

Marion County Library Board

APR 16 2025

Meeting Minutes - March 18, 2025

Dawn Moffet  
Marion County Clerk  
D.C.

Motion was made and seconded to adjourn the special meeting of March 13, 2025.  
Motion carried.

Call to Order – Roll Call

Meeting was called to order by Chair Marcus Flippin at 5:06 pm. Roll call not made as all board members were present.

Minutes

After a review, motion was made and seconded to approve the minutes for special meeting of March 13, 2025. Motion carried.

Friends Report

- Friends report was provided by an email to library staff from the Friends president.
- Friends are having a yard sale on April 11 and 12. Motion made to donate library games which have not been checked out in the past two years. Motion seconded. Discussion ensued and staff were given ability to keep a game if they saw a need. Amended motion made, seconded, and carried. Original motion carried.

Staff Report (attached to these minutes)

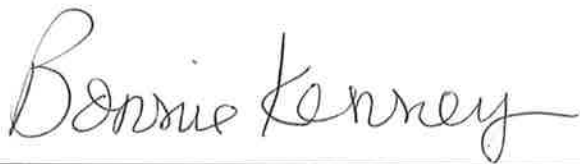
- Copy of Staff Report is attached to these minutes.
- A few volunteer applications have been submitted. Question was asked if Library will pay for background checks. Cost is currently \$9 each. Motion made and seconded to cover fees for volunteers' background checks. Motion carried.
- The Tech Guy would come for a meeting, if requested. Motion made to have Chair sign 2025 tech contract. Motion seconded and carried.
- Jim Brown blue contract Heat/Air - expires in July 2025
- Hopper Environmental Services costs \$130 plus tax first time - \$94 thereafter. Chair will call the company with questions.
- Junior Library Guild – On hold because no one had access to order books. Books for children through young adults; last order received in January 2025. Staff will begin ordering books since paid for service through August 2025.
- Ingram – company where favorite author books are ordered. Typically, auto ordered but ordering has been on hold since February 2025. Staff will order most requested authors and get two copies of some. Patrons are asking for new books. Auto orders will not be restarted until review of the Collection Policy by the Board.

Treasurer's Report

Given

Old Business

- Motion made by Paul Hudson to approve revised Bylaws as presented; seconded by TC Burnett. Roll call vote: Danielle Justus - yes, TC Burnett - yes, Bonnie Kenney - yes, Paul Hudson - yes, and Marcus Flippin - yes. Motion carried.
- Motion made to rescind Working Remotely Policy (dated May 18, 2023). Motion seconded and carried.
- Motion made to rescind Telework Policy (dated April 13, 2023). Motion seconded and carried.
- Motion made to rescind Board Code of Conduct Policy (dated March 18, 2024). Motion seconded and carried.
- Motion to rescind Holiday Closings and Pay Policy (dated July 8, 2023), Inclement Weather/Emergency Closing Policy (dated October 28, 2021), and Legal and Illegal Substances (Internal) Policy (dated March 9, 2023), and to follow Marion County employee policies. Motion was seconded and carried.
- Motion to accept director's job description with changes; seconded and motion carried.
- Motion to add TC Burnett to the library credit card. Motion seconded and carried.
- Motion to adjourn, seconded, motion carried, adjourned at 8:38 pm. Next meeting will be held on April 15, 2025, starting at 6:00 pm.



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Submitted by Bonnie Kenney, Secretary

# Board Meeting Staff Report

## February 2025

- Library Updates
  - New items moved to the entrance
  - Inside book drop added
  - Suggestion box added
  - Wall in children's area painted
  - Website being updated
  - Newsletter and Calendar of Events in the works
  - Building Inspection OSHA Checklist
  - Over abundance of hand sanitizer
  - State Aid Check
  - E-Rate - Need to fill out 471 on March 26th
  - Volunteer Background Checks
  - Don would be happy to come to a meeting if you have any questions for him - Battery Backups would be about \$100 each
  
- Events
  - Book Club March 27th
  - Wednesday Games - 4 or 5 people
  - Summer Reading Program - Color Our World
  - Marty the Magician
  
- Services/Renewals
  - Jim Brown Heating and Air
  - Hopper Pest Control
  - Junior Library Guild
  - Ingram
    - Favorite Authors
  - Ebsco - Novelist
  - Website - renewal before May discount
  - Jon Melton - Mowing \$45 each time billed monthly



# Monthly Stats & Reports

February 2025

Patrons (Door Counter) 1200

Phone Calls 241

## Check Outs

In-House Computers 118

Games 54

DVDs 518

Total 1801

Check outs - E-Books 755

## New Patron Library Cards

Library Cards 12

E-Cards 3

Internet Only Cards 5

Total 20

## Items Added

Books 32

DVDs 8

Volunteer Hours (2 Volunteers) 9.25



# Monthly Stats & Reports

Website Visits	2250
Social Media Followers	1371
Activity Packs	58
Take Home Crafts	27

Possible items to be weeded before book sale in April

We have 404 games total

130 have not checked out in 3 years

161 have not checked out in 2 years

246 have not checked out in 1 year