adding language to our Fees and Fines Table in our Circulation Policy for charging up to \$.50 for lamination, Ann Fitzpatrick supported, roll call vote, all present voted yes.
 - Temporary Virtual Meeting Room Policy: M.J. Harting-Minkwic made a motion to accept Virtual Meeting Room Use Policy. Ann Fitzpatrick supported and all present voted yes.

Comments from Board Members:

- Joanne Davis can’t wait for the Summer Reading Program.
- Ann Fitzpatrick congratulated Chelsea on her work with the genealogy services. Also thinks Summer Reading Program sounds great.
- Shelly Preston mentioned she loves working with our whole Board.
- Kara Boughton is excited about Dolly Parton Program.
- Martha Frohm said her granddaughter received her 1st book from Dolly Parton.
- The whole Board thanks to all.

Comments from Public: none

Meeting adjourned at 7:40 p.m.

Next Meetings:

- June 29, 2021 (Budget Meeting)
- August 10, 2021

Respectfully Submitted,
Mary Fountain, Secretary