

June 19, 2012

The Marion Public Library Board of Trustees met Tuesday, June 19, 2012, at 6:00 p.m. in the Israel Conference Room. Present were Mr. Owen, Mrs. Cline, Mr. Cline, and Mrs. Enyeart. Mrs. Eckerle and Ms. Riddle were also present. Mr. Ott, Dr. Case and Mrs. Turner were absent.

Mrs. Enyeart called the meeting to order at 6:08 p.m.

On motion of Mr. Cline, seconded by Mr. Owen, the minutes of the May 15th, 2012 meeting were unanimously approved.

The Treasurer's report showed a balance of \$1,765,894.26 in all funds as of May 31st, 2012.

On motion of Mr. Cline, seconded by Mr. Owen, the Treasurer's Report and payment of the docket was unanimously authorized.

The Library received an Advance Draw on Property Tax collection on May 22nd in the amount of \$335,595.49 for the General Fund.

The meeting with the Department of Local Government Finance Budget Representative to work on the 2013 budget has been set for Tuesday, July 24th at 1:45 p.m.

Travel, meeting attendance: none to report

Annexation: No new information.

Resolutions to Establish New Subcategories in Operating Fund and to Transfer Funds between Major Categories within the Library Operating Fund: At the direction of the State Library, eBooks and online databases must no longer be taken out of Capital Outlays (Category 4); instead, a new subcategory entitled "EBook Services" needs to be created with the "Other Services and Charges" category in the Library's Operating Fund/Budget Classification Index and it should be assigned account number 3.146 and data bases will be assigned to account 3.145. This transfer is effective immediately. The Board must adopt these two resolutions by year-end. The Resolutions can be reviewed at the July meeting.

Copier: The copier located in Technical Services is failing. This particular copier is owned by the Library and does not have a maintenance contract as do the other four copiers that are leased from Van Ausdall & Farrar. The TS copier gets 90% of its use from the Children's Department. Dan Young, Van Ausdall & Farrar, is looking into possibilities for the Library. Information item – no action needed.

Resolution to Establish a Sales Tax Fund: At the recent Budget Webinar, the State Board of Accounts instructed libraries that, when meeting room fees are collected, a sales tax must be collected. In order to do this, a separate sales tax agency fund will need to be created with a resolution. The Indiana State Library drafted a sample resolution for libraries to use. On motion of Mr. Cline, seconded by Mr. Owen, the Board unanimously voted to establish a Sales Tax Fund and to keep the meeting room prices the same with the addition of the words (tax included). Ms. Riddle will separate the money into the correct funds.

Temporary Loan Repayment: A loan from the Library Improvement Reserve Fund was made in June 2011 to make the final lease rental payment. On December 22nd, an emergency resolution was declared because of insufficient money in the tax distribution for 2011. Upon consultation with Mary Jane Bartrom, auditor, and Charlie Pride from the State Board of Accounts, a resolution was written to transfer the remaining money in the lease rental fund and, because of the LIRF gift from the Building Corporation last year, the remaining money in LIRF was deemed sufficient and no further transfer needs to be made and the loan is considered settled. On motion of Mr. Cline, seconded by Mr. Owen, the Board unanimously passed this Resolution which will be made a part of these minutes.

Renewal of AdTec Agreement: The agreement with AdTec Administrative & Technical Consulting, Inc. for E-rate services will be renewed for the Funding Year 2013. The agreement cost is \$1,320 which is a \$30 increase from last year's agreement. AdTec provides E-rate services for other Indiana libraries, including Anderson Public Library, Muncie Public Library, the Indiana State Library, and the Indiana Department of Education. The E-rate process is very complex and AdTec's service is invaluable. On motion of Mr. Cline, seconded by Mr. Owen, the Board unanimously voted to renew the agreement with AdTec.

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

Audit: The Auditor from the State Board of Accounts was at the Library from June 7<sup>th</sup> through June 14<sup>th</sup>.

Materials and Services: The statistics were given on an attachment.

Staff: Eve Decker was hired for the part-time Circulation position (she is classified as a LA-1). Kathy Trout was hired for the part-time Children's Department position (she is classified as a LA-1). Natalie Hawkins, Circulation Department, is now working 30 hours a week. Cheryl Smith, Children's Department, has written a letter of resignation/retirement effective August 1st, 2012.

Property: 1) Second floor painting continues; 2) The bus shelter had a broken glass panel on June 7th. This will be replaced; 3) A leak in the irrigation system was fixed; and 4) The west side automatic door is back in working order.

Inventory: Buckland & Associates completed the update of Building, Furniture & Equipment Insurance Appraisals and a new report is on file in the Business office.

Children's/Youth Services: 1) The Summer Reading Program began June 4th and will continue until July 28th. The Completion Party is scheduled for August 11th; 2) Weekly activities are available on the large table and these count toward completing summer reading club requirements; 3) Lunch on the Lawn has started on Tuesdays at noon and will continue through July 24th. Loretta Walker and Carla Tucker have been guest readers thus far; 4) "Dream Big – Create" follows Lunch on the Lawn on Tuesdays at 1 p.m. and will also continue through July 24th; and 5) Lots of weekly programs are scheduled including a magic show, puppetry, and the Dome Theater which comes on June 16th all day!

Third grade Reading Test: Jeremy Case has suggested that we discuss possible Library efforts to assist children in passing the third grade reading test. Mrs. Eckerle is collecting information and ideas.

Circulation/Audio-Visual Services: 1) No Computer classes during June, July and August but one on one computer and ereader help continues; and 2) The Circulation Department has been extremely busy since the start of summer vacation.

