

March 18, 2014

The Marion Public Library Board of Trustees met Tuesday, March 18th, at 6:00 p.m. in the Israel Conference Room. Present were Mrs. Cline, Mr. Cline, Mrs. Turner, Mrs. Enyeart, Mr. Holderead and Dr. Case. Mr. Ott was absent. Mrs. Eckerle and Ms. Riddle were also present.

Mrs. Cline called the regular meeting to order at 6:00 p.m.

On motion of Mrs. Enyeart, seconded by Dr. Case, the minutes of the February 18th meeting was unanimously approved.

The Treasurer's report showed a balance of \$1,728,576.42 in all funds as of February 28th, 2014.

On motion of Mr. Cline, seconded by Mrs. Turner, the Treasurer's Report and payment of the docket were unanimously authorized.

Old Business:

New Business:

Travel, meeting attendance: On motion of Mrs. Turner, seconded by Dr. Case, attendance, travel, and related expenses were unanimously approved for the following meetings: 1) April 10th, Indiana Library Federation District 3 Conference, Huntington, Jennifer Hilgeman, Joanne Hix, Michelle Morgan, registration, mileage; and 2) April 2nd, Kids Count Workshop/Luncheon, Ivy Tech, Michelle Morgan, Mary Eckerle, Jessy Pearson, Clare Jozwiak, Sharon Vodraska, registration.

Policy Review: 1) Appearance and Attire. No changes; 2) Missing Child Policy, First draft; 3) Staff employment policies. Jonie Riddle and Mary Eckerle attended a Department of Labor workshop and returned with some items for discussion.

Appearance and Attire – No changes. Information item.

Missing Child Policy – First draft. Discussion and suggestions were given for development of this policy

Nepotism Policy: On motion of Mrs. Enyeart, seconded by Mr. Holderead, the Board unanimously made a change in the Board Bylaws policy on Nepotism and this policy will be added to the Employee handbook.

Staff Employment Policies: 1) Comp time. Marion Public Library employees may not bank comp time and must use comp time that is earned during a day within the next seven days; 2) Credit time. On motion of Mr. Cline, seconded by Mrs. Enyeart, employees can no longer earn credit time beginning the next pay period.

Grant County Historical Society Board lease: The Historical Society has leased items to the Museum since its inception at the cost of \$1 per year. Mary Eckerle has spoken with Sue Israel, current president of the GCHS, about the Museum obtaining full ownership of the items. After discussion, Mrs. Eckerle will ask the Grant County Historical Society to terminate the lease and prepare a bill of sale for \$1.00 to transfer ownership of the collection to the Marion Public Library.

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

Materials and Services: Statistics will be presented at the meeting.

Staff: 1) Robert Miller joined the staff, began work on March 4th and quit March 11th due to another employment opportunity. The Indiana Room staff position reopened; and b) A job description/timeline for the Children's Department Head position will be presented at the meeting.

Property: 1) Continuing to monitor the condition of the sidewalks after the cold weather and the water level in the basement of the Library.

Safety and Security: On March 11th, Stephen Dorsey met with department heads to discuss the sexual offender policy. He suggested that the Library formulate a Missing Child policy and this is being done. A Safety Committee has been formed with the purpose of revising the Library's Emergency Manual, safety procedures and policies, and also having drills and education for staff. A tornado drill for staff and patrons was held on March 12th.

Children's/Youth Services: 1) On March 3rd, a celebration of Dr. Seuss took place with participation and assistance from the Marion High School National Honor Society members. The students read books to the children and then helped to prepare and serve Green Eggs and Ham with toast and a delicious dessert and a green drink; 2) During Dr. Seuss week, the Children's Department staff welcomed children with wonderful displays and things to do; 3) Friday, March 7th, was the first Lego Club family night. There were over 100 people in attendance. Their creations are on display; 4) A basket class will be held on March 15th. This is a tradition in the spring and in the fall that Mrs. Jozwiak has organized through the years; 5) For Farm Month, Kris Goff from the 4-H Extension Office will give a program about farm animals and their importance on the farm; 6) The bench made from the plastic caps will be placed in the Children's courtyard; 7) Children continue to enjoy visiting with the therapy dogs each month; and 8) During Disability Awareness Month, in March, there are posters, books, bookmarks, and stickers on display to make people aware of those with special needs.

