

February 18, 2014

The Marion Public Library Board of Trustees met Tuesday, February 18th, at 6:00 p.m. in the Israel Conference Room. Present were Mrs. Cline, Mr. Cline, Mr. Ott, Mr. Holderead and Dr. Case. Mrs. Enyeart and Mrs. Turner were absent. Mrs. Eckerle and Ms. Riddle and Mr. Dailey were also present.

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

Trent Dailey, Insurance Management, was present to give an overview on the Library's insurance policies.

On motion of Mr. Cline, seconded by Mr. Ott, the minutes of the January 21st meeting and the January 21<sup>st</sup>, 2014 Board of Finance meeting were unanimously approved.

The Treasurer's report showed a balance of \$1,835,319.01 in all funds as of January 31, 2014.

On motion of Mr. Ott, seconded by Mr. Holderead, the Treasurer's Report and payment of the docket for this month and the amended docket for the January 21<sup>st</sup>, 2014 were unanimously authorized.

Old Business:

Annexation: The Department of Local Government Finance advised the Library that those parts of Mill Township, formerly served by the Marion Public Library, would now revert back to the Gas City – Mill Township Public Library.

New Business:

Travel, meeting attendance: On motion of Dr. Case, seconded by Mr. Ott, attendance, travel, and related expenses were unanimously approved for the following meetings: 1) February 27th, Portland, Rock Star Training, Kristen Gioe, Sharon Vodraska, Tylanna Jones, mileage; 2) March 5th, Storyteller Workshop, Muncie, Sharon Vodraska, Amy Reel, Tylanna Jones, registration, mileage; 3) April 5th, Indiana Genealogical Society Conference, Fort Wayne, Rhonda Stoffer, registration and mileage.

Non-resident fee: IC 36-12-2-25 (c) Except as provided in subsections (d) and (e); a library board must set and charge a fee for a local library card issued under subsection (b) (2). The minimum fee that the board may set under this subsection is the greater of the following: 1) The library district's operating fund expenditure per capita in the most recent year for which that information is available in the Indiana state library's annual "Statistics of Indiana Libraries". 2) Twenty-five dollars (\$25). Marion Public Library's Operating Fund Expenditures per capita was \$57.46, according to the calculations on the 2013 Annual Report. The current non-resident fee is \$57 a year. The Library Board must raise the fee to at least \$57.46 or more. The non-resident fee was raised last year. New figures reflect latest census information.

On motion of Mr. Ott, seconded by Mr. Cline, the new non-resident fee of \$58 a year was unanimously authorized and this will be effective March 1<sup>st</sup>, 2014.

1782: The Department of Local Government Finance certified the Library budget on January 27th. The Library's General (Operating) Fund was decreased by 17,903 because projected revenues are insufficient to fund the adopted budget. Adjustments have been made. The Rainy Day and LIRF Funds were approved for the requested amount. On motion of Mr. Ott, seconded by Mr. Holderead, the revised budget was unanimously approved.

Salary Plan: A Salary Plan for 2014 and Staff salary schedule for 2014 was presented. There weren't any changes from 2013. On motion of Mr. Cline, seconded by Mr. Holderead, the Salary Plan and Schedule were unanimously approved.

Finance information:

1) The Community Foundation issued a check in the amount of \$201.20 for the "annual designated distribution" for the Marion Public Library Fund. On motion of Dr. Case, seconded by Mr. Holderead, the Board unanimously voted to reinvest this check at the Community Foundation to grow the account.

2) Ryan Jones from Edward Jones called with an update on Library investments at Edward Jones. Stock still doing well; peaked at 2 million. The Market dropped off at the beginning of the year about 10% which will bring the 2 million down to 1.8 million but it is jumping back up. Income should remain the same and the principle will bounce around. Information item only.

Policy Review: 1) Self-published authors. Adopted 2/19/2014. No changes; 2) Photo Usage & Print Policy; 2008. One change; 3) Safe Child Policy; Revised in 2008. Three changes; 4) Donation policy. This has never been adopted by the Board.

Self-published authors Policy – No changes; Donation policy – new: On motion of Mr. Holderead, seconded by Dr. Case, these policies were unanimously adopted.

Photo Usage & Print Policy - A form is no longer requested: On motion of Mr. Cline, seconded by Dr. Case, this revised policy was unanimously adopted.

Safe Child Policy – The age of unattended children was raised to 9 years old throughout the policy and children are not permitted to wait in the Connector after the Library is closed: On motion of Mr. Cline, seconded by Dr. Case, this revised policy was unanimously adopted.

ProLiance Energy: After one year with this company, the contract is up for renewal. Working with ProLiance has saved the Library's gas bill. On motion of Mr. Ott, seconded by Mr. Cline, the ProLiance contract renewal was unanimously approved.

Grant County Historical Society Board appointment: The Library Board annually appoints a member to the Grant County Historical Society Board. Jonie Riddle is presently the appointee and wishes to continue, if the Board approves. On motion of Dr. Case, seconded by Mr. Ott, the Board unanimously authorized Jonie Riddle to continue as the Library's representative to the Grant County Historical Society.

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) Robert Miller has been hired to replace Angel Rea and he will begin work on March 4th; and 2) Clare Jozwiak, Head of Children's/Youth Services has tendered her resignation effective June 2014.

