

MARSHALL-LYON COUNTY LIBRARY
REGULAR BOARD MEETING MINUTES
JANUARY 10TH, 2022

Board Members Present: Linda Baun, Paula Botsford, Russ Labat, Paul Graupmann, Eric DeGroot, and Ruth Bot. Absent: Michael Murray 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 L. Baun, President.

Pledge of Allegiance.

Motion made by E. DeGroot, seconded by R. Labat to adopt the agenda as presented. Roll Call Vote: Yes- L. Baun, P. Botsford, R. Labat, P. Graupmann, E. DeGroot, and R. Bot. No: None. The motion passed unanimously.

There was discussion on the current bills. P. Graupmann mentioned we should consider applying to the Lyon County ARPA fund to cover the cost of the 2nd Water Bottle Filler. We will send him the estimate from Bisbee that we had received for the water bottle filling stations. Motion made by P. Graupmann, seconded by R. Labat to adopt the Consent Agenda. Roll Call Vote: Yes- L. Baun, P. Botsford, R. Labat, P. Graupmann, E. DeGroot, and R. Bot. No: None. The motion passed unanimously.

Old Business:

COVID 19 Update: There have been a number of employees that were out in December due to illness. Director Leininger has now required staff to wear mask when in public areas and interacting with other staff. Story time is still in the Children's Department and not in the Community Room. The three services that are on pause haven't reopened, which are: in-home daycare programming, opening the study rooms, and reopening the play area in the Children's Department.

2022 Draft Budget: Two draft budgets were presented. The first budget, has the entire amount of \$12,451 coming out of the reserves fund. The second budget, has \$7001 coming out of the reserves fund and \$5450 from different operating expenses. Motion made by R. Labat, seconded by P. Graupmann to adopt the second draft budget dated 1-4-22. Roll call Vote: Yes- R. Labat, P. Graupmann, E. DeGroot, and R. Bot. No- L. Baun and P. Botsford. The motion passed. Director Leininger did note that with passing the budget the pay increase of 3.5% will go into effect January 3rd, 2022.

2021 Budget Projection: The 2021 Budget Projection was reviewed on what expenses are expected for the remainder of 2021. Director Leininger mentioned the possibility of summer hours. If needed for savings, we could possibly save around \$6500-\$7000 with being open less hours in the evenings and on Saturdays for the three summer months. A spreadsheet of the per capita expenditures on what funding we get from the city and county was distributed. The handout shows that the city citizens pay \$49.04 per person and the county citizens pay \$37.90 per person for the Library. The Marshall-Lyon County Library falls right in the middle of the groupings for both Plum Creek and other libraries in the state of similar size for per capita funding.

New Business:

Ongoing Resolutions: Two resolutions were presented. The first was the City of Marshall Ongoing Incurred Cost. The second was the Surplus of Library Materials to the Friends. Motion made by R. Bot, seconded by E. DeGroot for both resolutions. Roll Call Vote: Yes- L. Baun, P. Botsford, R. Labat, P. Graupmann, E. DeGroot, and R. Bot. No: None. The motion passed unanimously.

Director's Evaluation: The director's evaluation form was reviewed. No changes recommended. It was decided that C. DeGroot would email out the evaluation form to have them returned by email to L. Baun and by paper to C. DeGroot by January 31st. Motion made by E. DeGroot, seconded by P. Graupmann to approve the director's evaluation form. Roll Call Vote: Yes- L. Baun, P. Botsford, R. Labat, P. Graupmann, E. DeGroot, and R. Bot. No: None. The motion passed unanimously.

(R. Bot left the meeting at 5:35 PM.)

Reports:

Director's Report – In late February or March, we will start to review the City/County Contract. There are also 6 policies to review in March. The main two are the Library Board By-Laws and Code of Conduct. At the February meeting, we will have a packet of those 6 polices to be reviewed for the March meeting. For the Strategic Plan, the two most pressing issues are developing the Preservation Lab and programming for the City of Marshall's 150th Anniversary. The two main people that will be overseeing these two projects have been informed of their duties. By the next board meeting, we will have a better idea of a timeline for these events.

Board President Report: The committees list was presented. There were no concerns.

Friends: None.

Plum Creek: None.

Motion by R. Labat, seconded by E. DeGroot to adjourn at 5:40 p.m.

Respectfully Submitted,
Christine DeGroot