

March 20, 2018

The Marion Public Library Board of Trustees met Tuesday, March 20, 2018, at 6:00 p.m. in the Israel Conference Room. Present were Mr. Cline, Dr. Case, Mrs. Cline, Mrs. Nicholson, Mrs. Enyeart and Ms. Sumpter. Mrs. Eckerle and Ms. Riddle were also present. Mr. Breen was absent.

Mr. Cline called the meeting to order at 5:59 p.m.

Mr. Cline welcomed Trent Dailey, Insurance Management, to the meeting. Mr. Dailey gave an overview of all of the Library's insurance coverage. He also presented information on cyber-security insurance. More and more, cyber-security is an issue facing businesses and non-profits. Mrs. Eckerle will check into the status of library networks and also will see if Chester Technology offers any cyber-security assistance.

On motion of Mrs. Enyeart, seconded by Ms. Sumpter, the minutes of the February 20th meeting was unanimously approved.

On motion of Mrs. Cline, 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. Financials were presented for both January and February 2018.

The Treasurer's report showed a balance of \$630,035.62 in the Library Operating Fund as of February 28, 2018.

New Business:

Travel, meeting attendance: On motion of Mrs. Nicholson, seconded by Mrs. Enyeart, attendance, travel, and related expenses were unanimously approved for the following meetings: 1) Using STEAM in Education, Muncie Ivy Tech, February 28, 2018, Tylanna Jones, registration, mileage; 2) Indiana Library Federation District Conference, Fort Wayne, April 4th, five staff members, registration, mileage; 3) Prevent Child Abuse Workshop/Luncheon, Ivy Tech, Marion, April 11th, Sharon Vodraska, Kristen Gioe, Tylanna Jones, Natalie Garner, Mary Eckerle, registration for both; and 4) Indiana Library Federation District Conference, Kokomo, May 18th, four staff members, registration, mileage.

Telephone issues: Telephone bids were sought from seven companies and five were returned. After several phone calls, emails, and comparison of costs, ENA was the recommended company. On motion of Mrs. Cline, seconded by Mrs. Nicholson, the Board unanimously awarded ENA as the telephone provider.

Roof issues: By consensus, the Board approved having Bob Schenkel from C. L. Schust Co., Inc. write the specifications for this project. The project will need to be advertised and bid out to several roofers. If Schust Company wins the bid on the project, the cost of the specifications will be subtracted from their total.

Policy review: A Social Media policy was presented for review. On motion of Dr. Case, seconded by Mrs. Cline, the Board unanimously approved the policy.

Webster Gift Fund: Attorney Michael Hotz has submitted an Opinion and a Resolution regarding use of the Webster Gift Fund. On motion of Ms. Sumpter, seconded by Mrs. Enyeart, the Board unanimously approved the Resolution. The Resolution and the Attorney's Opinion will be made a part of these minutes.

Grant County Historical Society appointment: The Library Board annually appoints a member to the Grant County Historical Society Board. Jonie Riddle is presently the appointee and does not wish to continue. Sue Israel, the Grant County Historical Society president sent a letter to the Board regarding this matter. Ruthann Sumpter volunteered to be the liaison. On motion of Dr. Case, seconded by Mrs. Enyeart, the Board unanimously voted to approve Ms. Sumpter as the liaison to the Grant County Historical Society.

Summer Reading program: The Children's Department is currently planning the Summer Reading Program and will use the Webster Gift Fund as needed for performers, supplies, prizes and other materials.

Brain Kitchen: The Brain Kitchen was featured in an article in the winter 2018 *Triangle*, the publication for IWU Alumni and Friends.

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.

Neighborhood: There is an ordinance coming up before the Marion City Council on March 20th regarding minimum housing standards for Marion. This is for ALL housing and not just landlords. The first reading is on the 20<sup>th</sup> and the 2<sup>nd</sup> reading is April 3rd. Copies of the ordinance were sent to Library staff and were available at the meeting.

Properties: 1) Properties staff is painting the Children's preschool area and installing new shelving; 2) The Circulation Department will also have some walls painted in the next month; and 3) Roger Marx is preparing the outside for spring.

Children's/Youth Services: 1) The Children's Department is changing the easy section to a collection of easy-to-read chapter books. All books that have pictures and are not an early chapter type book will be moved to the picture section. Patrons are excited about the change; 2) Kristen Gioe and Tylanna Jones visited 120 preschoolers at Westview Preschool during Community Helpers Week; 3) Dr. Seuss's birthday/Read Across America was a success. National Honor Society students from Marion High School and three other volunteers assisted in reading to the children as well as other activities; and 4) Activities will be available during Spring Break week.

Literacy: Tylanna Jones and Mary Eckerle met with Kari Persinger, librarian at Justice, and Diana Gardner, librarian at Marion High School, to discuss ways to improve literacy in the community. Tylanna Jones attended "Pi" night at Justice on March 14th. There was a wonderful turnout and hopefully some new library connections.

Indiana History & Genealogy: 1) Indiana Room staff has started indexing some of the court records. These will be added to the Indiana Room database. Also, staff is updating the surname files and importing them into the database; and 2) Longtime volunteer Lou Ebert passed away. He began volunteering in 1991 and was an asset the entire time. There are 14 books in the catalog that he created and many city directories that he painstakingly copied page by page so the copies would be usable. In addition, he created countless maps. The latest one is the map on the west wall of the Museum of all of the glass companies in Marion during the Gas Boom. Even while he was ill, he would come in periodically and ask if there were questions for him. There was always an "Ask Lou" pile of things that only he would know.

