

December 20, 2022

The Marion Public Library Board of Trustees met Tuesday, December 20, 2022, at 6 p.m. in the 2nd floor Library Program Room of the Marion Public Library. Present were Mr. Cline, Ms. Sumpter, Mrs. Nicholson, Mr. Lutton, Ms. Ketcham and Dr. Case. Mrs. Cline joined via zoom. Jonie Riddle and Mary Eckerle were also present. This meeting was zoomed with one additional viewer.

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

On motion of Mrs. Nicholson, seconded by Ms. Ketcham, the minutes of the November 15, 2022, meeting was unanimously approved with four corrections.

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

The Treasurer's report showed a balance of \$2,313,596.78 in the Library Operating Fund as of November 30, 2022.

New Business:

Budget 2022: The State Board of Accounts and the Department of Local Government Finance are recommending 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.

Personal services: 1.11 Salary of director. Transfer from 1.12 salary of assistants - \$6,020. The reason for this is that the Director's salary remains the same when the budget is prepared because it isn't assumed that this person will automatically get a raise. So, when the budget is set and then the raise is given, it doesn't reflect in that line item.

Supplies. 2.34 Other repairs & maintenance. Transfer \$1,500 from 2.41 Library supplies. There was a lot of repair work done in-house this past year.

Other services:

1. 3/52 Electricity. Transfer \$10,000 from 3.16 eBooks. Electricity costs are rising.
2. 3/53 Water. Transfer \$700 from 3.62 Equipment repairs. We have -2.98 and one more bill to come.
3. 3.61 Building repairs. Transfer \$5000 from 3.95 Other services. Reason: More in-house repairs.
4. b) 3.72 Equipment rental. Transfer \$2500 from 3.62 Equipment repairs. Roger Max rented a lot of equipment such as the cherry picker to complete lighting changes and pressure washing.

Capital outlays: 4.37 Nonprint audiovisual. Transfer \$5000 from 4.32 Periodicals. The number of periodicals has gone down. Many have gone out of business. Audiovisual purchases were up.

On motion of Mr. Cline, seconded by Ms. Ketcham, the Board unanimously approved all the above transfers in the 2022 Appropriations in order to satisfy the mandate of the State Board of Accounts.

Property tax distribution: The Fall settlement arrived on December 12. An attachment to these minutes will list Property tax and COIT distributions for ten years.

Policies:

- 1) Board Bylaws: No changes were needed. On motion of Mrs. Cline, seconded by Mrs. Nicholson, the Board Bylaws policy was unanimously readopted as written.

- 2) Collection Development Policy: this is reviewed on an annual basis. The Request for Reconsideration page was updated this past summer. In lieu of the recent webinar on handling challenges, the Policy is being reviewed again by staff and will be presented to the Board in January.
- 3) Petitions and Distribution of Literature Policy: On motion of Mr. Cline, seconded by Ms. Ketcham, this policy was unanimously passed after some changes were made to the proposed policy.
- 4) Meeting Room Policy: On motion of Ms. Ketcham, seconded by Mrs. Nicholson, this policy was unanimously passed after some changes and edits.
- 5) Patron Comment Policy: On motion of Mr. Cline, seconded by Mrs. Nicholson, this policy was unanimously passed after two changes to the proposed policy.
- 6) Library User Behavior Policy: On motion of Ms. Ketcham, seconded by Ms. Sumpter, this policy was unanimously passed with the proposed change accepted.

Board appointment and re-appointment: 1) The Marion School Board appointed Melissa Pogue as a new Library Board member. Mrs. Pogue is principal at McCulloch school; and 2) Mayor Jess Alumbaugh reappointed Ruthann Sumpter to a third term. Both appointees took the oath of office, and a copy of their appointments was sent to the Clerk of the Circuit Court.

Library Improvement Reserve Fund: There was 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 Board unanimously voted to approve the transfer of \$25,000 from the Library Operating Fund to the Library Improvement Reserve Fund. This will be noted in the minutes.

Narcan/Nalox Box proposal: There was further discussion and additional questions about putting a Nalox Box on Library property. Mrs. Eckerle presented information given by Kelley Hochstetler from Marion Health. Mr. Cline made a motion to approve the Narcan/Nalox box being put on Library property and asked for a roll call vote. The motion was seconded by Mrs. Cline. Roll call: Ms. Ketcham – yes; Mr. Lutton – no; Ms. Sumpter – no; Mr. Cline – yes; Mrs. Nicholson – yes; Dr. Case – yes; Mrs. Cline – yes. The motion carried. Mrs. Eckerle will make arrangements for the box.

Approval of Board meeting dates for 2023: A list of Board meeting dates for 2023 for Board approval. This calendar might be altered if the Department of Local Government Finance makes budget calendar changes. On motion of Ms. Sumpter, seconded by Mr. Cline, the Board unanimously approved the 2023 Meeting Calendar.

