

MARSHALL-LYON COUNTY LIBRARY  
REGULAR BOARD MEETING MINUTES  
DECEMBER 13<sup>TH</sup>, 2021

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

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

Pledge of Allegiance.

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

***Housekeeping:***

Contact information was updated by the Board members and if the members would like to keep their 2021 meeting information or have it shredded. The City, as part of their recognition for service of long term employees, would like the Board to pass a resolution for LuAnn Anderson for 41 years of service. Motion made by L. Baun, seconded by P. Botsford to pass the resolution. Roll Call Vote: Yes- M. Murray, R. Labat, P. Graupmann, L. Baun, S. Raappana, and P. Botsford. No: None. The motion passed unanimously. New part-time customer care employee, Jordyn Guerrero, was introduced to the Board.

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

***Election of Officers:***

Motion made by M. Murray, seconded by P. Graupmann for L. Baun as new Library Board President. Roll Call Vote: Yes- M. Murray, R. Labat, P. Graupmann, L. Baun, S. Raappana, and P. Botsford. No: None. The motion passed unanimously. Motion made by L. Baun, seconded by M. Murray for P. Botsford as the new Library Board Vice President. Roll Call Vote: Yes- M. Murray, R. Labat, P. Graupmann, L. Baun, S. Raappana, and P. Botsford. No: None. The motion passed unanimously.

***Old Business:***

**COVID 19 Update:** The only change is story time is now in the Children's Department and not in the Community Room. The three services that are still 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:** P. Graupmann explained how the County Commissioners decided to not change from the 4% increase (instead of the 5.2% recommended by the City/County/Library Budget committee) except that they did add they would pay for capital expenses outside of the budget. Those expenses would have to be brought to the County with a request for capital expenses and on what would be needed. Technology was one of the items that was mentioned and anything else that might

fall under that category could also be included. There was discussion on where the additional cuts would come from, with one option being to add the \$12,451 that must come out of the budget to get it down the 4% increase to the Reserve Fund line item under Revenues. Nothing was decided, except to wait until the January meeting to vote on the 2022 Budget.

**2021 Budget Projection:** The 2021 Budget Projection was reviewed on what expenses are expected for the remainder of 2021. The LED lights haven't come in yet so that is an expense that may first come out next year. The domain names have come up for renewal so those are a few additional expenses for this year.

**2-Year Strategic Plan:** The Strategic Planning half day in-service was on Friday, December 10<sup>th</sup> from 9:00 AM -12:00 PM. The staff met to brainstorm ideas on strategies for each initiative. There will be monthly reports on the progress of each goal and quarterly logic models once those have been set up early next year.

***New Business:***

**2022 Library Employee Holidays:** For 2022, Christmas Day falls on Sunday. The Library will be closed that Monday, December 26<sup>th</sup> for the Christmas holiday. The Library would be open Friday, December 23<sup>rd</sup>. Juneteenth falls on a Sunday in 2022, so the Library will not be closed for that new holiday. Instead, the Library will be open that Monday, June 20<sup>th</sup> and is hoping to do programming around the holiday.

***Reports:***

**Director's Report** – The Water Bottle filling station is installed. There will be a blog post going up on the Library website soon showing the instillation process. The water fountains that were removed were reinstalled in the Children's department. We are in the process of hiring another part-time customer care employee. This will bring the Library back to being fully staffed as two current employees are retiring at the end of the year. In regards to the Marshall Middle School students, the Marshall Middle School did mention us in their newsletter encouraging parents not to pick up their children in the parking lot and encouraging caution when going thru the Library parking lot. The ring leader of the group of kids that was causing problems was kicked out and now problems have diminished. The security cameras are not as pressing right now so they will be put on hold until possibly next year. With the security cameras, we would have to purchase a new system, 2 monitors, and 4 cameras. There currently are 16 cameras in and outside the Library. R. Labat mentioned possibly looking into the Marshall Crime Fund for funding of the new security system and cameras.

**Board President Report:** None.

**Friends:** None.

**Plum Creek:** Director Leininger will be done working for Plum Creek at the end of the month.

Motion by M. Murray, seconded by L. Baun to adjourn at 5:46 p.m.

Respectfully Submitted,  
Christine DeGroot