

MARSHALL-LYON COUNTY LIBRARY
REGULAR BOARD MEETING MINUTES
NOVEMBER 8TH, 2021

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

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

Old Business:

COVID 19 Re-Opening Update: Still in holding pattern. Haven't reopened the three services that are still on pause, which are: in-home daycare programming, opening the study rooms, and reopening the play area in the Children's Department. With the new OSHA vaccination requirements, there shouldn't be a huge impact on the Library since only three employees are not vaccinated. We will start the process of having those that are vaccinated bring their cards in so we can track them. This way, we will be prepared when the new requirements go into effect.

2022 Draft Budget: Director Leininger met with the City and the County last Tuesday in regards to the 2022 Draft Budget. They decided on a 5.2% increase for the 2022 Budget pending approval still from the City Council and County Commissioners. To get the Budget to 5.2%, money was taken out of the Repair & Maintenance of Building and the Electric Utilities line items. The Board will vote on the new 2022 Draft Budget hopefully at the December Board Meeting.

New Business –

Policy Review- Library Materials Lending: The policy was reviewed with noted changes by Director Leininger. There is a separate grid for the Library of Amusement items so there can be flexibility with different situations that may arise. Motion made by L. Baun to accept the changes to the Library Materials Lending Policy including taking out the line "although the liability will be limited to \$50," seconded by S. Raappana. Roll Call Vote: Yes- M. Murray, R. Labat, P. Graupmann, L. Baun, R. Bot, P. Botsford, and S. Raappana. No: None. The motion passed unanimously.

Strategic Plan Draft: The Strategic Plan will be a two-year plan due to ongoing uncertainty. In the Strategic Plan, we will be looking at items that staff can work on when it is slower, to cross train

staff to gain more knowledge and skills, and requests from patrons. There are three strategic goals: Cultivating Well-Being, Cultivating Connections between Communities and Collections, and Cultivating our Shared Past and Present. We would like to have a half day in-service on Friday, December 10th from 9:00 AM -12:00 PM. All three Libraries would be open from 1:00 PM – 6:00 PM. The staff would work on activities to go with each strategic plan. Then, the Strategic Plan with the activities would be voted on at the December Board Meeting. Motion made by R. Bot, seconded by S. Raappana to approve the three objectives of the Strategic Plan. Roll Call Vote: Yes- M. Murray, R. Labat, P. Graupmann, L. Baun, R. Bot, S. Raappana, and P. Botsford. No: None. The motion passed unanimously. Motion made by R. Bot, and seconded by P. Graupmann to approve closing the three Libraries for the morning of Dec 10th from 10:00 AM to 1:00 PM for the Marshall Library and 12:00 PM to 1:00 PM for the Balaton and Cottonwood Libraries. Roll Call Vote: Yes- M. Murray, R. Labat, P. Graupmann, L. Baun, R. Bot, S. Raappana, and P. Botsford. No: None. The motion passed unanimously.

2021 Budget Projection: The 2021 Budget Projection on what we feel we will spend for the remainder of 2021. Some recent, unexpected expenses that were incurred are three computers and a 20-year old printer have recently quit working. We have also begun using a new website developer to transition our website to the updated WordPress platform.

Bottle Filler Stations: We received a \$2000 grant from Southwest Initiative Foundation for two new Bottle Filling Stations. This pays for half or one of the two Bottle Filling Stations we had requested. R. Labat suggested checking with the City and the County to pay the remaining \$2000 with ARP money.

Reports

Director's Report – There have been problems at the Library with both parents and kids from the Marshall Middle School. A couple of kids have gotten kicked out of the Library for a week. There was a group of kids that managed to get a bench outside of the front door loose and knocked over. Greg has since been here and gotten it glued down again. We are looking at banning them from the Library for the rest of the year or school year. Director Leininger is planning on meeting with Jim Marshall, Director of Public Safety, to see what they recommend as the next step. C. DeGroot has spoken with the Assistant Principal at the Marshall Middle School and they have a monthly newsletter that goes out to all parents. They will be mentioning in their next newsletter to please not pick your student up at the Library and to encourage biking and driving safety in the Library parking lot. Other solutions would be checking into getting more cameras for the video surveillance system, having a police officer drive by or be in the parking lot after school, and having the curb painted yellow on the right side of the parking lot along with a no parking sign.

A few other reminders: there is still a City Representative seat open on the Library Board and there is a part-time customer care position open at the Library.

R. Labat was interested in statistics comparing 2019 to 2021 visits at the Library. We will have these at the December Board Meeting.

Board President Report: M. Murray has an update from the American Library Association on the Build Back Better Bill that will have funds available for libraries.

Friends: None.

Plum Creek: The new director of Plum Creek started about 2 weeks ago. Director Leininger believes if she is not done by the end of this month she'll for sure be done by the end of December.

Motion by P. Graupmann, seconded by R. Labat to adjourn at 5:40 p.m.

Respectfully Submitted,
Christine DeGroot