Board officers for 2023: Board members for 2023 are the following:

1. President: On motion of Mike Cline, seconded by Sue Nicholson, Jeremy Case was unanimously elected President of the Library Board for 2023.
2. Vice President: On motion of Mrs. Nicholson, seconded by Mr. Lutton, Cindy Ketcham was unanimously elected Vice President of the Library Board for 2023.
Treasurer: On motion of Ms. Sumpter, seconded by Mr. Cline, Sue Nicholson was unanimously elected Treasurer of the Library Board for 2023.
3. Secretary: On motion of Mrs. Nicholson, seconded by Mr. Cline, Ruthann Sumpter was unanimously elected Secretary of the Library Board for 2023.

Holidays 2023: Attached is a list of possible holidays for 2023. Staff voted on preferences and the majority voted to be off Presidents Day, Good Friday, and the day after Thanksgiving. Staff will plan programs on Martin Luther King, Jr. Day and on Juneteenth. On motion of Ms. Sumpter, seconded by Ms. Ketcham, the 2023 schedule of holidays was unanimously approved.

Internal Control Training Documentation: The State Board of Accounts requires that libraries keep documentation that all staff receive training in Internal Control standards. At the November Annual Report workshop, librarians were told to have a yearly board resolution attesting that all staff have received this training. This Resolution is provided for Board review and signatures. On motion of Mr. Cline, seconded by Ms. Sumpter, this Resolution was approved unanimously and will be made a part of the minutes.

Edward Jones Resolution: There will be a donation forthcoming from the Edward Jones office of Bobby Browder. The Board needs to pass a resolution so that the check can be issued. The Resolution will be at the meeting. On motion of Mr. Cline, seconded by Mrs. Nicholson, this Resolution unanimously passed.

Library In-Service: The In-Service was held December 14. Topics included the following: 1) Active Shooter training with Jared Reel, Marion Police Department; 2) Stigma presentation by Dr. Jeanette Hoeksema, Marion Health; 3) "Handling Difficult Challenges" webinar; 4) First Amendment Audits presented by Paula Newcom, Indiana State Library; 5) Review of the policy on "Missing Child in the Library – Code Adam; and 6) Presentations by Department heads of new services and updates on what each department is doing or plans to do in 2023.

Salary Resolution: Jonie Riddle and Mary Eckerle are working on the Salary Plan and Schedule for 2023 and plan to submit it to the Board at the January meeting.

Marion Design Company: Wendy Puffer thinks that MDC will not move into its new space until at least March of 2023. They will continue to pay rent for the Jay House space.

I & M Light Pole on Washington Street: Ms. Sumpter reported that she spoke to AEP about the wooden light pole that was placed on Washington Street to replace the concrete pole that fell during a storm. She wanted another concrete pole put there and did not like the wood. She was told that those poles are no longer available, and AEP is only able to purchase wood poles. There are other places in the City that have the wood poles.

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

Materials and Services: Statistics were presented at the meeting.

Staff: Kelsey Winters is the new Museum Assistant and will begin work the week of January 3.

Properties: 1) Worked with Scott's Paving for emergency parking lot repairs; 2) Repainted the parking lot and removed all the loose stone; 3) assisted with Book Sale set-up and take down; and 4) assisted staff with decorations.

Children's/Youth Services: 1) The Grab and Go project for December is a New Year's Eve Mask. 200 Grab and Go bags go out each month; 2) *Christmas at the Carnegie was a Success*. Families enjoyed the activities, hot cocoa bar, stories read by Kevin Whitmore as Andrew Carnegie, and *The Muppets Christmas Carol* movie; and 3) Battle of the Books will take place on Saturday, December 17 and has been moved to Meeting Rooms A & B at MPL.

Reference Services/Adult Programming: 1) The Indiana Legal Kiosk has been installed and is already generating interest; 2) November was challenging in that there was either low or no turnout for planned programs. Staff is reevaluating ways to get patrons involved; and 3) November displays included these topics: Space, Peanut butter, Stamps, Diabetic Eye Disease and Christmas crafts.

Indiana History and Genealogy: 1) The Virtual Genealogy Club took a break in December and will return in January; and 2) Update on the county records digitization project: work on the project is continuing with 4,539 packets completed. Indiana Room staff were able to complete 449 packets in November. They are in the 1929 time period right now. They found out that they are able to digitize through the year 1935 instead of stopping at 1930. Hopefully, they will be able to finish before Family Search arrives to start digitization.

