

November 19, 2013

The Marion Public Library Board of Trustees met Tuesday, November 19th, 2013, at 6:00 p.m. in the Library's Connector. Present were Mrs. Cline, Mr. Cline, Mr. Ott, Dr. Case, Mr. Owen, and Mrs. Enyeart. Mrs. Turner was absent. Mrs. Eckerle and Ms. Riddle were also present.

Mrs. Cline called the regular meeting to order at 6:00 p.m.

On motion of Mr. Cline, seconded by Mr. Ott, the amended minutes of the October 15th, 2013 meeting were unanimously approved.

The Treasurer's report showed a balance of \$1,606,830.12 in all funds as of October 31st, 2013.

On motion of Mr. Cline, seconded by Mr. Owen, the Treasurer's Report and payment of the docket were unanimously authorized.

Annexation: No new information.

Travel, meeting attendance: On motion of Mr. Owen, seconded by Mrs. Enyeart, attendance, travel, and related expenses were unanimously approved for the following meetings: 1) December 9th, YA Roundtable, Greenwood, Kristen Gioe, mileage; and 2) November 20th, Pick up bottle-cap picnic table, Evansville, Roger Marx; mileage.

Policy review: The following policies were reviewed and updated: Collection Development (minor changes), Board Bylaws (no changes), and Library Behavior Policy (one change). On motion of Mr. Cline, seconded by Mrs. Enyeart, these policy updates were unanimously approved.

Circulation policy: A first draft of a Library Circulation policy was presented and discussed. It will be refined for the next board meeting.

Cyber Insurance: ISU Insurance has presented a proposal for coverage in case of a security breach on credit cards or paper forms or other computer issues. At this time, it was the consensus of the board not to obtain this policy.

Financial/Other Updates: 1) An advance draw on fall property tax collection came on November 15th in the amount of \$432,362.40 for the Operating Fund; 2) The Marion Public Library's account at the Community Foundation has a total of \$6,446.30; 3) Credit card and PayPal online use are going well; and 4) The State Board of Accounts is urging all public libraries to implement procedures for internal controls; and 5) Anthem Insurance has indicated that the insurance increase will be under 10% for 2014.

Director's Report: The following report was approved by consensus of the Board:

Materials and Services: Statistics will be presented at the meeting.

Staff: a) No changes this month. Kristie Fuller, long-time reference employee, is going to volunteer two hours a week at the Reference Desk.

Board appointments: Letters were sent to the Grant County Council and to the Marion School Board regarding reappointments.

Property: 1) Mr. Marx and Mr. Burritt removed four maple trees from the adult courtyard area. They will also grind the stumps and do concrete repair when weather permits; 2) All eight clerestory lights are working for the first time in a long time; 3) The Library leaf blower was replaced; 4) The maintenance department has prepared for winter weather and snows; e) Within the next month Mr. Marx will change out a fire sprinkler valve. This will entail water shutoff to the buildings so the project will be done at a time when the buildings are closed; and f) A representative from Energizing Indiana met with Mr. Marx and Library lighting was assessed. Mr. Marx hopes to use some of the energy savings ideas in the near future.

Landscaping: Corey Key, landscaper, is drawing up some recommendations for the Library and Jay House's grounds.

Children's/Youth Services: 1) The Children's Halloween Party was a great success with about 200 children and parents in attendance. The Haunted walkway, designed by Mr. Marx, was also a hit; 2) On November 11th, Veterans Day, a cub scout den toured the Children's room; 3) On November 11th, four therapy dogs and three trainers came for a "meet and greet" sessions. They will come back and children can read to the dogs; 4) The Children's Department is applying to the Indiana State Library for a Rock Star Start Up Kit which would enable the staff to incorporate music, specifically the guitar, into early literacy experiences and 5) Patrons have had good comments about the new bench that was the result of the bottle-cap collection project.

Circulation/Audio Visual/Computer Lab: 1) New art prints were ordered and added to the collection; and 2) Discussion is taking place on how to better serve the computer needs of our patrons.

Indiana History and Genealogy Services: 1) The new microfilm reader is installed in the Indiana Room and staff loves it. They have been trained on the new machine; 2) There has been a great response to the PayPal online payment option. With the new microfilm reader, staffers are able to scan records to the patron without printing hard copies. Turnaround time to send copies to patron requests is much faster; and 3) Ancestry.com has added the Library's birth, death, obituary and funeral home indexes to the marriage records that are already accessible in that database. There have been several requests from people who have found MPL's database on Ancestry.

Museum Services: 1) 130 people attended the Business Before Hours on October 4th, plus 230 more came in to see the Manufacturing Exhibit throughout the rest of the month; 2) The Convention and Visitors Bureau dinner was in the Carnegie Room with 42 in attendance; 3) There were three tours and seven meetings in the Museum during October; d) All together, a total of 599 people went through the Museum last month. This might be a record; 4) David Wilson from Arizona has sent 25 boxes to the Library and Mrs. Felton has cataloged 318 artifacts; and 5) Tucker Vocational Center is discontinuing its LPN program and they have offered to donate some of their antique items to the Museum.

