

Marshall-Lyon County Library  
Regular Board Meeting Minutes  
May 10, 2021

Board Members Present: Michael Murray, Aimee Shouse, Paula Botsford, Paul Graupmann, Linda Baun, Ruth Bot and Anita Gaul. Present via Zoom: and. Absent: Eric DeGroot and Russ Labat. Staff Present: Director Michele A. Leininger (via Zoom), Emilirose Rasmusson and Paula Nemes. Others Present:

Called to order at 4:00 p.m. by M. Murray, President

Pledge of Allegiance.

Motion made by L. Baun, seconded A. Shouse by to adopt agenda as presented. The motion passed unanimously.

Motion made by R. Bot, seconded by L. Baun to adopt the Consent Agenda. The motion passed unanimously.

**Old Business:**

**COVID 19 Re-Opening Update:** The Governor had press conference last week and talked about opening everything back up. The critical dates are May 7<sup>th</sup>, May 27<sup>th</sup> and July 1<sup>st</sup>. Hours at the Branches beginning June 2<sup>nd</sup> open Monday 1- 6, Wednesday 10 – 3 and Friday 1 – 6. We have done an informal survey on hours that customers would like the branches to be open and indicated any hours work for them. Pre pandemic data showed that there is limited branch usage and circulation after 6:00 p.m. and on Saturdays. We will keep the public informed that additional hours will be coming in September which gives us more time to collect data about Saturdays and evenings. County Commissioners will be informed if there is any change to evening or Saturday hours. The Marshall hours for the summer will be Monday – Friday 10:00 am – 6:00 rather than 5:30 and the drive-up windows would also stay open until 6:00 p.m. rather than 5:30. Saturday hours remain the same: 9:00 – Noon for the window and 10:00 - 2:00 for the building. We will adjust the hours as needed, with additional hours added in September.

Children's Department will no longer require an appointment.

More seating and furniture will be back for the summer, as well.

Computers will be back to 2 hours and every other computer. When the no mask mandate takes effect we will open all computers.

Early Learners play area and the Study Rooms will not be open until this fall.

Time limit in the building has been expanded until 1 hour and will be removed with the no-mask mandate.

**Draft Job Descriptions – Director & Web/Technology Librarian.** Motion made by A. Shouse, seconded by P. Graupmann to adopt the Director and Web/Technology Librarian job descriptions. The motion passed unanimously.

2022 Draft Operations Budget - \$5,000 has been added to the Repair and Maintenance of the Building expenses line and \$30,000 (an estimate) was added back in to cover janitorial expenses for the building to the Maintenance Agreement expense line item. In the Public Services 2%-3% was added to keep up the rising cost of library materials. Tech Equipment line item budget was increased to match the Technology Replacement Plan. Next meeting, we will be bringing the operations and salaries expenses to be reviewed together.

***New Business*** – None

## **Reports**

**Director's Report** – Beanstack will be used to track our summer reading program and there will be an Adult and Staff Summer Reading Programs.

Sarah Spieker has been hired as Customer Care position and she will begin in May. Christine DeGroot has been hired as the New Administrative Manager and will begin June 1<sup>st</sup>.

Aimee Shouse has truly enjoyed the opportunity to serve on the Library Board, but is resigning from the Board effective May 10<sup>th</sup>. She will be missed.

**Board President Report:** None

**Friends:** The Friend's next meeting is Tuesday, May 11<sup>th</sup>.

**Plum Creek:** Director Leininger will be resigning as Interim Director of Plum Creek Library by the end of 2021.

Motion by P. Graupmann, seconded by R. Bot to adjourn at 5:10 p.m.

Respectfully Submitted,  
LuAnn Anderson