

August 16, 2016

The Marion Public Library Board of Trustees met Tuesday, August 16th, at 6:00 p.m. in the Israel Conference Room. Present were Mrs. Cline, Mr. Cline, Mr. Ott, Ms. Sumpter and Mrs. Enyeart. Mrs. Eckerle and Ms. Riddle were also present. Dr. Case and Mr. Holderead were absent. Angela Haley was present at the beginning of the meeting.

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

Angela Haley, Police Chief, talked about safety and security of the Library and its neighborhood.

On motion of Mr. Ott, seconded by Mrs. Cline, the minutes of the June 21st meeting were unanimously approved. There wasn't a quorum for the July 19th meeting. The Board members who attended the July 19th meeting approved payment of bills.

On motion of Mrs. Cline, seconded by Mr. Ott, 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 \$1,257,073.23 in all funds as of June 30, 2016.
The Treasurer's report showed a balance of \$2,167,151.11 in all funds as of July 31, 2016.

New Business:

Travel, meeting attendance: On motion of Mrs. Cline, seconded by Mrs. Enyeart, attendance, travel, and related expenses were unanimously approved for the following meetings: 1) July 13th, Anderson, State Remote Circulation Training (SRCT), Shirley Mooney; 2) July 28th, Ivy Tech, Marion, Using Nonprofit CEO Powers for Strategy, Sustainability, Staffing, Survival, Mary Eckerle; 3) August 12th, Indianapolis, COSUGI (Customers of Sirsi-Dynix) meeting, Karen Blinn; 4) August 17th, Fort Wayne, NICCL meeting, Paul Burritt; 5) August 21st-22nd, Indianapolis, CYPD (Childrens and Young Peoples Division) Conference, Tylanna Jones, Sharon Vodraska, Kristen Goe and Amy Reel; and 6) September 15th-16th, Alexandria, SAMS (Small & Medium Size Libraries) Conference, Karen Blinn, mileage, registration.

Finance information: 1) It is Budget time. The State Budget Agency has calculated the assessed value growth quotient pursuant to IC 6-1.1-18.5-2 for property tax levies first due and payable in CY 2017. The growth quotient for CY 2017 is 3.800%. The Department of Local Government Finance conducted budget workshops for Grant County at the Library.

2017 Budget: Jonie Riddle and Mary Eckerle met with the Department of Local Government Finance representative on August 10th. The Budget must be advertised on the Gateway portal and on the Library's website by September 10th which is 10 days before the Public Hearing at the September 20th meeting. The Board will approve 2017 Budget for advertising. By consensus, the Board approved advertising the budget.

Mileage: For public libraries which reimburse mileage based on the State rate, the State mileage rate has been adjusted to \$.38 per mile effective August 1, 2016. This is a change from the February 2016 rate of \$.36. On motion of Mrs. Cline, seconded by Mrs. Enyeart, the board unanimously approved the new mileage rate of \$.38 a mile. This change takes place immediately.

Policy information: 1) Policy to pay bills between Board meetings. On motion of Ms. Sumpter, seconded by Mr. Ott, the Board unanimously reaffirmed the policy to pay bills that had received prior approval between board meetings; and 2) Materiality Policy. On motion of Mrs. Enyeart, seconded by Ms. Sumpter, the Board unanimously approved a Materiality Policy for the Library.

Student library cards: Board discussion. No action taken.

Security and Safety: Board discussion. On motion of Mrs. Cline, seconded by Ms. Sumpter, the Board unanimously approved additional security cameras on MPL property.

History Made Here project: The cabling on the walls is complete. The Gas Boom timeline and images have been hung on the south wall. The kiosks and touch screens have been installed as has the monitor on the 1st landing. The work is mostly complete. There will be a soft opening and then a grand opening after some of the glitches are worked out. The Convention and Visitors Bureau has informed us that the Marion Public Library Museum signs are placed along I-69 at the Marion exits, along with ramp signs.

Jay House update: Ann Drury, IWU Theology Department, and her team have gone through the Jay House with a contractor and with Halstead architects. There are not any updates on this project although the old Knights of Columbus house has a Sale Pending sign on it. This is the other property being considered by IWU.

Fall In-Service: Plans are underway for a fall staff in-service. It will be November 2nd. As always, the in-service will be held from 8:30 a.m. to 1 p.m. The Library and Museum will open from 1 p.m. to 8 p.m.

E-Rate Resolution: A Resolution to continue in the Indiana State Consortium for Public Library Internet Access for Funding Year July 1, 2017 through June 30, 2018 will be presented. This is an annual renewal. The Consortium provides e-rate services for Indiana libraries. On motion of Mr. Ott, seconded by Mrs. Cline, the board unanimously approved the Resolution to remain in this Consortium.

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) Loretta Tappan has resigned effective August 11th. Since she has worked in both Circulation and Reference, employment notices were posted for two part time jobs. Sue Israel will take the Reference job; 2) Alice Payne, Children's Department Page, is retiring effective August 26th and a 9 hour a week Page position is being advertised; and 3) Kayla Johnson, Circulation, has accepted another position in a local non-profit organization and will only keep a few hours at the Library. Her current full-time job position is being re-evaluated in light of Circulation needs and budgetary considerations.

Property: 1) Properties staff has been busy in both buildings painting, cleaning, and clearing areas; and 2) Roger Marx cleaned up neighboring properties to improve the appearance of the neighborhood; and 3) Mrs. Eckerle will report on this year's efforts to eradicate unwanted visitors in library books, materials, and furniture.