Property: 1) Carnegie Building doors are being kept closed (but unlocked) due to the extreme cold coming in from the Connector; 2) Mr. Marx rented a bobcat from AA Rents and removed snow from the parking lot. He and Mr. Burritt have been keeping up with snow removal on a daily basis; 3) It is expected that when the thaw comes, there might be some water issues in the basement of the Library; and 4) Mr. Marx is also up on the roofs of the buildings removing snow and checking for leaks. All three buildings have experienced some leakage.

Children's/Youth Services: 1) Battle of the Books is underway. It will involve the 4<sup>th</sup> graders in the Marion Community Schools. John Butcher is the contact for the schools and he has students and sponsors lined up. Students will read five books. The Battle will be held at the Library on May 17th; 2) Therapy dogs visited on February 11th; 3) On February 18th, children will play Presidential bingo and have red, white and blue refreshments to celebrate Presidents' Day; 4) There will be a family Lego night in March; and 5) The Children's Department filled out a grant application to win a guitar and three staffers will attend "Rock Star Training". After that, they hope to incorporate the guitar in storytimes to play music during singing time.

Circulation/Audio Visual/Computer Lab: 1) Jessica Robbins, Ivy Tech intern, is in the Circulation Department on Monday morning assisting in various circulation duties; 2) Five people attended the I-Pad class on January 30th; and 3) Officer Rodney McKeller recovered 23 VHS tapes and 11 music CDs that were stolen last spring. The Marion Police Department's officers are always on the lookout for library materials in the course of their work.

Museum Services: 1) The Museum had a total of 220 visitors in January including those who came to see the Old Manufacturers exhibit. This exhibit will be in the Forrest Room until the end of April; 2) AARP

Tax Assistance began on February 11th. It is still popular and attracts many from the community who need tax help; and 3) June Felton and Mary Eckerle toured the top floor of the old Resneck building to see if any items would be of interest. Thus far, the Museum has acquired a color architectural drawing of the building.

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) The Indiana Room answered 70 queries in January. One inquiry came from Calgary, Canada and another from Taipei, Taiwan.

Technical Services/System Administrator: 1) Karen Blinn is working on an LSTA grant application that will bring Hoopla to the Library. "**Hoopla** is an innovative new service that partners with your local public library to bring you thousands of movies, television, music, and audio book titles for free." The grant would be for one year of service; and 2) Ms. Blinn has finished weeding the Large Print Fiction section.

Network Manager: 1) Paul Burritt is now updating staff computers; and 2) As a reminder Microsoft will no longer support Windows XP after April 8<sup>th</sup>, 2014. What this means is Microsoft will not have any more security updates or patches for XP. People will need to move to Windows 7 or Windows 8.1. On the HP website, there are now some computers on which one can still get Windows 7. If one gets Windows 8, do the free upgrade to 8.1 as soon as possible because it's better.

Marketing: 1) The open rate for Library eNewsletters continues to be above average; 2) Kristen Goe and Mary Eckerle were on WBAT on February 6th; and 3) The Library has been blessed with much publicity from the Chronicle-Tribune.

Math tutoring help: Volunteer Louise Personette is providing Math tutoring every Tuesday afternoon from 4 to 6 p.m. This is for elementary and secondary students.

English as a Second Language Tutoring Center: Taylor students have begun their one-on-one sessions again and will continue through May 1st.

Grants: Marion Public Library, the Convention & Visitors Bureau, and SOS will partner for a proposal to Indiana Humanities & Indiana Landmarks for a cemetery restoration workshop at the Estates of Serenity. The required prospectus is due March 3rd.

Friends of the Marion Public Library and Museum: Friends annual booksale is scheduled for April 11th, 12th and 13th. Annual meeting is Monday, May 12th and the guest speakers are Newell and Colleen Cerak, parents of the Taylor University student, Whitney Cerak, who was pronounced dead in the I-69 crash, but it was a case of mistaken identity.

SOS: Jonathan Spodek, Associate Professor of the College of Architecture & Planning at Ball State, will present a program on Old House Maintenance on Saturday, February 22nd at 10 a.m. in Meeting Room B. SOS is co-sponsoring this program with the Library.

Easter Pageant: Mary Eckerle and Mike Cline met with Kenny Hussong about the Easter Pageant. When the weather clears, he would like June Felton to visit the house containing Easter Pageant costumes and props and Mrs. Felton can select some items for the Museum. It was made clear that the Museum could not and would not accept all the scenery and props but would be open to accepting some documents containing the Pageant's history. Mr. Hussong intends to use the fund at the Community Foundation to pay off bills from the old Easter Pageant and intends to then turn over the remaining money to the new Pageant group.

Mississinewa 1812: Mrs. Eckerle met with Ed Breen about finding a space to house 1812 books and display material. This is a continuing project.

Community Involvement: 1) The Library is participating in the Kids Count Workshop and Luncheon to be held on April 2nd at Ivy Tech. This event is presented by the Prevent Child Abuse Council; and 2) The Library is once again partnering with the Grant County Special Ed Co-op and Gas City-Mill Township Public Library to have activities in March for Disability Awareness Month.

Appreciations: 1) From Clare Jozwiak: "A lady in the connector stopped me to comment on the conditions of our sidewalks. She said ours are the best in town. Wanted me to tell the ones responsible how much she appreciated it."

The meeting adjourned at 7:25 p.m. The next meeting will be on Tuesday, March 18th at 6:00 p.m.

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