

Minutes of Marshall Library Board – February 12, 2025

Call to Order:

The Marshall Public Library Board of Trustees met in regular session on Wednesday, February 12, 2025. President John Tarble called the meeting to order at 6:00 pm. Board members present were Mike Cameron, Jody Green, Janet Hasten, Robert Nelson, Jenn Smitley, John Tarble and Herman Wallace. Alyson Thompson, Director and Jamie Poorman, Head Librarian, were also present. Melissa Strait and Steven Schofield were absent.

Pledge of Allegiance:

The Pledge of Allegiance was performed by the trustees.

Public Comments:

There were no public comments.

Secretary's Report:

The minutes from the January 8, 2025, meeting were reviewed. Some corrections were noted. Under Call to Order: "meeting was held in the Dale McConchie meeting room," and Jenn Smitley and Herman Wallace were present; under the Secretary's Report, the meeting was held on December 11, 2024. On a motion by Janet, seconded by Jenn, the minutes with corrections were approved.

Officers' Reports:

Secretary Jody Green reviewed the correspondences received by the library which included a postcard from Damian, an email from Mandy Saia from the Illinois Library Program, an email from Charla from Vincennes University, and a thank you card from Mayor Hasten. A letter from the IHLS director regarding current openings for Public Library Trustee Representatives was also passed around for the trustees to review.

Presentation of Bills:

The January invoices were listed and reviewed. On a motion by Mike, seconded by Janet, payment of bills in the amount of \$6,242.23 were approved. A roll call vote was taken and recorded as follows:
Bob – yes, Herman – yes, John – yes, Janet – yes, Mike – yes, Jody – yes, and Jenn – yes.

Librarian's Report:

Jamie presented the Librarian's Report for January. Patron registration increased by 14 and total circulation was 2,614. Facebook views were incredibly high this month. Jamie feels the increase may have been due to individuals searching for a First Amendment Audit video of Marshall Public Library in Missouri. Jamie also noted that our website tracking feature was lost during an upgrade to the site and they are working to get that reset.

Friends of the Library Report:

The Friends of the Library met on January 9, 2025. They approved cabin fever prizes and the summer reading program. They also gave an update on the free tax assistance program. Their next meeting will be March 6, 2025, at 5:00 pm.

Marshall Area Public Library District Report:

The Area District has not met since the library board's last meeting. 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 January, noting that the minimum wage increase of \$15/hour went into effect 1/1/2025, a new payroll system was implemented by the City, and nearly 150 library keys were inventoried and cataloged.

At the end of January, the Library accounts held \$241,203.65 in Operations, \$10,000.00 in Retirement and \$10,000.00 in Special Reserves, for a total of \$261,203.65.

Old Business:

- Phase II Construction Project – carpeting and fire alarm

Alyson informed the trustees that the carpeting installed upstairs during the recent renovation has been steadily bubbling and causing some concerns. She has contacted Hannig and new flooring will be installed. Alyson also informed the board about two occurrences where the library's fire alarm was triggered. There were no problems at the library, but the events coincided with times that the fire department was called out on other fires. Hannig, Farnsworth and the City are working to find a solution for what appears to be a backflow problem with the sprinkler system.

- Policy Committee recommendations

The trustees reviewed the policy updates that were presented at the last meeting. A few minor changes were noted. On a motion by Janet, seconded by Jenn, the recommended policy changes were approved.

- Trustee Ethics Statement – statements were given to each trustee to review and sign.

New Business:

- Hire New Library Clerk

A recommendation was made to hire Caroline Everett as a Library Clerk. On a motion by Herman, seconded by Jenn, the recommendation was approved.

- Statement of Economic Interests – now sent via email – due May 1st.

Alyson informed the trustees that the annual Statement of Economic Interest forms are now completed electronically. An email from the County Clerk has been sent to the trustees' email account with a link to the form.

- Personnel Committee presents personnel wage recommendations and annual review of Library Director.

The Board went into executive session to review staff salaries and compensation for FY 2025/2026 on a motion by Janet, seconded by Jenn. After returning from closed session, a motion was made by Janet, seconded by Herman, to approve the recommendation to the finance committee of a wage package, of at most, \$192,000 for next fiscal year's budget. The motion was approved by the trustees.

Other:

There were no other items for discussion.

Adjournment:

The meeting was adjourned at 7:41 pm on a motion by Herman, seconded by Jody.

Next meeting will be on March 12, 2025, at 6:00 pm at the Marshall Public Library in the McConchie Meeting Room.

Jody Green, Secretary