

August 13, 2013

The Marion Public Library Board of Trustees met Tuesday, August 13th, 2013, at 6:00 p.m. in the Israel Conference Room. Present were Mrs. Turner, Mrs. Cline, Mr. Cline, Mr. Ott, Mr. Owen and Dr. Case. Mrs. Eckerle was also present. Mrs. Enyeart and Ms. Riddle were absent.

Dr. Case called the meeting to order at 6:05 p.m. Mrs. Cline conducted the meeting after 6:10 p.m.

On motion of Mrs. Turner, seconded by Mr. Owen, the minutes of the July 16th, 2013 meeting were unanimously approved.

The Treasurer's report showed a balance of \$1,912,955.95 in all funds as of July 31st, 2013.

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

Annexation: Information and the transfer resolutions were delivered to the Gas City-Mill Township Public Library after the last MPL Board meeting. The Gas City-Mill Township Board meets August 20th.

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) August 25th-26th; CYPD Conference, Indianapolis, Kristen Gioe, Amy Reel, Tylanna Jones; 2) August 21st, NICCL meeting, Rochester, Paul Burritt; and 3) August 8th, Anderson University furniture pick-up, Anderson, Roger Marx.

2014 Budget: The meeting with the Department of Local Government Finance representative was held on July 24th. At that time, the DLGF provided information needed to complete the 2014 budget forms for Board Review. On motion of Mr. Cline, seconded by Mrs. Turner, the 2014 Library Operating Fund in the amount of \$2,290,731, estimate of funds to be raised \$1,396,000; the Library Improvement Reserve Fund in the amount of \$140,000; and the Rainy Day Fund in the amount of \$25,000 were unanimously approved for publication of Notice to Taxpayers. The 2014 budget will be published on August 23th and August 30<sup>th</sup> in the *Chronicle-Tribune* and there will be a public hearing at the September 17th meeting at 6:00 p.m. The budget will be adopted at the Board meeting on October 15th and submitted to the County Auditor and the Department of Local Government Finance.

Commitment to join Public Library Internet Consortium: On motion of Dr. Case, seconded by Mr. Cline, the Board unanimously voted to continue in the Indiana Public Library Internet Consortium for the Funding year 2014 – July 1st, 2014 through June 30th, 2015. This has been a benefit in negotiating e-rate discounts and technology rates.

Credit/Debit cards: After researching various credit/debit card options used by other libraries, the recommendation is that Elavon services be used to set up and manage the in-person credit card transactions and PayPal be used for online transactions. Jessica Henderson will be the local representative for Elavon and will be available for staff training and questions. A policy and procedures will be formulated when this process is ready for the public. On motion of Dr. Case, seconded by Mr. Owen, the Board unanimously voted to authorize Elavon services to be the in-person credit/debit card agency and PayPal as the online provider.

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

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

Staff: 1) Indiana History and Genealogy assistant, Joan Thomas, resigned on July 24th. A replacement is being sought.

Affordable Care Act: Jonie Riddle is preparing notices for employees to receive in accordance with provisions in the Affordable Care Act. Also, librarians will have front line responsibilities when people

come in with questions about the Act and how to sign up for the marketplace. Staff members are attending webinars and, hopefully, someone from the State Library will be able to come for training.

Property: 1) Mr. Marx has been working on HVAC issues in the Carnegie building; 2) The new chiller compressor is working well; 3) Two rooftop condenser fans failed and were replaced; and 4) Lights continue to be replaced with energy efficient lighting.

Other Property updates: 1) The 16-camera security system will come from Gordon Seacott; and 2) Mr. Marx checked references for A-1 Concrete Leveling, Muncie, and was very pleased with their work. They will match the southwest areas from the parking lot to the west entry doors to eliminate trip hazards and improve water flow at a cost of \$675.

Marion Police Department: A Wabash man was caught hiding in the bushes on Library property on August 7th. He was wanted for child molestation. A police dog attacked and subdued him and he was removed by the police and an ambulance. On August 8th, the police came again to apprehend a gentleman in the stacks who was wanted on a warrant.

Fax Service: The Library now offers a fax service to patrons. This is for outgoing faxes only. A monthly report will be provided by Fax 24.

Digitization of yearbooks: MPL has been in communication with OCI in Oklahoma about the digitization of high school yearbooks. This is a free service.

