

January 21, 2014

The Marion Public Library Board of Trustees met Tuesday, January 21st, at 6:00 p.m. in the Israel Conference Room. Present were Mrs. Cline, Mr. Cline, Mrs. Turner, Mr. Ott, Mr. Holderead, and Mrs. Enyeart. Dr. Case was absent. Mrs. Eckerle and Ms. Riddle and Mrs. Brown were also present.

Mrs. Cline called the regular meeting to order at 6:03 p.m.

Dawn Brown, Executive Director of the Community Foundation, discussed the history and status of the Easter Pageant funds at the Foundation.

Mrs. Cline welcome new board member Jerry Holderead.

On motion of Mrs. Enyeart, seconded by Mrs. Turner, the minutes of the December 17th, 2013 meeting were unanimously approved.

The Treasurer's report showed a balance of \$1,920,540.86 in all funds as of December 31st, 2013.

On motion of Mr. Ott, seconded by Mrs. Enyeart, the Treasurer's Report and payment of the docket were unanimously authorized.

Travel, meeting attendance: On motion of Mr. Cline, seconded by Mr. Ott, attendance, travel, and related expenses were unanimously approved for the following meetings: 1) January 21st, Collaborative Summer Library Program training, Fort Wayne, Jennifer Hilgeman, Sheri Sharlow, Clare Jozwiak, Tylanna Jones; 2) January 24th, Mock Caldecott Workshop, Bluffton, Clare Jozwiak, Amy Reel, Sharon Vodraska, Tylanna Jones, Kristen Gioe; and 3) February 26th, Department of Labor Seminar sponsored by the Chamber of Commerce, Ivy Tech Marion, Jonie Riddle, Mary Eckerle.

Finance information: 1) Received County Option Income Tax on January 13th. Monthly installment is now \$29,624.92 which is \$444.95 less than 2013 (\$30,069.87 a month). In 2012, the monthly COIT was \$30,981.02; 2) the 1782 budget approval forms have not yet been completed for Grant County; 3) PERF: The Employer PERF rate is 11.2% for 2014 and 2015. It was 10% for 2013; and 4) Staff salaries for 2014 have not been approved by Board yet pending receipt of the 1782 budget order. Most likely, they will remain the same due to Budget uncertainty for this year.

Policy Review: 1) Capital Asset Review (adopted 1/18/12); b) Collection Development Policy (reviewed 11/13); c) Jury Duty (adopted 12/09); d) Non-Smoking Policy: (adopted May, 2007); e) Sex Offender Policy and Procedure (adopted 3/09); and f) Wireless Policy (3/2006).

Capital Asset Policy; Non-Smoking Policy; Sex Offender Policy: No changes were needed on these policies. On motion of Mr. Cline, seconded by Mr. Ott, these policies were unanimously adopted.

Collection Development Policy: There were two changes to grade levels in Teen part of policy. On motion of Mr. Ott, seconded by Mr. Holderead, this revised policy was unanimously adopted.

Jury Duty Policy: There was one change. On motion of Mr. Cline, seconded by Mr. Ott, this revised policy was unanimously adopted.

Wireless Policy: There was one change. On motion of Mrs. Enyeart, seconded by Mrs. Turner, this revised policy was unanimously adopted.

NICCL Agreement: NICCL, the Northern Indiana Computer Consortium for Libraries, of which the Marion Public Library is a member, has a new Interlocal Agreement for the year 2014. The cost of belonging to this Consortium is \$50 per year. NICCL works with Chester Information Technologies to provide IT support. This has proved beneficial to the Marion Public Library in support and ordering of equipment. On motion of Mrs. Turner, seconded by Mrs. Enyeart, the Board unanimously voted to remain in the NICCL Consortium and authorized Mrs. Eckerle to sign the agreement.

Business Personal Property Tax discussion: Governor Pence has this on his agenda to be eliminated. Mrs. Eckerle passed along information on this issue that is being discussed during this year's Indiana Legislative session.

Main Street Marion: Main Street has asked the Library to partner with them on some sort of an event on the first Friday of November.

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) No staff changes this month; and 2) Jessica Robbins from Ivy Tech is completing a Library Technical Assistant practicum at the Library this semester.

Property: a) All heating systems and utilities functioned without problems during the recent heavy snow/blizzard. The Library closed on Sunday, January 5th and was also closed on January 6th and 7th. Patrons were told that they would not incur fines for the days that the Library was closed.

Children's/Youth Services: 1) The Children's Department will celebrate January as "National Soup Month" and will serve soup and encourage children to bundle up with a book from 12 to 6 p.m. on January 22nd; 2) There is a new storytime for children this year entitled "Sensory Tales". Children explore stories and do activities that highlight the senses. Sharon Vodraska is leading this storytime; 3) National Puzzle Day is Wednesday, January 29th from 12 to 5 p.m. Puzzles can be put together throughout the day and patrons can enter a drawing for puzzles. The more books they check out, the more chances to win a puzzle; 4) A Martin Luther King, Jr. program is scheduled for Monday, January 20th at 4 p.m. The DVD, "Martin Luther King, Jr." in the "Great Americans for Children" series will be shown; 5) A Passport program was held on Tuesday, January 14th – this one featured playing bingo; and 6) The Children's Department wrote a grant for a guitar from the Indiana State Library. They won the guitar and included in this grant are lessons on how to play it. This will be incorporated into Children's Department programming.

