

MARSHALL-LYON COUNTY LIBRARY
REGULAR BOARD MEETING MINUTES
FEBRUARY 14TH, 2022

Board Members Present: Linda Baun, Paula Botsford, Russ Labat, Paul Graupmann, Eric DeGroot, Ruth Bot, Michael Murray, Saara Raappana, and Anne Marie Vorbach. Absent: none. 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 M. Murray, seconded by P. Graupmann to adopt the agenda as presented. Roll Call Vote: Yes- L. Baun, P. Botsford, R. Labat, P. Graupmann, E. DeGroot, R. Bot, and M. Murray. No: None. The motion passed unanimously.

Welcome & Oath of Office was given to new Board Member Anne Marie Vorbach (City Rep.).

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

Old Business:

COVID 19 Update: Since the numbers are going down, the Library is hoping to open up the study rooms and return some of the toys to the Children's Department by the end of the month. We will still wait on going back into daycare homes for programming. Director Leininger will also not require but strongly encourage staff to wear mask when in the public areas.

Strategic Plan Update: The book bike has been ordered. We are now planning on how to use the bike this summer. The wellbeing kiosk has also been ordered. This will be a multi-media display that will hold books, brochures, business cards, and a variety of items. This will enable patrons to browse a variety of wellness topics without having to ask staff for assistance. The reader's advisory now has bitmoji (personal emojis) for each employee to make staff trading cards. We will be changing the current storage room to the left of the Children's Department entrance into the preservation lab. The lab will have a counter top to hold a VHS player, cassette player, and other items to preserve patron's digital recordings onto more current technology. We are also working with Jennifer Andries from the Lyon County Museum to coordinate events for the 150th Anniversary of Marshall this summer.

S. Raappana arrived

2021 Budget Projection: For the 2021 Budget Projection, the only bill that is remaining is the Amazon bill which was added to the enclosed 2021 Budget Projection in the highlighted areas. In March, we should have the final 2021 Budget and Reserve Fund balance for 2021.

Technology Update: Paul presented the proposal for the bottle filling station to the Lyon County Commissioners to see if it would be covered with ARPA funds. The commissioners agreed to pay 1/3 of the bottle filling station. Director Leininger said the City already gave the Library CARES money so they won't be paying the additional 2/3 of the water bottle filling station. We already have

one water bottle filling station that works and the water fountains in the Children's Department work well so it will be put on hold for now.

E. DeGroot left

P. Graupmann said he and Loren Stomberg will be presenting at the Lyon County Commissioners meeting tomorrow (February 15) on the Library's technology needs for 2022. He will be recommending that they give a capital expenditure for technology since the City of Marshall is handling the Library's building and GEO thermal issues.

E. DeGroot returned

Director's Evaluation: There were seven board members who completed the director's evaluation form. L. Baun met with Director Leininger on February 2nd to share with her the responses to each question and the comments. L. Baun said overall Director Leininger is doing an excellent job and they appreciate her leadership. If there are any questions or concerns, to please contact Director Leininger directly or let L. Baun know.

New Business:

Reports:

Director's Report – The statistics show circulation is slowly rising. The number of people coming into the Library has slowly increased. We are currently running a "Love Your Library" campaign this month. The campaign involves encouraging patrons to write down why they love their Library. Their comments are being used as part of an advocacy program during the State Legislative term. Several handouts were distributed on advocacy efforts for state funding to libraries. An additional handout on the breakdown of the number of Library employees and brief job descriptions was also distributed. Summer hours were presented to the staff. Of the part time staff, no one was interested in reducing their hours or not working this summer. There will savings with a maternity leave and an employee going on a volunteer trip this summer. The branches have to be open 20 hours a week but can have seasonal hours. There was discussion on tracking data on what hours patrons most frequent the Library.

Board President Report: None.

Friends: They met a few weeks ago. They are getting ready for their March Book Sale that runs March 31st thru April 2nd. They have a new Friends president, Maureen Keimig.

Board Committees: We have 6 policies up for review in March. All the board members were given a packet of these policies to review for the March Library Board Meeting. If there is one that requires a lot of discussion it will be forwarded to the policy committee.

Plum Creek: They have a lot of applications right now for Legacy Grants that have to be used by June 30th of this year.

Motion by R. Labat, seconded by R. Bot to adjourn at 5:25 p.m.

Respectfully Submitted,
Christine DeGroot