

July 21, 2015

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

Dr. Case called the regular meeting to order at 6:03 p.m.

Michelle Bunker, Insurance Management, gave an overview of her company and insurance issues facing companies and individuals at this time. She also talked about future health care issues.

The minutes of the June 16<sup>th</sup> meeting was **unanimously approved**.

The Treasurer's Report from May was **approved** and payment of the docket was **unanimously authorized**.

New Business:

Travel, meeting attendance: Attendance, travel, and related expenses were **unanimously approved** for the following meetings: 1) August 19th, NICCL meeting, Middlebury, Paul Burritt, mileage.

Health Insurance: It was **unanimously approved** that the Library will cease having R. E. Sutton as its insurance broker, and will have IMG, specifically Michelle Bunker, handle its health insurance.

Budget information: Jonie Riddle, Mary Eckerle and Sue Israel met with the Department of Local Government Finance representative on July 7th. The Growth Quotient for the 2016 budget is 2.6%. One change for this budget year is that governmental entities no longer have to advertise their budgets in the local newspapers. Rather the budget is available to the public through the Gateway site.

Edward Jones: Ryan Jones called to report that the Kraft merger with Heinz was completed in July. \$47,000 was placed in the Library's Webster Gift Fund account.

Policy Review: The Meeting Room Policy and the Sales and Solicitations policies are still under revision. Several libraries in the State are redoing policies at this time and sharing information.

Fall In-Service: Plans are underway for a fall staff in-service. A date has not been chosen. As always, the in-service will be held in from 8:30 a.m. to 1 p.m. and then the Library will be open until 8 p.m. On motion of Ms. Sumpter, seconded by Mr. Holderead, the Fall In-Service was unanimously approved.

Commitment to join Public Library Internet Consortium. A motion and Board signatures are needed for the Marion Public Library to continue in the Indiana Public Library Internet Consortium for the Funding year 2016 – July 1, 2016 through June 30, 2017. This has been a benefit as far as negotiating e-rate discounts and technology rates. There was **consensus by the Board** to continue Marion Public Library membership in the Indiana Public Library Internet Consortium for the next funding year.

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 month.

Staff training: Amy Eberle from Great Beginnings at Marion General Hospital presented to staff twice on July 9th. Her presentation included information on raising healthy children and she gave an update on the drug problem in Marion.

Property: 1) Roger Marx and Paul Burritt installed a new HVAC unit in the Indiana Room and have begun preparation for installing a second one in there also; 2) The Lego display case in Children's turned out very well and has worked perfectly for children to be able to show off their creations; and 3) There is now an effective method to deal with materials returned that have evidence of bedbugs and/or roaches. Mr. Marx purchased a ZappBug Oven which heats materials to about 160 degrees for an extended period of time. This temperature and duration is lethal to bedbugs and cockroaches, but safe for the materials. The unit is large enough for chairs should they need treatment.

Children's/Youth Services: 1) 696 children have signed up for the Summer Reading Club; 2) Lunch in the Courtyard continues to have high attendance with an average of 55 people. Katie Morgan from CSA wrapped up the weekly fun on Tuesday, July 21st; 3) All of the children's programs continue to have good attendance; 4) The Block Play party with County Extension agent Mindy Mayes had 60 people in attendance; 5) 100 people attended Minnetrista Theatre's *Jill's Giant Adventure*; 6) *A Hero Show and Tell*, with all sorts of vehicles, was held on July 16th; and 7) The Summer Reading party will be on Saturday, August 8th at 2 p.m. Coyote Chris with Silly Safaris will bring live animals. Then, winners will be announced for two bicycles, a VIA prize pack, and some summer reading shirts.

Museum Services: 1) 154 people signed the Museum register in June. There continues to be steady traffic during the summer months. Mrs. Felton changes some of the displays often to reflect timely topics and show off the collection.

Reference Services/Adult Programming: 1) *Paddington* will be shown for the First Saturday movie on August 1st; 2) Summer reading is still breaking records. There are 192 adults signed up and 147 teens. The 2011 numbers were 77 adults and 34 teens. A huge increase in just four years; 3) Summer reading book discussion on heroes was held July 16th; 4) a DC double feature is scheduled for Saturday, July 25th, the last day of the Summer Reading challenge; and 5) The Barb Wilson book discussion group will discuss *Quiet* in August.

Teen Programming: 1) Teen programming has shown an increase in attendance this summer. Events included two summer movies, a Gaming day, and the Teen After Hours/SRP party on June 27th which had 25 attendees.

System Administrator: 1) Added 867 new records from Hoopla for June; and 2) Technical Services had many donations during June and those items that are not used in the Library's collection will be saved for the next book sale.