Circulation/Audio Visual/Computer Lab: 1) On March 3rd, the Computer Lab closed at 3 p.m. to allow Indiana Health Care Centers to help individuals sign up for health insurance through the Marketplace. They assisted four or five individuals in signing up. The Lab will again close on March 19th at 6 p.m. for this same group.

Museum Services: 1) 101 visitors signed the guest register in the Museum during February; 2) The AARP Tax Assistance program served 424 people in February; and 3) There will be a Baseball exhibit in the Forrest Room starting on March 17th through this June. There are photos of local teams, Little League and adult leagues. In addition, several baseball related items will be on display.

Reference Services/Adult Programming: 1) The Barb Wilson Book Discussion group met on March 12th. Members had a carry-in dinner and each person shared a favorite book with the group. The April discussion book is *The House on Mango Street*; 2) 56 people watched the Saturday movie, *Smurfs 2*, on March 1st. The Disney movie, *Frozen*, will be shown in April; 3) Practicum student Jessica Robbins and volunteer Kristie Fuller updated the "Grant County Resource Brochure". Copies are available at the Reference desk; and 4) Math tutor Louise Personette continues to volunteer on Tuesday evenings helping students with math issues. Word is getting out and she is getting customers.

Teen Programming: 1) The week of March 9th was Teen Tech Week and teens participated in a digital scavenger hunt; 2) Teen Game Night is March 26th and teens are invited to play video and board games; and 3) The OTAKUS group meets on March 21st.

Indiana Room: 1) Online payments and queries are still working well. February was slower than January; however, over 50 queries were processed; 2) The DAR continues to have good response to their monthly sessions in the Indiana Room; and 3) Mrs. Stoffer is planning some genealogy programs for this summer.

Technical Services/System Administrator: 1) The LSTA Grant application for hoopla was submitted on Friday, February 28th.

Network Manager: 1) The Library is researching wireless printing. This has been requested by patrons as wireless and other devices have become so popular and standard in daily life.

Marketing: 1) Clare Jozwiak and Amy Reel were on WBAT on February 28th to promote March events.

Friends of the Marion Public Library and Museum: Friends annual booksale is scheduled for April 11th, 12th and 13th. Annual meeting is Monday, May 12th and the guest speakers are Newell and Colleen Cerak, parents of the Taylor University student, Whitney Cerak, who was pronounced dead in the I-69 crash, but it was a case of mistaken identity.

Grants: A prospectus was submitted to Indiana Humanities for a Historic Preservation Education Grant. This grant would be for a cemetery project in partnership with SOS, the Grant County Convention & Visitors Bureau and the Estates of Serenity. The project would include three presentations about historic cemeteries and a hands-on workshop at the Estates of Serenity. Indiana Humanities will inform the Library as to whether or not the grant application can be written.

SOS: The Library and SOS sponsored a workshop on home maintenance on February 22nd. There were about 30 people in attendance. In March, members of the public and Library patrons were invited to tour the Swayzee-Love Mansion on Washington Street.

Community Involvement: 1) WFYI, Indianapolis, produced a DVD entitled, “When Every River Turned Against Us” and they used photographs from the Library’s collection. A copy of the DVD was donated to the Library; and 2) Mary Eckerle represented the Library at the Grant County Autism Fair on March 10th at IWU; and 3) Mary Eckerle read stories at Westminster Preschool on March 13th to help the children celebrate Dr. Seuss’s birthday.

Appreciations: 1) From Jen to Indiana History & Genealogy, “Thanks so much for sharing this with us – our patron was thrilled.”

The meeting adjourned at 7:20 p.m. The next meeting will be on Tuesday, April 15th at 6:00 p.m.

_____ President _____ Secretary
_____ Member _____ Member