

MARSHALL-LYON COUNTY LIBRARY
REGULAR BOARD MEETING MINUTES
JUNE 13TH, 2022

Board Members Present: Paula Botsford, Russ Labat, Steve Ritter, Michael Murray, Eric DeGroot, Ruth Bot, and Anne Marie Vorbach. Absent: Linda Baun and Saara Raappana. Staff Present: Director Michele A. Leininger, Christine DeGroot, and Paula Nemes. Others Present:

Called to order at 4:00 p.m. by P. Botsford, Vice-President.

Pledge of Allegiance.

Motion made by R. Labat, seconded by S. Ritter to adopt the agenda as presented. Voice Vote: Yes- P. Botsford, R. Labat, S. Ritter (attending meeting for P. Graupmann), M. Murray, E. DeGroot, R. Bot, and A. Vorbach. No: None. The motion passed unanimously.

Motion made by R. Labat, seconded by M. Murray to adopt the Consent Agenda. Voice Vote: Yes- P. Botsford, R. Labat, S. Ritter, M. Murray, E. DeGroot, R. Bot, and A. Vorbach. No: None. The motion passed unanimously.

Old Business:

Classification & Compensation Study: Director Leininger reviewed the approval letter from Gallagher. They approved changing the classification for the Customer Care position. Originally the position was classified as A11. After the appeal, they changed the classification to A13 as requested.

The new wage scale will start on July 4th for full time employees and July 5th for part time employees. The 2023 Draft Budget is based on resetting all the employees to zero hours for their step increases once the new wage scale goes into effect. Motion made by E. DeGroot, seconded by R. Bot to reset the step increases for all employees to zero hours when the new wage scale goes into effect. Voice Vote: Yes- P. Botsford, R. Labat, S. Ritter, M. Murray, E. DeGroot, R. Bot, and A. Vorbach. No: None. The motion passed unanimously.

Director Leininger reviewed the updated Budget Process for this year. It will change having the Final Budget sent to the City and County from August 1st to October 1st.

On June 10th, the City and County met to discuss the Library's 2023 Draft Budget. In the Board Packets, that were emailed out before the meeting, there were three budgets listed. Since the Joint meeting, there are now only two budgets in the Board Packets for review. This is due to the budget that involved closing the branches no longer being an option. The listed "Baseline" and "3.5% Budget" options were reviewed. The Baseline Budget is different than the emailed version in that the janitorial services under the line item maintenance agreements is more accurate. This is the same for the computer software support/agreements line item as well. This line item is lowered due to changing vendors later this year. The 3.5% Budget reflects these same changes. The main difference is outreach services are eliminated in the 3.5% Budget. The majority of expenses are from salaries, so this is where most of the cuts would need to come out of to reduce it to 3.5%. Both these budgets will continue to be revised after meeting with the county commissioners and city council members.

New Business:

Reports:

Director's Report – The Adult Services and Balaton Library part-time positions are both open. We will develop a timeline of the process and begin advertising for these positions soon.

Instead of an annual report, we will be doing a historical report to the citizens of Lyon County. We created the Game of Library (based on the Game of Life board game) which will have historical events throughout the history of the Marshall and Lyon County Libraries. This will be on display in the three libraries this summer with corresponding bookmarks for people to take.

The Strategic Plan is still being worked on. Two of the main people working on the Strategic Plan were are staff who were in the open positions so we are transitioning their tasks to others.

The Summer Reading program is through Beanstack again this year. In the first two weeks, we have 180 kids signed up, 93 adults, 30 teens, and 35 participants for age zero to four.

Board President Report: None

Friends: They will be having a meeting Tuesday, June 14th at 4:00 PM.

Board Committees: None.

Plum Creek: They are still working on Legacy Grant applications.

P. Botsford adjourned the meeting at 5:00 p.m.

Respectfully Submitted,
Christine DeGroot