Children's/Youth Services: 1) The Summer Reading Club was a success. 466 children registered for the Club and 162 (so far) completed it. A completion party will be held on August 10th. Prizes will be awarded including two bikes. Prior to the completion program, Don O'Brien and son will perform "Xtreme Science Magic"; 2) Ronald McDonald will make an appearance at the Library on August 15th at 4 p.m. to encourage reading and doing well in school; and 3) The Indiana Members Credit Union hosted an Ice Cream Day on July 23rd. They furnished ice cream and various toppings to over 100 people. They also gave away ten backpacks in a drawing.

Circulation/Audio Visual/Computer Lab: 1) Circulation added Playaway Views to circulate. These are all-in-one video players that come pre-loaded with read-alongs, language learning, and popular television programming. If demand warrants, some playaways for adults might be added. Adult titles include classic movies and television shows, documentaries and travel features; and 2) Kill-A-Watt EZ Meters are available to check out from MPL. There are six meters now available from Indiana Michigan Power.

Indiana History and Genealogy Services: Rhonda Stoffer will attend the Federation of Genealogical Societies' national conference in Fort Wayne August 20th-24th.

Staff training: Jeanette Hoeksema met with staff twice on Thursday, August 8th to discuss how to "Diffuse Angry Patrons". Mrs. Hoeksema is a therapist with Family Service Society. During the summer months, staff members have fielded many complaints (fines, computer time, noisy children, etc.) and this was a chance for discussion and ideas for resolution.

Museum Services: 1) There is a display featuring early gasoline service stations, automobiles, and dealerships in the Forrest Room. This will run through September; 2) The Quilt Show went very well this year; 3) Minnetrista donated 16 Rod Crossman prints to the Museum; and 4) There were 139 visitors to the Museum in July with two tours as well as some meetings in the Forrest Room.

Reference Services/Adult Programming: 1) The Adult Summer Reading program is over. This was the biggest year with 120 people registered and over half completing the program. The programs (Rock Memoirs and Tie-dying) were well attended; and 2) The Barb Wilson Book Discussion group discusses *Age of Innocence* on August 14 and will discuss *In the Lake in the Woods* by Tim O'Brien on September 11.

Teen Programming: 1) A Teen Lock in was held on Saturday, August 3rd as a reward for the teens that finished the Summer Reading Program. It was a night of games, movies, pizza, snacks and duct tape crafts for those that attended; 2) The Teen Summer Reading Program also had its biggest sign up year with over 40 teens registering; 3) Two special movies, *Jurassic Park* and *I Am Legend* were shown to teens. 21 attended; 4) A string art craft was a hit; and 5) The OTAKUS group met on July 19th for anime and manga fun.

System Administrator/Technical Services: 2,400 items were weeded in July. Mrs. Leffler is weeding the Reference collection – several items no longer see any use due to the internet.

Museum Assessment Program (MAP), American Alliance of Museums: The American Alliance of Museums notified the Marion Public Library indicating acceptance of the Museum into the MAP program for organizational assessment. Goals are to improve the overall organization and management of the museum and to take the museum into the future. The grant will also provide for a peer reviewer to assist with the self-assessment. The initial portion of the project is a self-study. The workbook has been downloaded. The advisory group will begin meeting soon.

Dust Bowl Grant preparation continues. Support letters are being sought by community organizations.

Friends of the Library & Museum: The Friends group met on Monday, August 12th. The Friends group would like to pay for a landscaping plan for the Library and the Jay House. Then, the grounds could gradually be renewed and revitalized.

Community Involvement: 1) Sue Bratton spoke to the Antiques Study Club at its July meeting. They met in the Jay House; 2) Sue Bratton spoke to the Morning Exchange Club at its July 18th meeting; 3) The Library participated in First Friday on Friday, August 2nd. The Library passed out materials on the Library and co-sponsored the table with the Prevent Child Abuse Council.

Appreciations: 1) Thank you note to Mrs. Betty Reynolds, Indiana History and Genealogy, for assistance from Darlene Pinkerton; 2) “To the librarians of Marion: This is the fifth year that we’ve had the pleasure of holding a Marion library card. For those years, you have always been unfailingly kind and helpful, above & beyond what you were required to do. Our family has & does love going to your library for years. Thank you! The Pak family”; 3) The Quilters sent a thank you note for the Library’s participation in “Quilts Around the Square”; and 4) Thank you for your wonderful cooperation (again) during Celebration 2013. Roger was just great and everything was perfect. We appreciate all you do for us. Thanks again. Joyce Hostetler, Quilters Hall of Fame.”

The meeting adjourned at 7:15 p.m. The next meeting will be on Tuesday, September 17th, 2013 at 6:00 p.m. This meeting will be the public hearing on the 2014 budget.

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