

June 21, 2016

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

Dr. Case called the meeting to order at 6:00 p.m.

By Board consensus, the minutes of the May 17th meeting was unanimously approved.

On motion of Mr. Cline, seconded by Mrs. Enyeart, the Treasurer's report and payment of the docket was unanimously accepted and payment authorized. The register of claims is made a part of these minutes.

The Treasurer's report showed a balance of \$1,642,964.54 in all funds as of May 31st, 2016.

New Business:

Travel, meeting attendance: On motion of Mrs. Cline, seconded by Mr. Cline, attendance, travel, and related expenses were unanimously approved for the following meetings: 1) June 21st, Bluffton, Scanner demonstration, Rhonda Stoffer, Sue Bratton; and 2) August 12th, Indianapolis, COSUGI meeting, Karen Blinn, mileage.

Finance information: 1) The spring settlement for taxes arrived June 17th. Payment amount was \$710,869.08; and 2) Mary Eckerle and Jonie Riddle attended the Indiana State Library's Bookkeeping workshop. Mrs. Eckerle reviewed some of the changes in the budget process including the County Council not being required to do a non-binding review and some date changes.

Policy information: 1) Internal Controls. Discussion on the Internal Controls policy. On motion of Mrs. Enyeart, seconded by Mr. Holderead, the Board unanimously approved a Resolution adopting minimum standards on Internal controls. Work on the policy will continue.

Server request: One of the Library's servers is nearing end of life. Cost to replace it is \$10,038. On motion of Mrs. Cline, seconded by Mr. Cline, the Board unanimously approved the purchase of a new server.

Transfer of property: As the Museum project has progressed, certain items in the Museum such as display cases, the jungle collection, and the shell collection have been sold or donated to outside organizations. The Library Board authorizes the transfer of these items to the Friends of the Marion Public Library so that this organization can take care of the transactions. On motion of Mrs. Cline, seconded by Mrs. Enyeart, the Board unanimously approved the transfer of this property to the Friends group.

Renewal of AdTec Agreement: The agreement with AdTec Administrative & Technical Consulting, Inc. for E-rate services continues for the Funding Year July 1, 2016 through June 30, 2017. AdTec provides E-rate services for other Indiana libraries, including Anderson Public Library, Muncie Public Library, the Indiana State Library, and the Indiana Department of Education. The E-rate process is very complex and AdTec's service is invaluable. This contract can be renewed for one, two, or three funding years. On motion of Mr. Cline, seconded by Mr. Holderead, the Board unanimously approved continuing with AdTec with a two year contract.

Board training: The Indiana State Library will offer Board Training to area library board members on June 28th in the Museum's Forrest Room at 6 p.m.

History Made Here project: Nearing the completion of this new exhibit. Still no projected opening date. Staff will plan a soft opening to work out kinks and then a larger celebration. Mary Eckerle shared some ideas for new signage in the Connector.

Jay House update: Another group from Indiana Wesleyan is looking at use of the Jay House. Amanda Drury from the Theology Department heard about the Jay House from Alan Miller. They are writing grants and plan to do a program entitled “Brain Kitchen” where adults work with children to learn to make soups and breads. It is geared toward neighborhood children. Mrs. Drury has walked through the Jay House with a contractor and will walk through again with an architect. Changes to the House would have to be approved because of the covenant with the Division of Historic Preservation and Archaeology (this covenant is up in July 2017). Mrs. Drury is also looking at the old Knights of Columbus house on S. Washington for this project.

Manufacturing Day: The Library plans to participate in Manufacturing Day again this year. This year, the date is October 7th.

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 changes this month.

Property: 1) The irrigation system was fixed by Roger Marx for \$10 as opposed to purchasing a new \$300 system; 2) Chambers Property Services performed several cleaning tasks in the Carnegie building. It is looking quite nice; and 3) The Crosley is back in the museum and it is drivable!!

Safety and Security: As Mrs. Felton was inventorying the Museum collection in May, she noticed that two pistols were missing from the locked basement of the Museum. She was not sure when they might have been taken. A police report and an insurance report were filed and, of course, the police report ended up on the front page of the newspaper.

