

Regular Board Meeting Minutes
Marshall District Library
November 9, 2021

The regular meeting of the Marshall District Library Board was called to order by President Martha Frohm at 7:08pm. Roll call was read by Secretary Mary Fountain.

Members present at the library: Kara Boughton, Joanne Davis, Ann Fitzpatrick, Mary Fountain, Martha Frohm, and M.J.Harting-Minkwic.

Others present: Shelley Preston, Angela Semifero, and Nate Palmer.

President Martha Frohm led the group in the Pledge of Allegiance.

Approval of Agenda: Joanne Davis made a motion to approve the agenda of the November 9, 2021 meeting. It was supported by M.J.Harting-Minkwic. Motion carried.

Approval of the minutes of the October 12, 2021 meeting with a correction; date was incorrect written as September 12, 2021. It was noted and corrected to October 12,2021. M.J. Harting-Minkwic made a motion to accept the corrected minutes and it was supported by Kara Boughton. 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 bills for October 6 to November 2, 2021 in the amount of \$67,023.94, supported by Ann Fitzpatrick. Roll call vote, all present voted yes.

Library Director Report:

Director Semifero explained the points of her written report. The library continues to operate in Phase 4 and Library hours remain the same.

The "Tiny Bits O' Gratitude" art show has more than 60 submissions.

Duckworth Brothers will begin work on the cement project on Wednesday November 10, 2021.

September Bills of Note:

Under Supplies (740) there is a bill for \$705.80 to the U.S. Postal Service. Pre-stamped envelopes are periodically purchased for mailing overdue notices.

Under Contracted Services (820) we have a bill called "Ninja Forms" which is an annual fee for software.

See Directors Report and Talking Points for all details.

Staff reports: see attached sheets.

Committee Reports:

Building and Site-did not meet.

Finance- met at 6:45 tonight and will meet same time next month.

Personnel-did not meet.

Policy-did not meet.

Unfinished Business-none.

New Business:

Banking Resolutions

1. Establish Highpoint Community Bank as one of our designated depositories of library funds. Kara Boughton made a motion to accept this resolution and it was supported by Ann Fitzpatrick. Roll call vote and all approved.
2. Highpoint is a new banking institution for the library, we need a resolution stating who the signatories on the accounts will be. Mary Fountain made a motion to accept this resolution and it was supported by Joanne Davis. Roll call vote and all approved.
3. Marshall Community Credit Union requires a resolution explicitly stating that a checking account be established. We want the option of establishing two accounts if necessary. M.J.Hartng-Minkwic made a motion to accept this resolution and it was supported by Kara Boughton. Roll call vote and all approved.
4. The Library Director would be responsible for establishing accounts and transferring funds from any banking institution that needs it. Kara Boughton made a motion to accept this resolution and it was supported by Ann Fitzpatrick. Roll call vote and all approved.
5. Permission to move funds out of Huntington Bank as it has the highest maintenance fees, also close accounts as necessary. Joanne Davis made a motion to approve this plan and it was supported by M.J.Harting-Minkwic. Roll call vote and all approved.

January Board meeting Date:

Angela will be gone on vacation January 11, 2022, which is our scheduled meeting date. Discussion was held and Kara Boughton made a motion to change our meeting date to January 18, 2022 so Angela could be in attendance. It was supported by Joanne Davis and approved by all.

Comments from Board Members:

Martha Frohm and Joanne Davis thanked Shelley Preston for her service on the library board and all other members agreed and said we will miss her and wished her good luck.

Comments from the public:

Shelley Preston said how much she had enjoyed her time on the library board and will miss everyone.

Meeting adjourned at 7:45pm.

Angela brought yummy cupcakes as a farewell treat to Shelley.

Next meetings: December 14, 2021

January 18, 2022

Respectfully submitted,

Mary Fountain, Secretary