

MARSHALL-LYON COUNTY LIBRARY
REGULAR BOARD MEETING MINUTES
APRIL 11TH, 2022

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

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

Old Business:

2021 Reserve Fund Balance: Motion made by E. DeGroot, seconded by P. Graupmann to accept the 2021 Reserve Fund Balance. Roll Call Vote: Yes- L. Baun, P. Botsford, R. Labat, P. Graupmann, E. DeGroot, M. Murray, and S. Raappana. No: None. The motion passed unanimously.

Classification & Compensation Study: Director Leininger distributed two handouts showing what it would cost if the Classification & Compensation Study was passed effective July 5th. We are still waiting on the appeal for the Customer Care position category. Our Adult Services Librarian has decided not to return after her maternity leave. We are assessing the duties of that position. Several options were presented to fill this position. R. Labat was wondering how the Library staff compares to other Libraries in the study. Specifically, the total number of employees at the Libraries and in each position.

From Memorial Day to Labor Day, the Library will be open from 9:00 AM – 2:00 PM on Saturdays this summer.

New Business:

Policy Review:

By-Laws / Policy Review Policy 101: This was tabled.

Records Retention Policy 105: Motion made by P. Graupmann, seconded by S. Raappana to adopt the new Records Retention Policy with the updated date. Roll Call Vote: Yes- L. Baun, P. Botsford, R. Labat, P. Graupmann, E. DeGroot, M. Murray, and S. Raappana. No: None. The motion passed unanimously.

Business Credit Card Policy 202: Motion made by R. Labat, seconded by S. Raappana to approve the Business Credit Card Policy with noted changes. Roll Call Vote: Yes- L. Baun, P. Botsford,

R. Labat, P. Graupmann, E. DeGroot, M. Murray, and S. Raappana. No: None. The motion passed unanimously.

2021 State Annual Report: Motion made by E. DeGroot, seconded by P. Botsford to approve the 2021 State Annual Report. Roll Call Vote: Yes- L. Baun, P. Botsford, R. Labat, P. Graupmann, E. DeGroot, M. Murray, and S. Raappana. No: None. The motion passed unanimously.

Reports:

Director's Report – A rising number of families are back in the Children's Department. There has also been an increase in the usage of the meeting rooms and study rooms. There was an update on the Strategic Plan. The Book Bike has been ordered. We are in the process of setting up genealogy classes at the Library. We are looking to partner with different local organizations for topics on our wellness kiosk. The Lyon County Museum is doing a couple of displays at the Library for the 150th Anniversary of Marshall.

The Marshall Youth Sports & Activities Expo was last weekend and the Library had a booth there. We are getting things ready for the children and adult Summer Reading Programs. We are in the process of hiring a new Customer Care position.

There had been an incident involving R. Duffy in the Cottonwood Library. This is his third offense. He has previously been banned for one year for each of the previous incidents. The situation was discussed. Motion made by P. Graupmann, seconded by S. Raappana to ban R. Duffy permanently from the Marshall, Cottonwood, and Balaton Libraries. Roll Call Vote: Yes- L. Baun, P. Botsford, R. Labat, P. Graupmann, E. DeGroot, M. Murray, and S. Raappana. No: None. The motion passed unanimously.

Board President Report: None.

Friends: They had their Book Sale March 31st thru April 2nd. This was their best book sale in this Library. The Eagle Scout who will be doing the story walk should be done with his project by the end of August.

Board Committees: None.

Plum Creek: They are still working on approving Legacy Projects.

L. Baun adjourned the meeting at 5:45 p.m.

Respectfully Submitted,
Christine DeGroot