Indiana History and Genealogy Services: 1) The Indiana Room offers One on One Workshops for patrons wanting to learn Ancestry Library Edition during June; and 2) The DAR continues to have a good turnout for their monthly Indiana Room visit

Museum Services: 1) 158 people visited the Museum in May; 2) Faulkner Academy brought 3<sup>rd</sup> through 6<sup>th</sup> graders for tours and talks about Lincoln during May; 3) 338 people viewed the Civil War photo exhibit in the Forrest Room; and 4) The Quilt Show will be on the second floor of the Carnegie building from July 19<sup>th</sup> through the 21<sup>st</sup>.

Reference Services/Adult Programming: 1) The Summer Reading program is going strong and several patrons have signed up; 2) Attendance at the 1<sup>st</sup> Saturday movies is down a bit. There were 17 in attendance at June's showing of *We Bought a Zoo*. The July 7th movie is *Big Miracle*; 3) The Library is now subscribing to *Morningstar*, a new online database which will replace the print edition (which is being discontinued); 4) The Barb Wilson book discussion group discussed *The Poisonwood Bible* on June 13th and will take part in Marion Reads Together in July with the reading of *Killer Angels* by Michael Shaara; 5)

The adult knitting group continues to meet during the summer with good attendance; and 6) The movie, *Ghost Breakers*, will be shown on June 30<sup>th</sup> in conjunction with the summer reading program.

Network Manager/Security: Server problems continue to be addressed and fixed.

Teen Programming: 1) Teens are registering for the *Own the Night* summer reading program; 2) The Teen Craftsters will be cooking a Civil War themed meal on June 19th; 3) The Otakus group will meet on June 15<sup>th</sup>; 4) Ross Allen from the Marion Police Department will be coming on June 21<sup>st</sup> to teach a self defense class. Adults are also welcome to attend this class; and 5) The classic Alfred Hitchcock movie, *The Birds*, will be shown to the teens on June 26th.

System Administrator: Karen Blinn is closing out the latest LSTA grant for the Indiana History and Genealogy Department. Since the implementation of the grant, computer usage, database usage, queries and Genealogy workshops have increased significantly.

Marketing: 1) Kristen Goe and Rhonda Stoffer were guests on WBAT on June 7th; 2) The Minnetrista play, *One Destiny*, was featured in the *Chronicle-Tribune* on June 8th; and 3) the Library had a column in the *LIVE* section of the C-T on June 3rd.

Let's Talk About It: Making Sense of the Civil War/Lincoln: The Constitution and the Civil War: 1) A Civil War Remembrance will be held at the Marion National Cemetery at the VA on Saturday, June 16th at 11 a.m.; 2) Ron Darrah, genealogist, presents *Your Civil War Ancestors*, on June 21st at 6 p.m.; 3) Dr. Nicole Etcheson, history professor at Ball State, will present *Choosing Sides* on June 28th at 6 p.m.; 4) The Lincoln exhibit was taken down on June 7th; 5) On July 9th, Sharon Zonker will talk about Civil War era women; and 6) More Lincoln/Civil War programming is planned through October including two traveling exhibits from the Indiana Historical Society.

Marion Community Gardens Association: Crops are planted and already producing in the Library's gardens. Neighbors are gathering in the evenings to work on their plots.

Community Involvement: 1) Mary Eckerle spoke to the NARFE (retired Federal employees) group on May 17th; 2) The Children's Department is reading weekly at the YMCA; and 3) The Children's Room of the Library was at the Juneteenth Festival on June 14th.

Appreciations: 1) Betty Reynolds, Indiana History and Genealogy received a kind thank you note from Laura Harris for assistance in researching family genealogy; 2) Thank you from Belva Pickerel for information on stamp collections; 3) Thanks so much for suggesting Clare Jozwiak as our speaker. She did a great job and everyone was very interested in the information she gave us. Many learned things about the library that they had never known. It was a very worthwhile evening." Judy Carmichael, West Marion Neighborhood Association; 4) Thank you note from Ruth Thornburg to the Indiana Room for quick, efficient service; 5) Darlene Gregoire, Coalport PA, thanked the Indiana Room for assistance; 6) Thank you note received from Renae Ronquist, YMCA, for Library's participation in Healthy Kids Day; 7) Teresa Love, Indiana Room, received a note of appreciation from Barbara Minnie; 8) Dianne Parish sent a thank you note to Teresa Love, Indiana Room, for her assistance in tracking genealogy; 9) Gary Sharp wrote Indiana Room people and called MPL "one of the best libraries in the State"; 10) Joan Piatt Lauer wrote a thank you note to Indiana History and Genealogy; 11) Thank you note from N. Jim Hayes, NARFE, to Mary Eckerle for speaking at meeting; 12) Fred Remus wrote Indiana History, "I have just discovered your genealogy database. It looks like a wonderful resource for those of us researching our ancestors in the area"; 13) Nancy Bryant, Director of Gas City-Mill Township Library wrote Paul Burritt and Joanne Hix, Thank you so much for taking the time today to meet with us about circulating laptops. The information, suggestions, and sample forms you provided were extremely helpful, and we really appreciate you sharing all of that with us; 14) Pam Hutcheson, caterer, wrote, "thank you for the opportunity to serve the library"; 15) Chuck Wellford wrote "Thanks for sending the marriage information. I have over 28000+ people in my tree. Very, very few in Indiana! I would be happy to send your organization a generic geed on a CD if it is of value. It can be freely copied if desired. The major four grandparent families are: Wellford/Welford, Brokeback, Shuffled/Shuffled and Fairless"; and 16) the Chamber of Commerce dropped off a picture from the May 10th Business After Hours as thanks for the Library partnering with them.

The meeting adjourned at 6:40 p.m. Next meeting: July 17th, 2012 at 6:00 p.m.

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

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