

Marshall District Library
Board of Directors
Special Board Meeting
December 23 2024

The regular meeting of the Marshall District Library was called to order by President Ann Fitzpatrick at 7:04 pm.

Roll call was read by Ann Fitzpatrick

Members present: Jerry Marshall, Kara Boughton, Carol Bagi, Mary Fountain, MJ Harting-Minkwic, Ann Fitzpatrick

Members Absent: Joanne Davis

Others present: Angela Semifero, Nate Palmer

President Ann Fitzpatrick led the group in the Pledge of Allegiance.

Approval of Agenda:

MJ Harting-Minkwic made a motion to approve the agenda of the December 23, 2024 meeting, supported by Mary Fountain. Motion carried.

Approval of Minutes:

A motion to approve the minutes from December 12, 2024 made by Carol Bagi, supported by Mary Fountain. Motion carried.

New Business:

- HVAC Bids
 - Library Director Angela Semifero explained the three options for bids sent in the board packet and answered questions about the temperature and humidity needs of the local history room. 63-65 degrees is ideal for the storage closet. 68 degrees for the more public space.
 - Angela Semifero and Assistant Director Nate Palmer recommended the rooftop unit bid with dehumidifier.
 - Jerry Marshall mentioned Battle Creek Central's issues with a mini-split system.
 - All fund will come from the donation fund.
 - MJ Harting Minkwic made a motion to approve the bid for \$58,543.00 for the rooftop unit, supported by Kara Boughton. Roll call vote. All voted yes. Motion carried.
- Library Design Bid
 - Angela Semifero explained the format of the bid. The quote includes a bid for shelving removal and storage, a bid for custom built tables, chairs, and counters,

a bid for flooring, and a bid for shelving and storage. The largest cost for the area is the compact movable shelving. They have removed one of the tables from the bid.

- MJ Harting Minkwic made a motion to approve the bid for \$122,562.00 for the interior design bids, supported by Kara Boughton. Roll call vote. All voted yes. Motion carried.
- Tuition Reimbursement
 - A motion was made by Carol Bagi to approve a tuition reimbursement request of \$500 for an undergraduate class in library studies for employee Kessy Cook. All present voted yes. Motion carried.

Comments from the board: Ann Fitzpatrick thanked everyone for coming to the meeting and wished everyone a Merry Christmas.

Meeting adjourned at 7:35. The next meeting will be January 14, 2025.

Respectfully submitted,
Nate Palmer, Assistant Director