

Marshall District Library  
Board of Directors  
Regular Meeting  
Date: May 13, 2025

The regular meeting of the Marshall District Library was called to order by President MJ Harting-Minkwic at 7:00 PM.

Roll call was read by Secretary Kara Boughton

Members present: MJ Harting-Minkwic, Mary Fountain, Joann Davis, Carol Bagi, Jerry Marshall, Ann Fitzpatrick, Kara Boughton

Members Absent: None

Others present: Angela Semifero, Nate Palmer, Benjamin Boughton

President Harting-Minkwic led the group in the Pledge of Allegiance.

Approval of Agenda: Carol Bagi made a motion to approve the agenda of the May 13, 2025 meeting, supported by Mary Fountain. *Motion carried.*

Approval of Minutes: A motion to approve the minutes of April 8, 2025 made by Carol Bagi supported by Mary Fountain. Amendment, the Finance Committee did meet last month. *Motion carried.*

Financial Report: Treasurer Carol Bagi previously reviewed the bills. Three payrolls were included in this month's bills. Many bills were paid related to the local history room project.

Bills: Carol Bagi made a motion to approve the April bills in the amount of \$137,355.95 and \$93,661.67 from the Gifts and Grants fund. Supported by Joann Davis. *All present voted yes.*

Library Directors Report:

- The Local History Room is very popular and used by the public daily.
- Staff has been busy cataloging items for the room.
- Programs have been less busy as the weather has been warmer.
- Plans are being made for Summer Reading, theme Color Your World. Art will be a focus, especially based on nature. The scavenger hunt will involve finding works of art around town.
- A delinquent property tax check should be arriving soon.

#### Committee Reports:

- Building and Site-did not meet
- Finance-did meet. Will meet next month at 6:45 pm
- Personnel- did not meet
- Policy- did meet

Unfinished business: A second review of the Board By-Laws was made. The word 'religious' will be removed from paragraph one. A motion to approve the By-Laws was made by Joann Davis, supported by Ann Fitzpatrick. Motion carried.

#### New Business:

-The library will be closed July 5 to accommodate the community events that day, parking lots in the area will be closed. Motion made by Carol Bagi, supported by Mary Fountain. Motion carried.

-Many new policies were discussed, and proposed on behalf of the Policy Committee, including:  
-A new version of the Facilities Use Policy was made related to the Local History Room use, including requiring patrons to be sixteen or older to use the Local History room alone. Motion carried.

-Circulation Policy-Lost or damaged items must be paid by the patron, a replacement copy provided by the patron will not be accepted. Motion carried.

-IRS Disclosure Requirements were made related to the new 501c3 status. Motion carried.

-Gifts and Grants policy updated to reflect what can be accepted. Motion carried.

-Policy on Suspected Illegal or Unethical Conduct related to Personnel Policy. Motion carried.

-Personnel-Conflict of Interest Policy will be added to the Personnel Policy. Motion carried.

-Personnel-Compensation Policy, a more formal wording of what is already being done at the library is being added. Motion carried.

-Personnel-Whistleblower Policy will be written out. Motion carried.

-Document Retention and Destruction- the Director of MDL will be responsible for retaining and destruction of documents. Motion carried.

Comments from board members: Members thanked Nathan Palmer for his work on many 'behind the scenes' projects at the library, including the countertops in the Local History Room, cleaning, and moving items in the library.

Comments from the public:

None

Meeting adjourned at 7:45pm. The next meeting will be June 24, 2025.

Respectfully submitted,  
Kara Boughton, Secretary