Battle of the Books: This program is being planned with the 4th graders in the four Marion elementary schools. John Butcher is working with Children's Department assistant Amy Reel to plan it. For this year, the books for the program will be purchased out of the Webster Gift Fund. If the program expands, then grants will be sought. This year's "Battle" is scheduled for May 17th. The students will read and compete on questions from five books this year.

Circulation/Audio Visual/Computer Lab: 1) One on One classes for computer help have been extremely popular in the new year due to the many patrons receiving devices for Christmas.

Museum Services: 1) 132 people visited the Museum in December. 111 people visited the "Wedding Gown" display in the Forrest Room during that time; 2) A new photo display will hang in the Forrest Room from January 15th through April 15th. It is "Manufacturers and Industries that are no longer in Marion"; 3) The AARP started their training session on January 13th. They will begin processing tax returns on Tuesday, February 18th. Their schedule will be Tuesdays from 2 to 6:30 p.m. and Wednesdays and Thursdays from 10 a.m. to 2:30 p.m.; and 4) Plans for the next Manufacturing Day Exhibit (in October 2014) are now underway.

Reference Services/Adult Programming: 1) 41 people attended the January 4th showing of *The Lone Ranger. Cloudy with a Chance of Meatballs 2* will be shown in February; 2) *Hunger Games* was the book discussed on January 15th at the Barb Wilson Book Discussion group. The February selection is *My Antonia*; 3) Staffers Sheri Sharlow and Jennifer Hilgeman are already preparing for the Summer Reading Program; 4) Tax forms have begun to arrive but the Federal booklets are not expected until late January or mid-February; 5) The new AtoZ database is getting lots of use; 6) Chilton's has stopped publishing their print auto repair manuals. The online version is available at the Library. Past print copies will remain in the Library's circulating collection; and 7) Interlibrary loan was very busy last year. 1841 materials were loaned to other libraries and Marion Public Library borrowed 987 items for patrons.

Teen Programming: 1) The Teens will have a cooking (cupcake lasagna) program on January 21st; 2) The Otakus group still has an active group of about five teams. They will meet again on January 24th; and 3) Teen Tech week is March 9th-15th and activities are being planned.

Indiana Room: 1) December was another big month for queries (genealogy questions) with a new monthly record of 51 completed during the month (there were 46 in November). Almost all of them were completed via email using the online PayPal payment; 2) Mrs. Stoffer has uploaded the 2013 obituary index to the genealogy database as well as the last part of the death records index. A volunteer is working on completing the last book of the birth records index. When the last file is uploaded, the indexing of all the vital records will be complete. There are approximately 900,000 records in the database.

Technical Services/System Administrator: 1) Large print books are increasing in popularity. The section has been weeded and Karen Blinn has signed the Library up for two standing order plans, "Christian Fiction" and "Clean Reads". These titles should be popular with patrons.

Network Manager: 1) Mr. Burritt is in the process of updating all 42 public computers. He does Microsoft updates, cleans up unneeded files, and updates Adobe Flash, Shockwave and Java.

Marketing: 1) 388 people subscribe to the Library's newsletter; 2) The Chronicle-Tribune has had positive coverage of the Library this past month with article's on credit card use and the comics club; 3) Mike Owen and Mike Cline were on WBAT with Tim George and Ed Breen on January 2nd. They reflected on the Library from the Board's point of view and Mike Owen talked about his 16 years of service on the Board; and 4) Jennifer Hilgeman, Reference Librarian, continues her library blog and does a great job of promoting reading on Social media.

Grants: 1) An application is being submitted for a Big Read grant. More information on that at the meeting; 2) Consideration is underway regarding an LSTA grant for Technology purposes. There are defined guidelines for projects and repeat projects (such as asking for computer upgrades from previous grants) will not be considered.

Friends of the Marion Public Library and Museum: The Friends Spring Booksale is scheduled for April 11th, 12th, and 13th.

SOS: The SOS group will host two window restoration webinars on Saturday, January 18th at the Library.

Marion High School Partnership: Mrs. Eckerle met with Diana Gardner, the new high school librarian. Having a partnership with the high school is very important and one of the ways to draw teens to participate in programs. Mrs. Gioe will also become a major partner in this collaboration process which could be beneficial to both libraries.

Community Involvement: 1) Kristen Gioe and Mary Eckerle will represent the Library at a Marion High School Parent Fair to be held this month.

The meeting adjourned at 7:10 p.m. The next meeting will be on Tuesday, February 18th at 6:00 p.m.

_____ President _____ Secretary
_____ Member _____ Member