

December 16, 2014

The Marion Public Library Board of Trustees met Tuesday, December 16, at 6:00 p.m. in the Israel Conference Room. Present were Mrs. Turner, Mr. Cline, Mrs. Cline, Dr. Case, Mrs. Enyeart and Mr. Holderead. Mr. Ott 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 Mrs. Turner, seconded by Mr. Holderead, the minutes of the November 18th meeting was unanimously approved.

The Treasurer's report showed a balance of \$1,458,827.81 in all funds as of November 30, 2014.

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

New Business:

Travel, meeting attendance: On motion of Mrs. Turner, seconded by Dr. Case, attendance, travel, and related expenses were unanimously approved for the following meetings: 1) December 5th, Indiana Humanities Grant Workshop, Indianapolis, Sue Bratton; 2) January 30th, Mock Caldecott Workshop, Bluffton, Tylanna Jones, Kristen Gioe, Amy Reel; and 3) March 4th, 2015, Huntington Genealogy Society, Huntington, Rhonda Stoffer.

Policy Review:

Board Bylaws: This policy was revised after Board discussion in November. On motion of Mrs. Turner, seconded by Dr. Case, the amended bylaws were unanimously approved.

Sick Bank policy: Mr. Holderead suggested further research on policy's disallowance of pregnancy as one of the reasons to use the Sick Bank. This might cause a legal issue in the future. Mrs. Eckerle will research this.

Circulation policy: No changes made. This policy was reviewed by the Board.

Computer Use and Internet policy: Mr. Holderead suggested a change. The policy will be revised and presented in January.

Library Improvement Reserve Fund: On motion of Mrs. Turner, seconded by Mr. Cline, the Board unanimously approved the transfer of \$25,000 from the Library Operating Fund into the Library Improvement Reserve Fund.

Election of officers for 2015: The following slate of officers for 2015 was presented: President – Dr. Case; Vice President – Mr. Cline; Secretary – Mrs. Enyeart, and Treasurer – Mr. Holderead. On motion of Mrs. Turner, seconded by Mrs. Cline, the slate of officers was unanimously elected by the Board.

Board meeting open positions: The Marion School Board will review the applications for the Library Board position on December 17th. Mrs. Cline has submitted her letter of application. No word on the mayoral appointment yet.

Approval of Board meeting dates for 2015: On motion of Mrs. Turner, seconded by Dr. Case, the Board meeting dates for 2015 were unanimously approved by the Board. The April 2015 meeting will be held on April 28th.

Salaries for 2015: The 2015 advertised budget includes spending authority for staff raises. At this time, however, there is not enough information to determine if staff raises can be done within the parameters of actual 2014 receipts and anticipated expenditures. It is hoped that the 2015 budget will be approved by the

State soon to give us additional information so that projected receipts can be determined and expenditures planned accordingly. The uncertainty of the tax draw and the circuit breaker puts the Library in a precarious position this year, and it would not be prudent to set the new salary schedule and approve raises before knowing what the actual budget will be. For the present time, it is recommended that the 2014 salary schedule and individual staff salaries stay the same. When additional information is received from the state and further analysis is completed, the new salary schedule and setting of staff salaries can be decided in 2015.

Finance information:

- Ryan Jones, Edwards Jones, is consulting with the State Board of Accounts about whether it is permissible to reinvest the stock dividends.
- Property tax final draw was distributed December 1st. Fall draw was \$570,238.79.
- Received December 11th. Commercial Vehicle Excise Tax - \$3,416. Financial Institution Tax - \$4,141.42.

December 30th meeting: On motion of Mrs. Turner, seconded by Mrs. Enyeart, the Board unanimously voted to cancel the December 30th end of year meeting. Mrs. Eckerle will notify the newspaper.

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

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

Staff: No staff changes this past month.

Property: 1) Roger Marx has finished installing the new HVAC unit in the Museum; and 2) The snow equipment is ready for whatever this winter brings.