Circulation: The Marion High School I.T. Academy interns continue to be in the Computer Lab on Thursdays and Fridays. They are willing and able to help the public (and staff) with technology issues.

Reference Services/Adult Programming: 1) There was a full house for Clare's craft this month; 2) There will not be a first Saturday movie in April due to the Booksale; 3) *Slaughterhouse-5* by Kurt Vonnegut is the next book discussion novel set for April 11th; and 4) Sheri Sharlow-Conover is looking to switch out Word Press for the Library's website. She visited Wabash and looked at Wix and will be going to Gas City to see Weebly.

Teen Programming: 1) OTAKUS will meet on March 16th; 2) Teens can enjoy a movie on March 28th; and 3) There was a successful Trivia Night on March 9th.

Museum Services: 1) AARP has gone very well this year. Very organized; 2) Dr. Tom Jones from Taylor University contacted the Library regarding a student interested in serving as an intern in the museum. Samantha Collins is a sophomore majoring in history with an interest in public history. She started March 8th and will come once a week through May 10th; and 3) Mrs. Felton is contacted frequently from people

who want to donate historic items to the Museum. Recently, Greg Bowers donated a picture of the Charles Milling Company and Geoff Eltzroth donated an 1871 record book of transactions made at the Mill when it sold flour.

System Administrator: 1) Many books have been donated for the Spring Booksale. Should be a good one; and 2) Karen Hiemstra's weekly video has hovered around the 925 mark on Facebook which is very good. She is obviously connecting with many people.

Marketing: 1) Mary Eckerle was on WBAT on March 1st and again on March 14th; and 2) The Knitting group and the Children's Department made the front page of the *Chronicle-Tribune* this past month.

Friends: The Friends Booksale is Friday, April 6th, Saturday, April 7th and Sunday, April 8th. On Monday, April 9th, the Booksale moves upstairs to the Library Connector.

National Library Week: National Library Week is scheduled for the week of April 8th to 14th. Besides the Booksale, there will be an Open House for patrons on April 9th, a Bike Repair program and some other activities. The theme this year is "Libraries Lead".

Marion High School Technology Department: Dr. Travis Hueston met with the Library's Social Media team on March 15<sup>th</sup> to show them Google Suite and how it can be used to create forms, communicate, save documents and other ways. It was extremely helpful. He and his students are valuable resources to the Library and the community.

Indiana Humanities Grants: The Planning group is continuing to lay-out the schedule for the Community Read and FrankenFest. Promotion will begin soon.

Save Our Stories: SOS, Save Our Stories, is dedicated to preserving historically significant structures & neighborhoods in the City of Marion through education & collaboration with other groups. Currently the group is focused on 2 projects: In honor of Historic Preservation Month, May, SOS will spotlight 7 endangered structures as well as 2 or 3 examples of excellence in historic preservation. The organization is involved in the selection process now. The reveal will be on Thursday, May 24th at a yet to be determined location. Last year SOS commended the Marion Public Library for excellence in historic preservation for its work on the Jay House. Those who receive this commendation are given an engraved slate which was part of the original Jay House roof. Every year SOS hosts a summer program to promote education or awareness of historic preservation in the community. Last year's event was a tour of downtown sanctuaries. The 2018 event is Upstairs Downtown. Participants will have the opportunity to see what is upstairs at 3-5 downtown buildings. Bill Munn is in communication with building owners. People will gather at one building which will also be the site of a pop-up art gallery organized by the Marion Arts Alliance. Upstairs Downtown is scheduled for Saturday, June 9th from 10-12:30. Admission will be \$10.

Community Involvement: 1) Ivy Tech from Marion and Muncie visited the Indiana Room on February 23rd for a day of research; 2) On March 12th, a Cub Scout Pack visited the Museum, Indiana History and the Children's Department for a tour and short talk; 3) The Library Service Committee had a collection for the Humane Society's Feral Cat Program. Staff and patrons donation \$184.04 to "Coins for Kittens"; 4) Tylanna Jones, Kristen Gioe, Sharon Vodraska and Mary Eckerle attended the Youth Worker Café presented by the Indiana Youth Institute. The topic was "State of the Child 2018: Key Challenges and Solutions." 5) Mary Eckerle attended a meeting at God's House. The purpose was to meet people in the neighborhood and talk about collaboration; and 6) Ed Breen, Sue Bratton, Dwight Ott, Kayla Johnson and Mary Eckerle attended the "Why Marion" session at IWU which was an evening of people sharing why they like or have chosen Marion as a place to live and thrive.

Appreciations: 1) Ron Hamm, New Mexico, sent a check and a note to the Indiana Room, "Thanks for all your help – you are a great asset!" and 2) S.A.L. Cub Scout Pack #3410 gave the Library a Citation of Appreciation after the Scouts' March 12th visit.

Adjournment/Next meeting: Tuesday, April 17th at 6 p.m.

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

\_\_\_\_\_ Member \_\_\_\_\_ Member