

## Minutes of Marshall Library Board – December 11, 2024

### Call to Order:

The Marshall Public Library Board of Trustees met in regular session on Wednesday, December 11, 2024, following the Library's Christmas dinner. President John Tarble called the meeting to order at 7:08 pm. Board members present were Mike Cameron, Jody Green, Janet Hasten, Robert Nelson, Steven Schofield, Melissa Strait, and John Tarble. Alyson Thompson, Director and Jamie Poorman, Head Librarian, were also present. Jenn Smitley and Herman Wallace were absent.

### Pledge of Allegiance:

The Pledge of Allegiance was not performed by the trustees.

### Public Comments:

There were no public comments.

### Secretary's Report:

The minutes from the meeting held on November 13, 2024, were reviewed. On a motion by Melissa, seconded by Bob, the minutes were approved.

### Officers' Reports:

There were no officers' reports.

### Presentation of Bills:

The December invoices were listed and reviewed. On a motion by Bob, seconded by Steve, payment of bills in the amount of \$31,133.20 were approved. A roll call vote was taken and recorded as follows:

John – yes, Steve – yes, Bob – yes, Mike – yes, Janet – yes, Melissa – yes, Jody - yes

### Librarian's Report:

Jamie presented the Librarian's Report for November. Patron registration increased by 11 and total circulation was 2,822. Jamie also noted that the new Flickr Photo account, which has around 3,400 photos, had a very high usage rate in the first month it was available to users. She also reported that the library has had over 1,000 children "graduate" from the Dolly Parton Imagination Library program.

### Friends of the Library Report:

The Friends of the Library have not met since our last meeting. Their next meeting will be January 9, 2025, at 5 pm.

### Marshall Area Public Library District Report:

The Area District met on November 26, 2024, for their final meeting of the year to finish up end of year reporting and other housekeeping items. Their next meeting will be on February 25, 2025, at 4:30 pm.

### Director's Report:

Alyson updated the trustees on several events and activities in November, including that two new clerks have started working and she has a recommendation for another part time clerk. Alyson also provided copies of emails sent from the mayor regarding next year's tax levy. At the end of November, the Library accounts held \$299,745.48 in Operations, \$10,000 in Retirement and \$10,000.00 in Special Reserves, for a total of \$319,745.48.

### Old Business:

- **Phase II Construction Project Update/Handout**

Alyson presented a packet documenting the progress of the construction project and meeting minutes. Alyson reported that there were some issues getting the elevator to pass inspection due to some items not being up to code, including no sprinkler system. Marshall's fire chief, Jerry Parsley, wrote a letter to the State Fire Marshall requesting that the sprinkler system requirement be waived, but it was not approved. Hannig paid for an elevator mechanic to be onsite during the Library's Grand Re-Opening. Hannig also waived some charges for

labor in the latest change order, and the electric and plumbing companies did not charge overtime hours worked to get the project finished in time for the re-opening event. The board requested that Alyson contact the City's attorney to find out the library's options regarding the errors and omissions from Farnsworth.

- **Potential Change Orders:**

Alyson presented a change order in the amount of \$23,735.00 for the installation of the required sprinkler line per State Fire Marshall. On a motion by Melissa, seconded by Steve, the change order was approved. A roll call vote was taken and recorded as follows:

John – yes, Steve – yes, Bob – yes, Mike – yes, Janet – yes, Melissa – yes, Jody - yes

- **Grand re-opening – thank you!**

There was a great turnout for the Grand Re-Opening of the library, highlighting the elevator and the Illinois Room.

**New Business:**

- **Approval of new library clerk –**

Alyson recommended hiring Laura Tingley as a part-time library clerk. On a motion by Janet, seconded by Steve, the board approved the recommendation.

**Other – sign staff Christmas cards:**

The library trustees signed Christmas cards for the Library staff.

**Adjournment:**

The meeting was adjourned at 7:48 pm on a motion by Steve, seconded by Jody.

Next meeting will be on January 8, 2025, at 6:00 pm at the library in the Illinois Room.

Jody Green, Secretary