

February 20, 2018

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

Mr. Cline called the meeting to order at 6:03 p.m.

On motion of Ms. Sumpter, seconded by Mr. Breen, the minutes of the January 16th meeting was unanimously approved.

On motion of Mrs. Cline, seconded by Mrs. Enyeart, the minutes of the January 16th Board of Finance meeting was unanimously approved.

On motion of Ms. Sumpter, seconded by Mr. Breen, the minutes of the January 17, 2017 Board of Finance meeting was unanimously approved.

On motion of Ms. Sumpter, seconded by Mr. Breen, the payment of the docket was unanimously accepted and payment authorized. The register of claims is made a part of these minutes. The Financials were not available due to the recent approval of the 2018 budget. The January and February Financials will be presented for approval at the March 20th meeting.

New Business:

Travel, meeting attendance: none to report.

Telephone issues: RFP's for telephone replacement were sent out on February 5th with a return date of February 12th. RFP's were sent to Applied Technology Group (Fort Wayne), AT & T, Digital Communications Products (Marion), Metronet (Evansville), MNJ Technologies (Buffalo Grove, IL), ENA and Windstream (North Carolina). Five companies gave quotes for service. Mr. Burritt, Mr. Marx and Mrs. Eckerle are still sorting through the proposals and attempting to find the best fit for the Library. Danny Robinson from the City of Marion came in as an advisor as the City has recently gone through this process and the City chose Windstream. Also, AdTec Erate consultant Lynn Duhamell was contacted as she is familiar with this process. Hopefully, this will be resolved soon.

Finance information/Library reports: 1) The Department of Local Government Finance returned the 1782 form to the Library on January 31st. The Library Operating budget was lowered by \$111,060 due to low tax collection. Mary Eckerle sent in a rebuttal stating that the 2017 budget was not spent in its entirety and \$831,412.95 was available to carry over into 2018. The budget was then approved as submitted; and 2) Jonie Riddle and Mary Eckerle have been working on several reports due in February and January including the 100R, Debt Management, Other Post-Employment Benefits, the Annual Financial Report for the State Board of Accounts and the Library Annual Report for the Indiana State Library.

Library attorney: Michael Hotz has presented an "Agreement for Legal Services" for 2018 in the amount of \$1,700. The Board may choose to retain his services again this year. He has already been consulted with regard to the Webster Gift Fund and the Telephone RFP's. On motion of Mr. Breen, seconded by Ms. Sumpter, the Board unanimously voted to retain Mr. Hotz's services at the amount of \$1,700. The agreement is made a part of these minutes.

Treasurer's Bond: A Treasurer's Bond has been notarized and filed with the County Recorder for Library Board Treasurer Debra Enyeart. The amount of the Bond is \$30,000. On motion of Mrs. Cline, seconded by Mrs. Nicholson, the Board unanimously approved this Bond.

Non-resident fee: IC 36-12-2-25 © Except as provided in subsections (d) and (e); a library board must set and charge a fee for a local library card issued under subsection (b) (2). The minimum fee that the board may set under this subsection is the greater of the following: 1) The library district's operating fund expenditure per capita in the most recent year for which that information is available in the Indiana State

Library's annual "Statistics of Indiana Libraries". 2) Twenty-five dollars (\$25). Marion Public Library's Operating Fund Expenditures per capita was \$58.49, according to the 2017 Annual Report. The current non-resident fee is \$60. The Library Board can keep the fee as is or lower it. The non-resident fee was not raised or lowered last year. New figures reflect latest census information. On motion of Mr. Breen, seconded by Mrs. Enyeart, the Board unanimously voted to keep the Library's non-resident fee at \$60.

Salary Plan: A Salary Plan and Resolution were presented. On motion of Mr. Breen, seconded by Ms. Sumpter, the 2018 Salary Plan and Resolution were unanimously accepted by the Board. A copy of the Resolution is attached to these minutes. The Board determined that with the current budget, the low rate of property tax collection and the circuit breaker impact, there would not be staff raises in 2018. It is hoped by all that the situation improves and raises can be given next year.

Strategic Planning: A Strategic Planning process has begun for 2018. A Community Survey is available for patrons and has been shared with community groups. Three Listening Sessions were scheduled during February. There was board discussion about having conversations about building issues, services, staffing, succession, and planning for the future at upcoming meetings.

Webster Gift Fund: Mr. Hotz met with Mary Eckerle on February 9th about the Webster Gift Fund and he will come with some recommendations regarding the use of the Fund for Library Operating expenses. Mr. Hotz had planned to attend this meeting but was unable to do so.

Brain Kitchen: Ruthann Sumpter and Mary Eckerle attended a tea at the Brain Kitchen on February 17th.

Student/Teacher cards: By board consensus, it will be reflected in the minutes that Kinwell Academy, formerly The Crossing, will be added to the Circulation policy under "Nonresident Teacher/Administrator Card" and "School Children Cards".

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.

Prosecutor debates: The Chamber of Commerce, WBAT, and the Library were working together to organize a spring primary debate between the two candidates running for prosecutor. One candidate declined so no debate will be held.

Voters Registration/Absentee Ballots: The Library will be able to register voters and hand out absentee ballots prior to the spring primary. Deadline for registration is April 9th. Absentee voting begins April 10th.

