

December 19, 2017

The Marion Public Library Board of Trustees met Tuesday, December 19th, at 6:00 p.m. in the Israel Conference Room. Present were Mr. Cline, Dr. Case, Mrs. Cline, Mr. Breen, Mr. Ott, Mrs. Enyeart and Ms. Sumpter. Mrs. Eckerle and Ms. Riddle were also present.

Mr. Cline called the meeting to order at 6:02 p.m.

On motion of Mr. Breen, seconded by Ms. Sumpter, the minutes of the November 21st meeting was unanimously approved.

On motion of Mrs. Enyeart, seconded by Ms. Sumpter, 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 \$1,816,287.68.76 as of November 30, 2017.

New Business:

Travel, meeting attendance On motion of Mrs. Cline, seconded by Mr. Breen, attendance, travel, and related expenses were unanimously approved for the following meetings: 1) February 2nd, Mock Caldecott program, Bluffton, Wells County Public Library, Tylanna Jones, Amy Reel, Kristen Gioe, registration, mileage; and 2) April 26th and 27th, IGS Conference and Seminar, Indianapolis, Rhonda Stoffer, registration, mileage, and lodging.

Elevator project and the Fire system project: The State Inspector came on December 19th and the north elevator passed the inspection. Oracle Elevators and Koorsen Fire & Safety have completed their work.

Telephone issues: Telephone replacement estimates are still being sought. No further updates at this time.

Policy review: The following policies were reviewed by the Board: 1) Board Bylaws (added the revised Nepotism policy); Snow procedure; Sick Bank policy. On motion of Mr. Ott, seconded by Mr. Breen, the Board Bylaws, Snow procedure, and Sick Bank policy were unanimously approved; 2) Circulation policy (policy changes to reflect the addition of hotspots, video games, and photos of new and renewing patrons), WIFI Hotspot Lending policy (this policy was changed due to renewals being allowed). On motion of Ms. Sumpter, seconded by Mr. Ott, the Circulation policy and the WIFI Hotspot Lending policy were unanimously approved; and 3) Internal Control policy (some changes were made – mostly procedural), Collection Development policy (changes made in Indiana History & Genealogy databases and in Circulation of hotspots and video games). On motion of Mr. Ott, seconded by Mr. Breen, the Internal Control policy and the Collection Development policy were unanimously approved.

Finance information: The Library received the fall settlement of property taxes. Below is a comparison of property tax collections for the past few years:

December 2012	548,789.32	December 2013	575,911.52
December 2014	603,653.19	December 2015	583,092.54
December 2016	610,063.15	December 2017	612,066.36

Library Improvement Reserve Fund: The transfer of funds from the Library Operating Fund to the Library Improvement Reserve Fund was discussed. It was the consensus of the Board that the transfer not be made due to the uncertainty of property tax revenues during the next year.

Approval of Board meeting dates for 2018: On motion of Mrs. Cline, seconded by Mrs. Enyeart, the Board meeting dates for 2018 were unanimously approved by the Board.

Board officers for 2018: The following slate of officers for 2018 was presented: Mike Cline, President; Ruthann Sumpter, Vice President; Jane Cline, Secretary; and Debra Enyeart, Treasurer. On motion of Mrs. Cline, seconded by Mrs. Enyeart, the slate of officers was unanimously elected by the Board.

Salaries for 2018: At this time, there is not enough information to determine if staff raises can be given with the parameters of actual 2018 receipts and anticipated expenditures. Preliminary estimates of property tax income and circuit breaker impact are not encouraging. The 2018 budget has not yet been approved. It is recommended that no changes be made at this time but the issue can be revisited in the new year.

Carnegie 25 year Celebration: The Carnegie celebration was a success. About 100 people attended the event. Emily Bunyan, our Carnegie speaker, was excellent. She will be sharing her power-point with MPL. There have been many positive comments about the evening. A potential event for 2018 is a celebration of the Library's 25th plus one year.

Brain Kitchen: The Brain Kitchen is on hiatus until January. The Today Show online was at the Jay House on December 5th to observe the program.

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) Lydia Daigle is the new page in the Children's Department; 2) Eve Grant from the Circulation Department has accepted a position at the New Castle Public Library as Head of Technical Services. She will be missed. A position is open in the Circulation Department which will combine two positions; and 3) Emily Morris is leaving the Indiana History & Genealogy Department effective December 22nd. Renee Bissell-Cole is the new hire as of December 14, 2017.

