

MARSHALL-LYON COUNTY LIBRARY
REGULAR BOARD MEETING MINUTES
SEPTEMBER 12TH, 2022

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

S. Raappana arrived.

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

Old Business:

Update New Employees: The Library recently hired 3 new employees. Jody Kruger is our new Assistant Librarian for Balaton. Emily Spieker is our new Assistant Librarian in Marshall and Kaia Nowatzki is our new customer care employee in Marshall.

IT Update: Over Labor Day weekend, all the computers got moved into the computer lab. All the public computers are now running on Windows 11. On August 29th, the printing software was switched from Pharos to Envisionware. This same software is used on our computer cash register and will now be also used when patrons print and copy. The two coin ops are older and will probably need to be replaced within the next year.

The preservation lab is almost ready for use. The wireless access point in the Community Room quit working. This was the oldest one left in the building so it was replaced by Computer Man.

2023 Final Budget: We decided not to fill the part-time Outreach Librarian position. Instead a fourth Assistant Librarian was hired. This gave us an additional 5 hours a week, along with financial savings. Since the last board meeting, we have been informed of an increase in cost for microfilm, magazines, window washer, and fuel surcharges from several vendors. Motion made by R. Bot, seconded by P. Botsford to adopt the final budget for 2023. Voice Vote: Yes- L. Baun, P. Botsford, P. Graupmann, M. Murray, E. DeGroot, R. Bot, S. Raappana, and A. Vorbach. No: R. Labat. The motion passed by majority vote.

R. Bot leaves.

New Business:

Library Fees & Fines: The room rental rates for different venues in Marshall was reviewed, along with the fines and fees for the different services at the Library. There was a request to find out what other places charges for copies. This topic was tabled for further discuss at the October meeting.

S. Raappana leaves.

Delivery Van: Motion made by R. Labat, seconded by A. Vorbach to sell the Library van and to put the money in a separate account for the future purchase of a new van. Voice Vote: Yes- L. Baun, P. Botsford, R. Labat, P. Graupmann, M. Murray, E. DeGroot, and A. Vorbach. No: None. The motion passed unanimously.

Policy Review:

Customer Service Philosophy: Motion made by R. Labat, seconded by E. DeGroot to adopt the Customer Service Philosophy with no changes. Voice Vote: Yes- L. Baun, P. Botsford, R. Labat, P. Graupmann, M. Murray, E. DeGroot, and A. Vorbach. No: None. The motion passed unanimously.

Public Posting & Distribution of free Materials: Motion made by P. Graupmann, seconded by R. Labat to adopt the policy with noted change. Voice Vote: Yes- L. Baun, P. Botsford, R. Labat, P. Graupmann, M. Murray, E. DeGroot, and A. Vorbach. No: None. The motion passed unanimously.

E. DeGroot leaves.

Unattended Child/Vulnerable Person: Motion made by M. Murray, seconded by R. Labat to adopt the policy with no changes. Voice Vote: Yes- L. Baun, P. Botsford, R. Labat, P. Graupmann, M. Murray, and A. Vorbach. No: None. The motion passed unanimously.

No Smoking: Motion made by P. Botsford, seconded by R. Labat to adopt the policy with no changes. Voice Vote: Yes- L. Baun, P. Botsford, R. Labat, P. Graupmann, M. Murray, and A. Vorbach. No: None. The motion passed unanimously.

ALA: Freedom to Read/View: Motion made by M. Murray, seconded by A. Vorbach to adopt the updated policy from the ALA. Voice Vote: Yes- L. Baun, P. Botsford, R. Labat, M. Murray, and A. Vorbach. No: P. Graupmann. The motion passed by majority vote.

Reports:

Director's Report – There is a banned book display in the entry way. The final summer reading numbers are 147 adults, 48 teens, 218 kids, and 52 preschool kids. The Read Off Fines program was started this summer. Only a few kids participated in the program. The board agreed to let the staff decide if they want to continue all year or just for the summer months.

Board President Report: None

Friends: They made \$3400 in sales from their Sounds of Summer Book Sale. The following week they opened their book store. They are still going to have two tables in the entryway through the end of the year. They are talking about having a pre-Christmas sale which would include: games, toys, puzzles, large format books, and newer books. They will also be purchasing canvas book bags for patrons to purchase at the front desk. National Library Friends week is October 16th – 22nd.

Board Committees: None.

Plum Creek: They will be having their annual meeting on Wednesday, September 21st at the Tracy Public Library. They will be launching Aspen Discovery on Monday, September 19th. It is an overlay to the current catalog and should help patrons navigate the system better.

Motion by R. Labat, seconded by M. Murray to adjourn at 5:44 p.m.

Respectfully Submitted,
Christine DeGroot