

Marshall District Library
Board of Directors
Regular Meeting
Date: August 12, 2025

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

Roll call was read by Secretary Kara Boughton

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

Members Absent: Jerry Marshall

Others present: Angela Semifero, Nate Palmer, Benjamin Boughton

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

Approval of Agenda: Mary Fountain made a motion to approve the agenda of the June 24th meeting, supported by Carol Bagi. *Motion carried.*

Approval of Minutes: A motion to approve the minutes of the June 24th meeting with an amendment to the date of the next meeting, it should be August 12, not the 13th. Motion was made by Ann Fitzpatrick, supported by Carol Bagi. *Motion carried*

Financial Report: Treasurer Carol Bagi previously reviewed the bills, which are somewhat higher than normal. Bills of note- three payrolls were included in this period, Woodlands Co-op payment, and landscaping for adding a fire exit door in the teen section. The current fire exit door continues to let water in. This exit could be turned into a service door which would not have to meet ADA standards and could be raised. Carol recommended paying the bills in the amount of \$196,653.65, all members present voted yes. *Motion Carried*

Library Directors Report:

-At this time of the year, no money is coming in as is typical for this time of the year. The Gifts and Grants fund has \$504,125. The library is in good financial shape.

-Summer was fun and busy, many days had over 800 patrons in the library. Programs were well attended.

-Five people were interviewed for the open positions, in programming and as a library assistant. Two will be starting in the next month. One will be a full-time position and one will be a part-time position.

-Patrons will have the option to bind their family history using the spiral binding machine.

Committee Reports:

- Building and Site-did not meet
- Finance-did meet. Will meet before the September 9th meeting at 6:45 pm
- Personnel- did meet
- Policy- did not meet

Unfinished business: None

New Business:

-The Director Evaluation-all board members are extremely grateful to Angela for her incredible service and dedication to MDL. She has created a team that is creative, innovative, and welcoming. Her leadership has made MDL the valuable community asset that it is today. She has asked for a 2% raise. All board members present voted yes. *Motion Carried.*

-Director Yearly Goals include coordinating "If These Stones Could Talk" Cemetery Walk, working with local history organizations to digitize materials in their collection, work on developing the Marshall Sports Archive, purchase MDL branded items to sell to patrons, updating computers to Microsoft Office 2024, installing new public copiers, moving the fire exit door, replacing ceiling tiles on the north side of the building.

Personnel Policy Changes: Employees who opt out of insurance will no longer be able to put money in a Flexible Spending Account. Instead they will be given a cash benefit, they will be given \$90/month if they are full-time.

Currently staff are given a bonus after a year of employment which can be put into a retirement account or into a Flexible Spending Account. Instead, all staff will get a \$.50/hour raise, and a 2% raise/year after that. Staff can use the money in their current Flexible Spending Account until the end of the year.

Life Insurance can be purchased for the entire staff for \$300/year. This benefit will be approved annually by the board.

Short-Term Disability Insurance for employees working 21 hours or more a week for up to 13 weeks at 60% pay, approved annually by the board.

A motion was made to approve the changes to the Personnel Policy by Carol Bagi, second by Joann Davis. Roll call vote was made, all members present voted yes. *Motion Carried*

New Insurance Plan

In The Pool of West Michigan insurance plan, payments are based upon an individual, couple, or family, regardless of a person's age. This plan offers lower payments and better coverage for employees. Motion to accept the change of insurance plan was made by Mary Fountain,

supported by Ann Fitzpatrick. Roll call vote was made, all members present voted yes. *Motion carried.*

Adjustment to the Fees and Fines: Spiral binding will be offered for up to \$2.00. Motion was made by Joann Davis, Carol Bagi supported, all members voted yes. Motion carried

Comments from board members: None

Comments from the public: None

The meeting adjourned at 8:03 pm. The next meeting will be September 9, 2025 at 7:00 pm.

Respectfully Submitted,
Kara Boughton, Secretary