Children's/Youth Services: 1) Several groups have visited the Children's Department in the last month including First United Methodist Church Preschool, Community Youth Outreach, Sonshine Preschool and Early Head start. The Children's staff also visited Sterling House to read stories; 2) Storytime with Clifford the Big Red Dog was a success with 50 in attendance; 3) 14 people participated in the Basket Class and another class is scheduled for April 25th; 4) The third Family Survivor Night was held on November 21st with 4 teams participating; 5) A Game Day was held in November with 20 participants and another is scheduled for December 31st; and 6) The Children's Department will give away books again for the program, *A Book on Every Bed*. Every child that comes into that Department, fourth grade and younger, will receive a book that they get to open in bed on Christmas morning. Leftover Imagination Library books and Summer Reading Programs books are used for this.

Museum Services: 1) 127 people signed the guest register in the Museum; and 2) The Sonshine Preschool toured the Museum as did a group of cub scouts and their parents.

Reference Services/Adult Programming: 1) Tax forms are expected within the next few weeks and will be available to the public on January 12th; 2) First Saturday movie drew 37 people; 3) Clare's adult craft classes continue to be popular; and 4) The Barb Wilson book discussion group will discuss *People of the Book* in January.

Teen Programming: 1) Otakus group meets Friday, December 12th; and 2) Teens will have the opportunity to make a gift for someone at their next gathering.

Indiana Room: 1) Rhonda Stoffer and Sue Bratton had a table at Ivy Tech's intercultural day on November 19th. They had a PowerPoint showing photos of the Weaver community and the African American heritage in Grant County as well as other photographs, artifacts, and genealogy information.

Circulation: 1) The new service, Hoopla, will roll out on Monday, December 15th.

Marketing: 1) Michelle Morgan and Mary Eckerle visited with Tim George on WBAT on December 4th; and 2) Facebook shows that the Marion Public Library has 2,400 likes. For comparison, Warsaw Public Library has 1,400 likes and Marion (Iowa) Public Library has 2,200 likes.

Network Manager: 1) Paul Burritt has created a Technology Troubleshooting Guide to help staff deal with computer issues; and 2) Ordered and have received five laptops for training and teaching staff and public.

System Administrator: Karen Blinn has been preparing for the hoopla arrival by loading records into the database.

History Made Here exhibit: Work continues on the proposed exhibit, *History Made Here*. The first state of this exhibit will concentrate on the Gas Boom. Many historic images from the Museum collection have been submitted to CODO, the design team. Lou Ebert, a retired draftsman, is working on a map showing the location of glass factories. Timelines and scripts are being written.

The Big Read: Marion Public Library submitted a grant proposal for The Big Read last year but did not receive the grant. A Library committee is reworking the grant proposal for resubmission in January. Once again, *The Maltese Falcon* is the chosen selection from which programming will be planned.

Indiana Bicentennial: The Library and Museum are hoping to provide some quality programs as the 2016 Bicentennial nears. Rhonda Stoffer, Sue Bratton and Mary Eckerle serve on a County committee that is working to promote the Bicentennial throughout the area.

Community Involvement: 1) The Indiana Heart Gallery is currently on display at the Library. This is a travelling exhibit which depicts children in need of adoptive families; 2) Westminster Preschool is displaying student artwork during December in the Reference area; 3) The Convention and Visitors Bureau's display showcasing Grant County founders is on display on the second floor; 4) The Honeywell Center in Wabash gifted a tree to Family Service Society who in turn placed it at the Library. On each ornament is a stress reliever for the holidays. Also, there is a donation box for Hands of Hope next to the tree; and f) Staff members and families, and a Library Friend, volunteered at the Walkway of Lights on November 23.

Appreciations: a) Ivy Tech sent a thank you note for the Library's recent participation in the Intercultural Fair. Rhonda Stoffer and Sue Bratton had a great display featuring the Weaver Settlement, Samuel Plato, and researching family histories.

The meeting adjourned at 6:55 p.m. The next meeting will be on Tuesday, January 20 at 6:00 p.m. This meeting will also be the annual meeting of the Board of Finance.

_____ President _____ Secretary
_____ Member _____ Member