

Marshall District Library
Board of Directors
Regular Meeting
April 9, 2024

The regular meeting of the Marshall District Library was called to order by President Ann Fitzpatrick at 7:00 pm.

Roll call was read by Secretary, Joanne Davis.

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

Members Absent: None

Others present: Angela Semifero

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

Approval of Agenda:

Carol Bagi made a motion to approve the agenda of the April 9, 2024 meeting, supported by Mary Fountain. Motion carried.

Approval of Minutes:

A motion to approve the revised minutes from March 12, 2024 made by Kara Boughton supported by Mary Fountain. On page 2 of the board packet the minutes should say "comments from the board and comments from the public." Motion carried with the revision.

Financial Report: Treasurer Carol Bagi previously reviewed the bills.

Bills: Carol Bagi made a motion to approve the March 5, 2024 through April 2, 2024 operating bills in the amount of \$101,577.86. All present voted yes.

Carol Bagi made a motion to approve the Hughes Fund bills in the amount of \$10,786.87 supported by Mary Fountain. All present voted yes.

Library Directors Report:

The financial statement indicates that the revenues are at 95.44% and expenditures are at 74.30%, which we are right on target.

The local history room architectural plans were received by the library but small changes had to be made and will be available for review in the May meeting.

Programming has been going smoothly.

Some of the staff attended and presented at the Michigan Library Association's Spring Institute and it was a success.

The tech team has done over 105 one-on-one sessions this past month.

Committee Reports:

- Building and Site – did not meet, will possibly meet May 14, 2024 at 6 pm.
- Finance- did meet. Will meet May 14, 2024 at 6:45 pm.
- Personnel- did not meet
- Policy- did not meet

Unfinished business: None

New Business:

Committee Appointments

The committee appointments for 2024-2025 is below.

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

No other revisions were suggested during the board meeting.

Pension Waiver

A motion to approve the waiver application, Department of Treasure form 5583, Application for Waiver and Plan: Defined Benefit Pension Retirement System, was made by MJ Harting-Minkwic, supported by Carol Bagi. 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, Highpoint Community Bank, and Kellogg Community Credit Union.

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 Carol Bagi, supported by Kara Boughton to approve the Ad-Visor & Chronicle of Marshall, MI for official notices. All present voted yes.

Meeting Date Calendar

The proposed 2024-2025 meeting date calendar is presented below.

August 13, 2024
September 10, 2024
October 8, 2024
November 12, 2024
December 10, 2024
January 14, 2025
February 11, 2025
March 11, 2025
April 8, 2025 – Annual Meeting
May 13, 2025
June 24, 2025 – Budget Adoption – last Tuesday of month

A motion was made by Carol Bagi, supported by Mary Fountain to approve the meeting date calendar for 2024-2025 as presented. All present voted yes.

Authorize ACH (Automated Clearing House) vendor/payment list as of April 1, 2024

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 MJ Harting-Minkwic, supported by Carol Bagi to authorize the ACH Vendor/Payment list for 2024-2025 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 board:

Ann Fitzpatrick mentioned that Carol Bagi did a great job her first month as treasurer.

Comments from the public:

None

Meeting adjourned at 7:48 pm. The next meeting will be May 14, 2024.

Respectfully submitted,
Joanne Davis, Secretary