Bomb scare: On February 2nd, a suspicious package was left in the computer area by a man who came in, dropped the package, and left immediately. Mr. Burritt and Mrs. Eckerle were able to see copper wire and a jar in the package. The buildings were evacuated and the police were called. Staff members were told that a bomb squad from Indianapolis would be coming and there might be a three hour delay. This wasn't necessary as the local bomb-sniffing dog was able to come and clear the package. The Library was closed for about 1 ½ hours in the afternoon.

Properties: 1) Mr. Marx hopes to repair one of the air handlers without bringing in outside help; 2) Mr. Marx and Mr. Burritt are studying the estimates for the telephone replacement project; and 3) Mr. Marx contacted two roofers who deal with flat roofs to determine costs for repair of areas on the Library's roof where it is leaking on the 2nd floor and also costs for total roof replacement. Only a partial estimate has been returned.

Children's/Youth Services: 1) The first place winner of the 5th annual Battle of the Books was Riverview Elementary School. The second place winner was the Homeschool team. Over 400 people attended the battle; 2) The 2nd annual STEAM Festival, "Be a Mad Scientist", exceeded the expectations. 250 people

attended. There were twelve hands-on activities that engaged families in the subjects of science, technology, engineering, art, and math; and 3) Kristen Gioe and Tylanna Jones attended the Mock Caldecott workshop in Bluffton on February 2. At the workshop, they went over 100 picture books. The American Library Association announced the awards on Monday, February 12th. The winner of this year's Caldecott award is the book, *Wolf in the Snow*, by Matthew Cordell.

Literacy: Tylanna Jones and Mary Eckerle met with Kari Persinger, school librarian, and Robin Peterman, principal, at Justice Middle School on February 1st to discuss ways that the Library can partner with Justice to engage students in reading and bring up reading scores. Diana Gardner, Marion High School, is interested in this too and a brainstorming session will happen soon.

Indiana History & Genealogy: 1) Thad Reynolds donated a copy of his new book, *Consider the Rock*, to Indiana History and Genealogy. It is a history of the Butler side of his family; 2) Ivy Tech students from Muncie and Marion will be in the Indiana Room on Friday, February 23rd. The students are researching their family trees; and 3) The Indiana Room database continues to work well. There are currently 910,420 records in the database.

Reference Services/Adult Programming: 1) The 1st Saturday afternoon movies will feature Frankenstein movies this year. In February, *Igor* was shown to 40 people. The March movie is *Young Frankenstein*; 2) Clare's February craft, a catch-all box, was a big draw. In March, the craft group will make a wooden birthday sign; and 3) Tax forms are here and extremely popular.

Teen Programming: a) Otakus is planned for February 16th; and b) A Teen Game Day is planned for February 24th.

Museum Services: 1) The tax season has begun. AARP volunteers began tax help on February 13th. So far, it's gone well; and 2) Several groups have used the Forrest and Carnegie Rooms in January.

System Administrator: Karen Hiemstra is doing a video about new books each week. The video appears on Facebook on Mondays. So far, it's been very popular.

Marketing: 1) Tylanna Jones and Mary Eckerle were on WBAT on February 1st; 2) IWU's Crossroads attended and did a feature on the STEAM Festival; 3) Mary Eckerle was interviewed by GrantCountyConnect and IWU's Sojourn for *Take Your Child to the Library Day*; 4) Sue Bratton was interviewed by WIWU for the Fiber Arts group; 5) Both the News Herald and the Chronicle-Tribune covered library events this past month; and 6) The Social Media group is ramping up the Library's presence on Facebook, Twitter and Instagram.

Student Technology interns: The student interns have been helping the public in one-on-one sessions. Both Marion High School and the Library are trying to market this service.

Friends: The Friends group met on February 12th. Plans are in place for the annual Library Book Sale taking place on Friday, April 6th, Saturday, April 7th and Sunday, April 8th. Also, Monday, May 14th is the Friends Annual meeting. Paula Monsalve, a singer/entertainer with local connections will be the performer that evening.

Indiana Humanities Grants: a) Staff continues to plan events surrounding the Community Read and Frankenfest. A completed schedule should be available soon. Mrs. Eckerle passed out information on celebrity readers for this event and encouraged the board to save the date and also to suggest other reader possibilities.

Community Involvement: 1) Westminster Preschool has artwork on display in the Reference area; 2) Carey Services will have a March art display during Disability Awareness Month; 3) Kristen Gioe, Tylanna Jones, Mary Eckerle and Sharon Vodraska will attend the Youth Worker Café on March 6th in the Library's Meeting Room B. Indiana Youth Institute will present "The State of the Child 2018: Key Challenges and Solutions for our Kids."

Appreciations: 1) From Connie Rose, “Congratulations to an awesome community team! MPL has a reputation of visioning, convening, and executing capacity building projects. It is ‘fun’ to read C.T. stories highlighting new partnership ventures. Please pass this congratulatory note with others who are serving our children with passion and confidence;” and 2) The Children’s Department received a thank you note from Northview for the great Battle of the Books competition.

Adjournment/Next meeting: Tuesday, March 20th at 6 p.m.

_____ President _____ Secretary

_____ Member _____ Member