

December 19, 2023

The Marion Public Library Board of Trustees met Tuesday, December 19, 2023, at 6 p.m. in the second floor Library Program Room of the Marion Public Library. Present were Dr. Case, Ms. Ketcham, Mr. Lutton, and Mr. Cline.. Jonie Riddle and Mary Eckerle were also present. Ms. Sumpter joined the meeting via zoom. Mrs. Nicholson and Mrs. Pogue were absent. There were no other viewers on zoom.

Library Board President Jeremy Case called the meeting to order at 6:00 p.m.

On motion of Mr. Cline, seconded by Mr. Lutton, the minutes of the November 21, 2023, meeting was unanimously approved.

On motion of Mr. Lutton, seconded by Ms. Sumpter, the Treasurer's report and payment of the docket were unanimously accepted and payment authorized. The register of claims is made as a part of these minutes.

The Treasurer's report showed a balance of \$2,752,910.62 in the Library Operating Fund as of November 30, 2023.

Business:

2024 Budget: The 2024 Budget was approved. The 1782 form was received on November 28.

Budget 2023: The State Board of Accounts and the Department of Local Government Finance recommend that Library budgets not have line items that are overdrawn. Transfers should be made from other funds in the same category so that the budget at the end of the year does not have overdrawn lines. The following transfers are recommended:

1. Transfer \$\$500 from Building Materials 2.31 (\$6,609.09) to 3.13 Office Supplies (\$1,775.73).
2. Transfer \$700 from 3.73 Equipment Rental (\$10,069.52) to 3.23 Travel Expense (\$121.51).

On motion of Ms. Ketcham, seconded by Mr. Cline, the following transfers of these line items that are 2,000 or less were unanimously approved.

Property tax distribution: The Fall Settlement was sent on December 3, 2023 by the County Auditor. Jonie Riddle prepared a comparison of Property tax draws for several years. It is attached to these minutes.

Policies: 1) An Interview and Relocation policy was presented. Additional language was added regarding necessary forms. On motion of Mr. Cline, seconded by Mr. Lutton, this policy dealing with interview mileage and relocation was unanimously approved; 2) Collection Development policy: In light of the recent conference, Mrs. Eckerle reported that the staff was re-reviewing this policy and will submit in January; and 3) Computer Use & Internet policy: Mrs. Eckerle also reported that this policy was undergoing review and would be submitted in January.

Board appointment: Evan Gilmore has been appointed to fill the Board position currently held by J.D. Lutton. Gilmore will begin his term in January 2024.

Board officers for 2024: Proposed slate: Cindy Ketcham – President; Melissa Pogue – Vice President; Ruthann Sumpter – Secretary; Sue Nicholson – Treasurer. On motion of Mr. Cline, seconded by Mr. Lutton, the Board unanimously approved this slate of officers.

Approval of Board meeting dates for 2024: A list of Board meeting dates for 2024 was given.. This calendar might be altered if the Department of Local Government Finance makes budget calendar changes. Also, if the Board wishes, the time for the monthly meeting can be moved up or changed. On motion of Ms. Ketcham, seconded by Mr. Cline, the 2024 Board meeting dates were unanimously approved.

Holiday schedule for 2024: A list of possible holidays for 2024 was presented. Staff voted on preferences and the majority voted to be off on Good Friday and the day after Thanksgiving. There was a tie between those wanting President's Day off and those wanting July 5 off. Also, discussion about Saturdays on Memorial Day and Labor Day weekends and Columbus Day or one's birthday. On motion of Mr. Cline, seconded by Ms. Ketcham, the Holiday schedule with President's Day, Good Friday, and the day after Thanksgiving included, by unanimously approved.

Library Improvement Reserve Fund: At this meeting, there can be discussion about transferring \$25,000 from the Library Operating Fund to the Library Improvement Reserve Fund. On motion of Ms. Ketcham, seconded by Mr. Cline, the transfer of \$25,000 to the Library Improvement Reserve Fund was unanimously approved.

Erate: Mary Eckerle and Jonie Riddle met with Heather Yaggi from AdTec on Tuesday, December 12 to iron out details for the Erate year of 2024-25. Within the next week, decisions need to be made regarding possible projects and needs for this coming cycle.

Director search: A candidate is visiting on December 18. She will meet tour the buildings and meet with department heads, the director and business manager, community partners, and board members.

Jay House development: The first event rental was on December 9. It went well and the renters gave favorable comments. An article appeared in the newspaper on December 12 and it resulted in more queries about use of the House.

General Motors Project for Public Spaces: Kelsey Winters was notified on December 6 that MPL's application was accepted and we could move to submitting a second grant application due on December 15. The notification of to winners will be in January 2024. The grant committee will be able to turn in phase 2's application on time.

Public Library Access Card: The Indiana Library and Historical Board voted December 14 to keep the cost of the PLAC card at \$65 effective January 1, 2024. The PLAC program allows library patrons to purchase a card which permits them to borrow materials directly from any public library in Indiana. Any individual who holds a valid Indiana public library card (resident or non-resident) may purchase a PLAC card. The cost of the card is \$65, and each card is valid for 12 months after being issued.