Board terms: 1) The County Council reappointed Ed Breen at the November meeting; and 2) The Marion School Board sought nominations for the open Library Board position but will not make an appointment until January 9, 2018.

Properties: 1) Mr. Marx has been working with both Oracle Elevators and Koorsen Fire & Safety to make sure that the elevators are ready for state inspection; and 2) Mr. Marx is installing a railing around the entry ramp to the Forrest Room in order to alleviate a trip hazard from uneven floor at the entrance.

Neighborhood: The house across the street from the Jay House was finally removed. The block looks better without this eyesore. Jerry Foustnight and City Hall were thanked for its removal.

Children's/Youth Services: 1) The Children's Department will have "Make-It, Take-It" crafts over the holidays as well as a movie; 2) The Skype session with John David Anderson for *Family Book Club* went well. Mr. Anderson shared lots of wonderful advice including the three things one needs to be a writer – persistence, imagination, and chocolate. Anderson's books flew off the display shelves during the month of November; 3) Harry Potter Night was magical. The kids' night and family sessions were both full; and 4) Preparation for *Battle of the Books* is in full swing.

Indiana History & Genealogy: 1) The Indiana History department has been moving shelves and moving books. This Department is landlocked and is always trying to find room for more materials; and 2) The new genealogy database is live for staff. Patrons will be able to access the old database until January 8th. It will then be switched over to the new database. Staff is now learning how to use the database and finding any bugs that might have been missed. It is available at history.marion.lib.in.us

Museum Services: 1) Mrs. Felton has the Carnegie Room decorated for the holidays. There will be a storytime for children in the Carnegie Room on December 21st.

Reference Services/Adult Programming: 1) The November 1st Saturday movie had 45 people in attendance; 2) Mrs. Clare also had a full house at her November craft session; and 3) Stan Steiner gave a large donation of area history books which Mrs. Leffler is examining for use in library collections.

Teen Programming: 1) OTAKUS met on December 15th; and 2) Teens grades 7 – 12 are invited for an afternoon of gaming on December 19th. They will enjoy free snacks and drinks with their games.

Circulation: The Library recently began circulating Wi-Fi hotspots. Currently, the Library owns ten devices and this has been very popular with patrons. The hotspots circulated 24 times during November. The policy has been revised

Network Manager: 1) The walls in the Computer Center have been painted and Charging stations have been installed; and 2) Mr. Burritt has taken care of several security incidents this past month.

Marketing: 1) Paul Burritt and Mary Eckerle were on WBAT on December 7th; and 2) Both the *Chronicle-Tribune* and the *News Herald* covered the Carnegie celebration. In addition, there was other coverage of Library happenings this past month.

Marion High School students: Students from Marion High School’s Technology classes will intern at the Library in the Computer Lab beginning in January. These students are current on new technology and will be able to assist patrons and possibly do some instruction.

Mobile Beacon grant: The Library was notified that it did not receive this grant for hotspots.

Indiana Humanities Grants: 1) Indiana Humanities notified MPL that this library will again share an author with the Fairmount Public Library for the Novel Conversations Program. A few years ago, the two libraries hosted poet Skyla Brown. Plans are in the works for author Phillip Gulley to spend time at MPL & FPL on May 19, 2018; and 2) Since 2018 marks the 100th anniversary of Mary Shelley’s *Frankenstein*, Indiana Humanities is pulling out all stops to celebrate that novel. They have offered two grant opportunities; a Community-wide Read and FrankenFest. The community read project has several events spread over a period of time and the FrankenFest is a blow-out, one day event. MPL’s Library team applied for both grants and received both! 2018 will be FrankenFun at the MPL.

Friends: The Friends organization underwrote the entire Carnegie Celebration. They have also assisted in other Library projects this past year.

Community Involvement: Barbara Salveter and Christina Rowland, along with Mrs. Rowland’s two daughters, decorated a Christmas tree at Matter Park for the Friends of the Gardens.

Appreciations: Sue Shaw sent a letter of thanks and a check to Debbie Ruth, Indiana Room, for assistance in finding a family farm.

Adjournment/Next meeting: Tuesday, January 16th at 6 p.m. The Board of Finance will meet immediately after the regular meeting

_____ President _____ Secretary
_____ Member _____ Member