

January 21, 2025

The Marion Public Library Board of Trustees met Tuesday, January 21, 2025, at 6 p.m. in the second floor Library Program Room of the Marion Public Library. Present were Mrs. Pogue, Ms. Wilk, Mr. Owen, Mr. Gilmore, Ms. Sumpter, Mrs. Nicholson, and Mrs. Mathias. Jonie Riddle, Business Manager and Jaime Pitt, Director were also in attendance.

A consensus was reached to nominate and elect the following officers of the MPL Board: Melissa Pogue as President, Evan Gilmore as Vice-President, Suzanne Nicholson as Treasurer, and Ruthann Sumpter as Secretary.

Library Board President Melissa Pogue called the meeting to order at 6:00 p.m.

The minutes from the December 17, 2024, meeting were approved following a motion by Ms. Sumpter, seconded by Mrs. Nicholson. New board members Mrs. Wilk, Mrs. Mathias, and Mr. Owen abstained from the vote.

On the motion of Ms. Sumpter, seconded by Mrs. Nicholson, 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 \$3,646,816.66 in the Library Operating Fund as of December 31, 2024.

Business:

Finances: The 2025 budget is now in effect. Financials from the 2024 budget were presented as well.

Computers: A motion was made to approve the purchase of five computers at a cost of \$1,500 each, made by Mr. Gilmore and seconded by Mrs. Nicholson. The motion passed unanimously.

2025 Board Meeting Dates: The meeting day and time for board meetings were revisited due to the addition of three new board members. Mrs. Pogue made a motion, seconded by Ms. Sumpter, to schedule MPL Board Meetings for 5:30 PM on the third Tuesday of each month during 2025.

PPS Update & Budget: The final budget for the project with Project for Public Spaces was approved. Renderings will be unveiled to the public soon. The Director requested approval of funds to purchase a pergola for the project. A motion was made by Mrs. Nicholson to approve the purchase of the pergola, and it was seconded by Ms. Sumpter. The motion passed unanimously.

Compensation Plan: The compensation and salary plan was discussed. The Director expressed concerns regarding pay inequities among staff. It was noted that adjusting everyone to their respective pay grades was not feasible. President Melissa Pogue suggested addressing the issue in increments--two levels at a time and bringing a proposal back to the Board next month. The discussion was tabled.

Webster Fund: A motion was made to approve the allocation of funds from the Webster Gift Fund to assist with children's expenses in 2025. The motion was proposed by Mrs. Nicholson and seconded by Mr. Gilmore. The motion was passed unanimously.

Purchasing Policy: The Director requested an amendment to the purchasing policy to increase the Director's spending authority to \$10,000. A motion was made by Mrs. Wilk and seconded by Mr. Gilmore to approve the increase in spending authority to \$10,000. The motion carried unanimously.

Food Resolution: The Director requested approval to use Operating Funds for food in conjunction with programming. A motion was made by Mrs. Nicholson and seconded by Mr. Gilmore to allow the library to utilize the Library Operating Fund for refreshments. The motion passed unanimously.

I. Director's Report

1. **Staff:** The director conducted one-on-one evaluations with staff.
2. **Conferences/Travel** – Tylanna, Ami, and Kristen will be attending Mock Caldecott Workshop at Wells County Public Library on January 24th.
3. **Community Engagement:** Radio segment WBAT; MPL Happenings in the Chronicle Tribune; Provide Promotional Materials for School Fair; Met with DELTA Ahead Project Coordinator.
4. **Branding & Logo** – The Director informed the Board that MPL has been collaborating with a graphic designer to finalize the new branding and logo concept for the Library and History Center.

5. **Children's/Youth (Tylanna)**

At the Library:

Our grab and go craft for the month of December was a Tree craft. The grab and go crafts continue to be popular and loved. We enjoy giving kids and their grownups an opportunity to work on a project together.

Programs:

We offered 11 programs during the month of December.

Other:

I attended the Virtual CSLP Summer Symposium on Friday, December 5th. The topics included were: *You Belong in Libraries* with Mychal Threets, *From Planning to Palette to Posting: Summer Reading Marketing*, *A Rainbow of Opportunities for Creative Programming* and *Coloring Our World Green: Sustainability and Summer Reading Programs*.

The theme for this summer is: "Color Our World."

6. Circulation (Michelle)

- Recca began her new duties as Community Outreach Liaison and has scheduled Larry Emmons from Greater Second Baptist Church to be the Community reader on Wednesday January 22, 2025. His speech "I Have a Dream" will last approximately 25 minutes
- Garfield visitors came from Puerto Rico, Maryland, Chicago, Seattle & New York.
- A Gas City church made an exceptionally large donation of supplies to our Care Kits. Items donated included nylon bags, hats, and face warmers. These special one-time bags were distributed to twenty-four local patrons.
- Comfort Care Kits - 53 plus 24 special (winter) one-time kits.
- New Library Cards – Adult: 44; Kids: 3.

7. Indiana History (Rhonda)

Social Media Committee Update: The Social Media Committee remains highly active on Facebook and Instagram. If there is anything you would like to promote, please feel free to reach out to one of us.

County Records Digitization Project Update: A total of 5,916 record books and probate files have been successfully uploaded to FamilySearch.org. I have requested an update on the projected end date for the scanning project, but have not yet received a response.

BookEye Scanner Installation: The BookEye scanner has arrived. Roger is currently preparing the scanning area for installation. Installation and staff training are scheduled for the end of January.

LEU Updates: I have contacted all certified staff members regarding LEU updates, and the updated spreadsheet has been sent to Jaime.