Salary Resolution: Jonie Riddle and Mary Eckerle are working a the Salary Plan and Schedule for 2024 and plan to submit it to the Board at the January or February meeting.

Director's Report: The following report was approved by consensus of the Board.

Materials and Services: Statistics were presented at the meeting.

Staff: 1) Sidney James accepted and then declined the position in the Children's department. Adrian Hale accepted the position and began employment on December 15; 2) Job announcements are advertised currently for part time positions in Reference/Adult Services and in Indiana History & Genealogy.

Properties: 1) Since last month's sightings and the treatment of affected areas by Mr. Marx, no new bedbugs have been spotted. Staff continues to look for signs of infestation; and 2) Roger Marx worked in the Jay House to get it ready for renters. He set up and took down the book sale in November. He is currently setting up the top floor of the museum for *Christmas in the Carnegie* which will be held on December 16.

Circulation: Circulation is the Control Center for the library. Staff help patrons find books, check them out, issue new cards, introduce patrons to services such as Libby and Hoopla, distribute hotspots and contact maintenance, security, and the Office as needed.

Reference Services/Adult Programming: 1) The Reference department has a great staff but will miss Shirley Mooney. She has been a mainstay for about 20 years; 2) Sean Harnett and Angela Wright will now maintain the Interlibrary Loan transactions; 3) There were three programs in November. These were the book discussion group, a beginning computers class presented by Jay Jackson, and a craft time. There are always passive activities for patrons on the second floor; and 4) Lori Goss Reaves was guest at the December 13 book discussion. She spoke about her book, *Kiss Lori for me* about her father's death while servicing in Vietnam.

Interlibrary Loan: Service is improving weekly. There are still several items in "limbo" but every effort is being made to improve the service and bring it back to normal.

Indiana History and Genealogy: 1) Update on the county records digitization project: Currently, 3,107 record books and probate files have been uploaded to FamilySearch.org; and 2) Debbie Ruth is retiring on January 12. She will be greatly missed.

Technical Services: 1) New materials are arriving and the Technical Services department is hurrying to process them and get them out to library patrons; and 2) The DVD project is finished. All of the TV series are now consistent in the catalog making it easier for patrons to find.

Children's/Youth Services: 1) The grab and go craft for November was a turkey headband; 2) There were 20 programs in the Children's department during November; 3) Kindred Homeschoolers visited the Library & Museum last month; 4) On Saturday, November 18, the Children's department hosted a craft, storytime, and movie in conjunction with the Discover Downtown Christmas event; and 5) During winter break, there will be a Lego Club meeting twice for community children and crafts and passive activities will also be available.

Museum: 1) The History Center Museum and Indiana Room have been working with Minnetrista on creating an exhibit for the Ball Stores in Marion and Muncie. Staff measured rooms and took photographs for the Minnetrista team to help decide what would be the appropriate space for the History Center's exhibit; 2) Purchase final items for the Jay House. Mr. Marx stained trim in the House. The House was decorated for fall and is now ready for Christmas. It has been used for Historic Marion and Main Street

meetings; 3) Collen Cramer attended an event at the Douglas School in Kokomo. This group is hoping to collaborate with the Museum people on future projects and displays similar to the Weaver display.

Teen Department: Teen activities slowed down in November. Madisyn Timmons is taking suggestions for new activities in 2024. There was one display – *Cozy up with a book for Fall*.

Marketing: Kelsey Winters visited WBAT on December to promote *Christmas at the Carnegie*.

Staff Inservice: The Inservice went well. The day included 1) Police chief Angie Haley giving a report on the neighborhood and the city; 2) Chair Yoga with Carol Matchette; 3) Self care and Wellness presented by Radiant Health; 4) A webinar on Homeless patrons; e) A presentation on trauma informed care; 5) A presentation on how to rescue someone when the elevator breaks down; 6) A presentation on what to do if a child is missing in a building; and 7) How can we improve our customer service.

No More Neutral: MPL hosted a workshop on dealing with book challenges facilitated by Angela Hursh from NoveList on December 5th. There were over 40 people in attendance from 25 different libraries. In addition to Angela Hursh, there were two speakers from the Indiana Library Federation’s Intellectual Freedom committee and the Indiana State Library.

Community Outreach: 1) Mary Eckerle participates in a Delta grant program being implemented by Hands of Hope; 2) MPL staff attended a session on the creation of a new Main Street organization for downtown Marion. Kelsey Winters is chairing a committee that is seeking a new name and 501©3 for the organization; and 3) Cindy Ketcham and Ruthann Sumpter joined staff and Friends as volunteers at the Walkway of Lights; and d) The Indiana Historical Society notified MPL that William F. Munn has been reappointed as the Grant County Historian.

Appreciations: “Thanks for spreading the perspective and knowledge that this town needs. You are all very kind to do a great service to the world. Have an amazing holiday! Austin & Marissa.”

Adjournment/Next meeting: Tuesday, January 18, 2024. The Board of Finance (comprised of members of the Library Board) will meet immediately following the regular meeting.

_____ President _____ Secretary

_____ Member _____ Member