Children's/Youth Services: 1) 609 children signed up for the Summer Reading program. There were good responses about the program now lasting 6 instead of 8 weeks; 2) 2,633 patrons have attended the 42 programs offered during June; 3) the Summer Reading Party was Friday, July 29th at 6 p.m. August notes: 4) 609 children signed up for the Summer Reading program and 316 children completed; 5) 1,030 patrons attended the 23 programs offered during the month of July; and 6) The Summer Reading Party went well. Children enjoyed snow cones, popcorn, cotton candy and a dance party.

Indiana History & Genealogy: 1) Rhonda Stoffer attended the Midwestern Roots Genealogy Conference on July 14th-15th-16th; and 2) All of the historic maps have been re-hung outside the Indiana Room. The maps look great and the new hanging system makes them stand out on the walls.

Museum Services: 1) In the Carnegie lobby, there is a quilt display, a Bicentennial case, a piece of limestone from the Pipe Creek Jr. dig, and some Native American tools. The timeline in the lobby is representative of all of Grant County history while the first floor will feature the Gas Boom; and 2) As the Gas Boom project installation nears the end, June Felton and Sue Bratton are filling the complementary display cases and readying the museum for reopening.

Reference Services/Adult Programming: 1) The Barb Wilson book discussion group had a great discussion of *The Astronaut Wives Club* on July 13th and *Looking for Salvation at the Dairy Queen* on August 10th; 2) Summer reading ended July 15th. It has been a very successful year, lots of participation and happy

patrons. Kristen Gioe and Sheri Sharlow did a great job pulling the programs together with help from the rest of the staff. Lots of local businesses donated prizes; 3) Sara Pohlman's art class, Punch & Painting, is a success; 4) 30 patrons attended the first Saturday movie in August; and 5) The adult summer reading program had 275 sign up and 160 complete.

Teen Programming: 1) The teens had a summer reading completion party on July 8th with 13 attendees; 2) Teens also had a Putt Putt program, Teen Lego and live Pac Man this past month; 3) The teen summer reading program had 160 sign up and 84 complete; and 4) 40 people attended Trivia night on August 5th.

Knitting and Fiber Arts: A total of 231 people have participated this year in the Fiber Arts group and Thursday Knitting has a consistent attendance. There will be a yarn dyeing workshop on Saturday, August 20th. It will be held in the Kitchen at First United Methodist Church. That kitchen is larger than the staff kitchen and will give access to commercial convection ovens.

Small Business programming: The Library is collaborating with the Grant County Economic Growth Council to bring programming for small businesses to the community.

System Administrator: 1) The Library's database has been loaded into the Indiana CRCS database in preparation for state-wide borrowing, which is scheduled to begin in August. Karen Blinn and Shirley Mooney attended training. The State Remote Circulation System goes live on August 15th. Marion Public Library's installation of the System will take place on August 24th. Once this service is activated, interlibrary loan books that patrons have checked out will automatically show up in their Horizon accounts on the Library's system.

Circulation: 1) Because of special programs within the Library, the Circulation Department has reported lots of activity from the Computer lab and borrowers; and 2) People may now register to vote at the Circulation desk. Patrons and staff can fill out a form and it will be taken to the Voter Registration Office. This service will be offered until October 1, 2016.

Marketing: 1) Mary Eckerle and Lisa Wickes were on WBAT on July 7th to discuss the Friends of the Library & Museum group. Mary Eckerle and Michelle Morgan were on WBAT on August 4th to discuss library card services; and 2) the *News Herald* and the *Chronicle-Tribune* have covered several of the Library's programs.

Network Manager: The new server will be installed on September 19th.

STEM grant/exhibit: Mary Eckerle will report on some of the planning for this exhibit which will be at the Library December 2016 through the 2nd week of March 2017.

SOS: SOS has held some meetings in the Jay House and the Forrest Room of the Museum. SOS sponsored a day-long workshop on Saturday, July 23rd entitled Home Grown Preservation. 20 people attended. Speakers include author Kurt Myer, Paul Hayden from Indiana Landmarks, and Warsaw architect Brent Martin. The focus for the workshop was downtown loft living. Tours of Affordable Housing projects were scheduled for the afternoon.

Community Involvement: 1) Sharon Vodraska represented the Library at the Indiana Health Center's *Sizzling Summer Fun* event on July 9th; 2) The Grant County Art Association will display their artwork in August; 3) The Quilters Hall of Fame Celebration 2016 with honoree Carolyn Marloomi was from July 14th-16th with displays and events at the Library and the Museum. The show ran smoothly with good attendance; 4) Dave Homer and Sue Bratton were interviewed for the WIWU program *Crossroads* at Indiana Wesleyan; 5) The Library will have a table at Books & Bikes on Saturday, August 13th at Curfman's Gardens. This event is hosted by the Bend of the River Neighborhood Association; 6) The Library will participate in Taste of Marion at IWU on September 9th; and 7) The Indiana State Teachers Association/Retired will hold a meeting at the Library on September 22nd with Glenda Ritz as the speaker.

Appreciations: 1) From Karen Ainslie & Jennifer Clifton, Indiana State Library: "Thank you for hosting yesterday's trustees and directors orientation and training at Marion Public Library. We felt very

welcomed and enjoyed visiting the library and museum”; and 2) Joyce Hostetler, Chair, “Quilts Around the Square” thanked the Library for donation of a store window for a quilt display during the three-day quilt show.

The meeting adjourned at 7:15 p.m. The next meeting will be on Tuesday, September 20th at 6:00 p.m. This meeting will also be the Public Hearing on the 2017 budget.

_____ President _____ Secretary

_____ Member _____ Member