Reference Services/Adult Programming: 1) Back issue magazines are now located in the former Reference Book area; 2) 45 patrons attended the October 1<sup>st</sup> Saturday Movie. The movie, *Planes*, will be shown in December; 3) The Barb Wilson book discussion group discussed *Fieldwork* by Mishca Berlinski in November and will take a break in December; 4) Sheri Sharlow is hosting local meet-ups at the Library for *National Novel Writing Month* every Tuesday evening in November; 5) On November 21st at 6 p.m., Taylor professor Phil Loy will present a program on JFK and his legacy; 6) There were 22 adult participants in the knitting program in October and the Handy Arts group has also taken off with at least seven participants in attendance at each session; 7) There were fifty people with ten teams at Trivia Night on October 25th. Most participants were in costume. It has been a very successful venture. Next year, Trivia Night will be scheduled quarterly; and 8) An adult basket class will be held on Saturday, November 16th.

Teen Programming: 1) The Teen Room is being rearranged to better suit teen needs; and 2) The Library hosted a Teen game day on Saturday, November 9. Teens played video games and board games.

Technical Services/System Administrator: 1) This Department is very busy processing and cataloging new items; and b) The Children's Department has begun a weeding project and this will contribute to TS's busyness!

Network Manager: 1) The Computer Team is looking into upgrading the wireless internet to run at a faster speed; and 2) End of year and future computer needs are being addressed.

Marketing: 1) MPL posted 49 times on Facebook in October; b) Sheri Sharlow, Clare Jozwiak and Mary Eckerle were on WBAT on November 7th; and c) The *Chronicle-Tribune* had stories on Trivia Night and the Rightsizing program. There was also an article Young Readers Day on November 7th and an editorial promoting reading.

Library In-Service: The Staff In-service will be held on Tuesday, November 26th from 8:15 a.m. to 1 p.m. Topics for that day are the following: 1) Bryce Coryea and Laura Lester from the Center Township trustee's office will present information on what the trustees do; 2) Sara O'Sha from the Indiana State Library will present three programs, Google Apps, The Reference Interview, and Serving the ELAC Community. Lunch is at noon. The Library and Museum open at 1. All Library staff in Grant County was invited. The Board is welcome to attend all or part of the sessions.

Museum Assessment Program (MAP), American Alliance of Museums: The MAP met twice in October to complete the self-assessment workbook which must be completed by December 15th. The Peer reviewer for this project will be Judy Endelman who worked for several years at the Henry Ford Museum and Greenfield Village, the Lilly Library at IU in Bloomington, the Indiana Historical Society, the Library of the Jewish Theological Seminary of America, and the American Jewish Historical Society. She will be meeting with MAP staff on April 28th and 29th, 2014.

Friends of the Library & Museum: The Friends Mini-Booksale in October netted approximately \$602.94 for this organization.

Marion High School yearbook digitization project: In September, three boxes of MHS yearbooks were sent to OCI in Oklahoma for digitization. The boxes are back as well as the CD's and staff members are pleased with the results.

SOS: SOS and the Library hosted a program on Rightsizing and how communities with shrinking populations deal with maintaining historic buildings and neighborhoods. This program took place on November 12th. The presenter was J. P. Hall from Indiana Landmarks.

Ed Breen: Mr. Breen donated two framed photographs to the Library.

Community Involvement: 1) The Library shared a table with Family Service Society at the Women to Watch event at the Tree of Life on Wednesday, November 13th; 2) Library staff and Friends will volunteer at the Walkway of Lights on Sunday, November 24th from 8 to 10 p.m. Board members are welcome to join the group; 3) The Children's Department loaned an "Arthur" quilt to Riverview and it was on display when author Marc Brown's sister came to Riverview Elementary for a program; 4) English as a second language classes, taught by Taylor students continue on Monday and Thursday evenings in the Children's area; and 5) The Convention and Visitors Bureau presented a dinner and preview of "Shadows of Our Town" on October 24th in the Carnegie Room. It was well attended. The Library was thanked for its participation in this project.

Appreciations: 1) Robin McIntire's family sent a thank you note for the Summer Reading Program and for the bike. One of her children won that as a prize; 2) Head Start/Early Head Start thanked the Library for participating in the 2013 Fall Fest; and 3) The Grant County Literacy Council thanked the Library in its newsletter for partnering with them on community events.

The meeting adjourned at 6:55 p.m. The next meeting will be on Tuesday, December 17th, 2013 at 6:00 p.m.

\_\_\_\_\_ President \_\_\_\_\_ Secretary  
\_\_\_\_\_ Member \_\_\_\_\_ Member