Indiana Room: 1) The Indiana Room has been working with Pat Overman from Texas, raised here in Marion, to help him document his family history and connections to the Wallace family and its ties to Abraham Lincoln. Mr. Overman has a verified letter signed by President Lincoln and has a rosewood chair that is purported to have been purchased by Mary Todd Lincoln for the White House. He is working with Christie's Auction House in Hopes of selling the chair if it can be documented. He has been very pleased with the staff assistance in the Indiana Room. Also, volunteers Paul Haley and Bill Munn are working with him and helping him go through family papers. Items of local interest are being added to the Indiana Room's files.

Circulation: 1) Due to heavy donations this spring and summer, the Donation policy is being redistributed and re-publicized; b) The hoopla grant period is officially over.

The following changes were made to the Circulation Policy:

Circulation changes. **Loan number of fiction and nonfiction DVDs will be 7 each for 21 days loan (this is a change from 10 of each for 21 days).** In addition, see below in red:

### **5d Books--Circulating**

Circulating adult and teen and juvenile books are loaned for 21 days. (Hit List books loan for 10 days)

New books will have "New Book" sticker on the spine. In demand new books will be set to *Hit List* status and will loan for 10 days.

**Minimum age of borrower** for circulating adult and teen books: No age limit

**Reserve:** Yes. Patron indicates whether they would like to be notified by mail or phone. Reserves held for 10 days.

**Maximum number that can be borrowed at one time:** 50

**Loan period:** 21 days.

**Renewal:** Yes, for two additional loan periods if there is no reserve on the item. Telephone or Internet renewals are allowed.

**Late Charges:** Following the 21-day loan period, there is a 4-day period during which no fee is charged. On the 5th day, the fee is \$.10 per item per day. The fee will then increase \$.10 per day up to a maximum of \$5.00 per item. Additional materials may not be checked out if there are charges of \$10.00 or more or if fines are over 6 months old. – **this will be changed to 3 months.**

Network Manager: 1) Mr. Burritt is previewing some new equipment as part of the NICCL consortium.

Marketing: 1) Several articles appeared in the C-T about library events; 2) Sue Bratton and Dave Homer were guests on WBAT on July 2nd.

STEM Grant: Marion Public Library has received exhibit dates for this interactive exhibit. It will be at the Library from November 30, 2016 to March 10, 2017. Plenty of time to plan.

Digitization Project: The application for *Common Heritage, Digitizing Grandma's Attic*, from the National Endowment for the Humanities (NEH) was submitted. The project requires at least one day devoted to digitizing images, documents, and other historic items that community members bring. The project budget will permit the purchase of scanning stations. This grant will be awarded by year end.

Website: The majority of the content has been uploaded to the new website, though some of the internet links and the kids/teens pages still need to be done. The remaining items to complete are the finishing details: polishing the look of the site, deciding on a color scheme, and creating sliders for the main page and various content pages to advertise upcoming events.

Manufacturing Day: This year, Manufacturing Day will be Friday, October 2nd. Plans are underway for this year's display which will open with a Breakfast Before Hours with the Chamber of Commerce. Thus far, ten local manufacturers have committed.

Candidates' Forum: The Candidates Mayoral Forum is being planned with the Chamber of Commerce. The date will be October 21st.

Friends: 1) The next Friends meeting is Monday, August 14th.

S.O.S: 1) *The African American Experience: Samuel Plato's Works in Marion* will be on Saturday, July 25th. This will include a dedication at the Hostess House of a Samuel Plato plaque and a tour of Samuel Plato structures; 2) SOS partnered with the Quilters Hall of Fame for a grant from Indiana Landmarks to do a feasibility study on the PCC & St. Louis Train Depot at 10<sup>th</sup> and Washington. The application was successful; and 3) SOS, the Library, Main Street and First United Methodist Church are partnering to host a pop-up art gallery on September 11th in Fellowship Hall at the church. The Library's role, as a downtown neighbor, is to help with publicity.

Community Involvement: 1) Taylor students have been at the Library for four meetings dealing with Early Childhood education and literacy. They presented a report to Early Childhood Education supporters at a Round Table Collaboration Event at Taylor University on Monday, July 21st.

Appreciations: 1) Rhonda Stoffer received a note from Rex Hamann. He credited the library in his book, *The Ballparks of Indianapolis: East Washington Street Park*; and 2) Letter to Debbie Ruth, Indiana Room from Elizabeth Bowman, Chesterfield, VA. "I am incredibly grateful for your welcome and assistance during our visits earlier this month. We accomplished much more than I expected in those short visits. Finding the proof of my husband's grandmother's birth helped us solve one of the many mysteries of his ancestry. I do hope life will present another opportunity for us to visit there again. Thank you for your guidance, willingness to help, and your enthusiasm".

The meeting adjourned at 6:58 p.m. The next meeting will be on Tuesday, August 18th at 6:00 p.m.