Children’s/Youth Services: 1) All of the local preschoolers, elementary schools and after school programs received flyers about summer activities; 2) There are four volunteers in the Children’s Department helping out with summer activities; 3) 410 children have signed up for the Summer Reading program; and 4) This past week, the Monday through Friday Sign Language Class averaged 30 children attending each day; Jessy Pearson did yoga for a large group at Lunch in the Courtyard; Paula Newcom and dog Gigi guested at Read to the Dogs; the first Family, Food and Fun activity was held outside on Wednesday with 20 children; and, the Thursday Magic Show had an audience of over 200 children and adults.

Indiana History & Genealogy: 1) Indiana History and Genealogy has moved back to the Carnegie building. Staff is happy to be back; and 2) Rhonda Stoffer and Sue Bratton are travelling to Wells County to see a demonstration of an overhead scanner. This might prove useful for both the Indiana Room and the Museum.

Museum Services: 1) Grace Henderson from the Lighthouse Frame Shop has been working on the Little Orphan Annie painting doing cleaning and minor repair; 2) Megan Stoffer has been cleaning picture frames and removing old acid producing material from several of the paintings; and 3) Indiana Wesleyan University took the remaining shells from the Sanibel Island collection and also the jungle animals exhibit pieces. They will be used in the IWU Art Department.

Reference Services/Adult Programming: 1) Six adults participated in the Spring Basket Class; 2) The knitters and crocheters have made 50 baby buntings and caps for Marion General Hospital; 3) 28 patrons attended the first Saturday movie showing of *Max*; 4) The Barb Wilson book discussion group discussed *Midwives* in June and will discuss *The Astronaut Wives Club* in July; 5) Summer reading is going well with lots of sign-ups for teens and adults; 6) Sara Pohlman’s Punch and Painting class is full for June. Her class will display its paintings in the Reference area in July; and 7) Mindy Mayes from the Grant County Extension Office will present a program on smoothies, shakes and juices on June 30th.

Teen Programming: 1) June 8<sup>th</sup> movie for teens was *The Force Awakens*; 2) Teens built with Legos on June 13<sup>th</sup>; and c) June events for teens include OTAKUS, another movie, Family Survivor Night, and Live Action Pac-Man.

System Administrator: 1) Karen Blinn attended a COSUGI Convention in May. This was for users of Horizon, our Circulation system. A new company has purchased the parent company, SIRSIDynix, and they have a very pro-library philosophy. Instead of only having an interest in the “bottom profit line, they want to help libraries do more with less.

Circulation: 1) Bike locks are now available to borrow while visiting the library. These may be checked out at the Circulation Desk; and 2) Circulation has been very busy issuing cards since summer break began.

Marketing: 1) The Library is developing a Speakers Bureau and will market to local organizations; and 2) Tylanna Jones and Rhonda Stoffer were on WBAT on June 2nd.

Community Garden: Both of the Library gardens (7<sup>th</sup> & Boots and Boots Street garden) have been planted and there are new plot owners keeping up with the growing process.

SOS: May is National Historic Preservation Month. SOS hosted an event to reveal endangered historic structures on May 25<sup>th</sup>. This year, awards were given to outstanding examples of historic preservation – the Hostess House and Lydia’s Dream Bed & Breakfast (on North Adams).

Community Involvement: 1) Sue Bratton spoke to Christland UMW about the *History Made Here* Project; 2) Mary Eckerle represented the Library at General Motors on June 10<sup>th</sup>. In addition, she spoke to the La Fountain Literary group on June 9<sup>th</sup> about the Bicentennial and the Library; and 3) The Red Cross will hold a Blood Drive at the Library on June 23<sup>rd</sup> from 10 a.m. to 2:30 p.m.

Appreciations: Received a letter from Senator Joe Donnelly regarding LSTA funding. Indiana library directors whose libraries had received LSTA grants reached out to the legislators to let them know how funds were being spent.

The meeting adjourned at 7:10 p.m. The next meeting will be on Tuesday, July 19<sup>th</sup> at 6:00 p.m.

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