

Marshall District Library
Board of Directors
Regular Meeting
April 11, 2023

The regular meeting of the Marshall District Library was called to order by President Ann Fitzpatrick at 7:01 pm.

Roll call was read by Secretary, Joanne Davis.

Members present: Carol Bagi, Gerry Marshall, MJ Harting-Minkwic, Kara Boughton, Mary Fountain, Ann Fitzpatrick, and Joanne Davis

Members Absent: None

Others present: Angela Semifero and Nate Palmer

President Ann Fitzpatrick led the group in the Pledge of Allegiance.

Approval of Agenda:

Mary Fountain made a motion to approve the agenda of the April 11, 2023 meeting, supported by MJ Harting-Minkwic. Motion carried.

Approval of Minutes:

A motion to approve the minutes from March 14, 2023 made by Kara Boughton, supported by Carol Bagi. Motion carried.

Financial Report: Treasurer M.J. Harting-Minkwic previously reviewed the bills.

Bills: M.J. Harting-Minkwic made a motion to approve the March 2, 2023 through April 3, 2023 bills in the amount of \$93,232.19. All present voted yes.

Library Directors Report:

Financial statement shows that income has come in for the library and is currently at 93.77%. Expenditures are at 73.44% which is normal for this time of year.

Fun things happened in March for reading month. Activities were held at the schools for reading month.

Summer reading is being planned and has an exciting new theme of “All Together Now.” The library is planning a scavenger hunt throughout the Marshall businesses to “Get to Know Your Neighbors.” Angela is excited about everyone learning more about our community.

Spring Break was quiet but the programs were well attended during the week.

Matt Harmon is working on a user agreement for our wireless access.

Committee Reports:

- Building and Site – did not meet
- Finance- did meet. Will meet May 9, 2023 at 6:50 pm.
- Personnel- did not meet
- Policy- did not meet. Will meet May 9, 2023 at 6:30 pm.

Unfinished business: None

New Business:

Committee Appointments

The committee appointments proposed for 2023-2024 is below.

Ann Fitzpatrick	all committees
Jerry Marshall	Building and Site – chair Personnel
Joanne Davis	policy – chair finance
MJ Harting-Minkwic	finance – chair Policy
Carol Bagi	personnel Building and site
Kara Boughton	personnel-chair Building and site
Mary Fountain	finance policy

No other revisions were suggested during the board meeting. A motion to approve the committee appointments proposed for 2023-2024 was made by Carol Bagi, supported by Mary Fountain. All present voted yes.

Designate Depositories of Library Funds

The designated depositories of library funds proposed are: Marshall Community Credit Union, Southern Michigan Bank & Trust, and Highpoint Community Bank.

A motion was made by Mary Fountain, supported by Carol Bagi to approve the designated depositories of library funds. All present voted yes.

Designate Official Newspaper

The designated newspaper for official notices proposed is the Ad-Visor & Chronicle of Marshall, MI.

A motion was made by MJ Harting-Minkwic, supported by Mary Fountain to approve the Ad-Visor & Chronicle of Marshall, MI for official notices. All present voted yes.

Meeting Date Calendar

The proposed 2023-2024 meeting date calendar is presented below.

August 8, 2023
September 12, 2023
October 10, 2023
November 14, 2023
December 12, 2023
January 9, 2024
February 13, 2024
March 12, 2024
April 9, 2024 – Annual Meeting
May 14, 2024
June 25, 2024 – Budget Adoption – last Tuesday of month

A motion was made by Kara Boughton, supported by Carol Bagi to approve the meeting date calendar for 2023-2024 as presented. All present voted yes.

Authorize ACH (Automated Clearing House) vendor/payment list as of April 1, 2023

Currently the vendor/payment list is as follows:

- Federal payroll tax obligations (941 taxes – withheld federal income tax, social security and medicare taxes) – withdrawn from Marshall Community Credit union operating checking account
- Employee payroll checks – from Highpoint Community Bank payroll checking account
- ICMA retirement 401, 457, and Roth IRA payments – from Highpoint payroll checking account

- MERS (Municipal Employees Retirement Services), annual, if needed, payment into retiree pension fund – from Marshall Community Credit Union operating checking account
- Kushner & Company FSA account and administrative payments -from Marshall Community Credit Union FSA checking account
- Cardmember services, Visa charge account – from Marshall Community Credit Union operating checking account
- Battle Creek Enquirer, annual newspaper expense – from Marshall Community Credit Union operating checking account

A motion was made by Kara Boughton, supported by Mary Fountain to authorize the ACH Vendor/Payment list for 2023-2024 as presented above. All present voted yes.

Per Diem

Per Diem is whether board members would like to receive payment for their service on the board.

A motion was made by MJ Harting-Minkwic. No support. Motion failed.

Comments from the public:

None

Comments from the board:

Mary Fountain welcomed Carol Bagi to the board.

Meeting adjourned at 7:40 pm. The next meeting will be May 9, 2023.

Respectfully submitted,
Joanne Davis, Secretary