Standardization of Call Numbers: We are continuing our collaboration with TS to standardize call numbers. Special thanks to Kristen and Olena for their valuable assistance with this project.

December Success:

- Scanner has arrived and is ready for installation.
- We successfully preserved thousands of photographs and negatives from the CT building.

8. Museum (Kelsey)

Military Room Inventory: Completed an inventory of the Military Room.

Gentleman's Bedroom Display: Cataloged and removed items from the Gentleman's Bedroom display in preparation for the IMPS exhibit. Special thanks to Roger for his assistance with this task.

IMPS Exhibit Promotion: Promoted the opening of the IMPS exhibit, "*Home of the Hog: Marion's Motorcycle Legacy*," with the opening program scheduled for January 24.

Deaccession and Disposal: Began the process of identifying items in the museum collection for deaccession and disposal.

2025 Goals and Priorities: Established goals for 2025, including creating clear paths for accessioned and deaccessioned objects, digitizing high-value historical items, and restructuring both physical and digital collection spaces.

Photo Studio Setup: Initiated the setup of a small working photo studio in the museum office space for photographing collection items.

Chronicle Tribune Collection: Moved tens of thousands of negatives, photographs, and dozens of physical 3D objects (including a newspaper vending machine) from the Chronicle Tribune. Several volunteer sessions were held to begin organizing the photo print files. We are excited to explore the collection further with volunteer support.

Programming and Exhibit Planning: Continued work on programming and exhibit planning for 2025.

Internship Completion: Heather officially concluded her internship with the museum. Her contributions over the past year and a half have been invaluable, and she will be greatly missed.

Jay House:

Hosted 8 different events at the Jay House in December, including several Christmas parties, all of which received positive feedback.

In total, 48 events and tours were hosted in 2024, with an overall attendance of 583.

PPS Grant:

Met with Project for Public Spaces.

Communicated with vendors.

Roger continued work on the scope of work for the contractor portion of the project.

9. Properties

- **Carnegie Room Post-Christmas Setup:** I have started returning the Carnegie room to its usual setup after the Christmas event. Items are being stored in a more organized manner to expedite future setup processes. The goal is to save time during basic setup to allow space for adding new elements for 2025, including reassembling the mechanized skating rink.
- **Tree/Bush Stump Removal:** Plans to rent equipment for the removal of tree/bush stumps on the west side of the building are still in progress.

- **North Elevator Repair:** After a two-month delay, the repair process for the north elevator has essentially restarted. The Florida contractor previously used by our elevator service provider is no longer servicing Indiana, and a new contractor from Illinois is now being sourced. This requires additional information and has no set timeframe at this point.
- **Gentleman's Bedroom & Military Room Updates:** I moved items out of the Gentleman's Bedroom display and replaced lighting and ballasts in both the Gentleman's Bedroom and Military room in preparation for the new Motorcycle exhibit. A large-screen TV will also be mounted for the exhibit.
- **Lighting Upgrades:** Several display cases in the Museum have been updated to LED lighting to reduce UV exposure. We are also planning to install more LED lights in areas that need new lighting, to assess whether the energy savings justify the upfront costs.
- **Large Format Scanner Workroom:** Work has begun in the new Large Format Scanner workroom. The first step is installing heaters to maintain a consistent temperature, which is crucial to preserve both the building's condition and the integrity of the equipment, as low temperatures can cause plaster to crack and paint to loosen.

10. Reference (Barb Enslen)

- **Professional Development:** I attended the CSLP Summer Symposium online and earned 3 Library Education Units (LEUs).
- **Programs & Attendance:**
 - Sheri hosted our monthly book discussion group, with 11 attendees.
 - I led a monthly craft session for 10 participants from my Carey Services group, where they made Christmas ornaments to take home.
 - My regular craft session also focused on Christmas ornaments, with 8 attendees.
 - 23 library employees participated in decorating Santa hats.
 - We launched our first Fiber Arts Program, with 4 attendees.
- **Displays & Activities:**
 - We curated several themed displays: Pearl Harbor Remembrance Day, Antarctica, St. Lucia, Norman Rockwell, and a variety of Christmas displays.
 - In addition, we set up two puzzle tables and provided a selection of adult coloring sheets for patrons.

11. Technical Services (Kristen)

- **December Activity:** December was relatively slow due to a halt in ordering.
- **Weeding Project:** I initiated a weeding project in the nonfiction section, focusing on books that had never been checked out. This project will continue as time permits. Kristie has been instrumental in managing the materials placed on the withdrawal cart.

January 21, 2025

The Marion Public Library Board of Trustees met as the Board of Finance on Tuesday, January 21, at 7:15 p.m. in the Library Program Room. Present were Mrs. Pogue, Mrs. Wilk, Mr. Owen, Mr. Gilmore, Ms. Sumpter, Mrs. Nicholson, and Mrs. Mathias. Jonie Riddle, Business Manager and Jaime Pitt, Director were also in attendance.

All members of the Board were designated as members of the Board of Finance. On motion of Mr. Gilmore, seconded by Ms. Sumpter, it was unanimously approved to appoint the current officers of the MPL Board to the corresponding positions on the Board of Finance, with Mrs. Pogue serving as President and Ms. Sumpter serving as Secretary of the Board of Finance.

A Finance and Investment Policy was presented. On motion of Mr. Gilmore, seconded by Ms. Sumpter, this policy was unanimously accepted by the Board.

The meeting adjourned at 7:40 pm. The next regular board meeting will be February 18, at 5:30 pm. The next Board of Finance meeting will be January 20, 2026

M. Pogue President R. Sumpter Secretary
Mr. Gilmore Member Mr. Owen Member
Mrs. Nicholson
Mrs. Mathias