Circulation: 1) Thanks to Joy Burritt for decorating the main floor for Christmas and Winter Season! As the weather gets colder and the daylight hours are dreary, the lights really help make the days brighter); 2) November's Garfield visitors included people from Kentucky, Oregon, Virginia, and South Carolina; and 3) As the Fall Book Sale ends, the Pop-up Book Sale will be relocated to the Connector.

Museum: 1) Collen Cramer is researching plans for future exhibits; 2) He is processing artifacts and assisting patrons in their research; 3) Hosted an SOS Luncheon in the Carnegie Room; and 4) Created a Thanksgiving display in the Connector.

Technical Services: 1) New materials are still arriving; and 2) Kristen Gioe has spent time going through budgets and getting things finalized before the new year's budget season begins.

Teen Department: 1) Madisyn Timmons decorated the Teen room and it looks festive; and 2) Kristen Gioe finished weeding the Teen Nonfiction. All of the young adult nonfiction is now located in the Teen Room.

Network Manager: 1) Added four new computers to the Teen Room; and 2) Erate bids for the wireless access points are due on December 22. No bids as yet.

Marketing: Tylanna Jones and Collen Cramer were on WBAT on December 1 promoting *Christmas in the Carnegie* and other December programs.

Friends Book Sale: The Book Sale ran through December 2. Total sales were \$1092.76. Remaining books went to Sustainable Shelves at Baker & Taylor, Little Free Library books, and Back Door Books located behind Pierce Church in Upland.

Marion Health: The Community Outreach department at Marion Health is in the process of creating a "Passport to Wellness" for 2023, where community members can work to achieve "challenges" presented in a passport format (such as "take an aquatics class from the YMCA, learn to read a food label, walk one mile on the River Walk, etc.). Matter Park offers many options for wellness, including the pickle ball court, as well as a frisbee golf course. Marion Health is donating 2 pickle ball sets and 2 frisbee golf sets to the Library for checkout to community patrons. In addition, MPL hopes to partner with other organizations in health and wellness initiatives.

United Way: Mary Eckerle met with LeeAnna Smith, the new Executive Director of United Way, and Evan Gilmore, Marketing Director for UW, to discuss future collaborations between the agency and the Library.

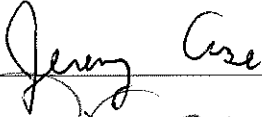
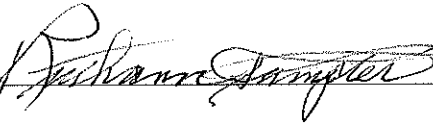
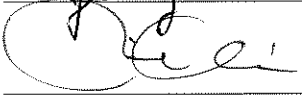
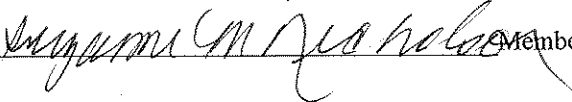
SOS: Collen Cramer is the Library liaison to SOS. He reports the following: 1) A Plato-Heritage Project luncheon was held at the Carnegie Room in the History Center in November. There were around 38 attendees who were representative of the African American community, Financial Stakeholders, Local Government, and Grant Writers from Indianapolis. The Luncheon highlighted the prior accomplishments of SOS Marion, the current structural endangerment of the First Friends Church on South Adams, and a proposal for an ambitious heritage project that would act as an economic revitalization effort; 2) SOS Marion has recently acquired the Firestone building on Washington Street across from the Marion Public Library. Environmental studies have been conducted on the site for brownfield and clean-up has already been completed on the building's inside. The realtor is currently looking at potential buyers; 3) The Quilters Hall of Fame on Washington St. has continued work on renovating the roof and building of the train depot; and 4) SOS Marion is currently in the process of drafting a planning guide for the Plato-Weaver Heritage Project.

Displays: The Library and Museum are decorated for the holidays. These displays include a display on Christmas/Holidays around the World in the Carnegie Room of the History Center, a display of Santa's in the front display case by Dan Norton, and a display of AnnaLee Dolls by Ruthann Sumpter in the Library's second floor display case and in the History Center's Crosley display case.

Community Outreach: 1) Red Cross Blood Drive is Tuesday, December 20 from 9:30 a.m. to 2 p.m. in Meeting Room B; 2) In November, Madisyn Timmons and Tylanna Jones attended Family Night at Justice Middle School There was a pirate theme, and a lot of visitors came to the MPL table; and 3) Twin City Health Care will begin Blood Pressure checks monthly at MPL in January.

Appreciations: "Hello! On behalf of the staff and board of the Indiana Bar Foundation, I want to congratulate and thank you for hosting an Indiana Legal Help Kiosk. Because of your willingness to provide this resource in your community, more Hoosiers will be able to access IndianaLegalHelp.org, a program of the Indiana Bar Foundation that connects Hoosiers to legal information and resources. At your kiosk, community members will find a listing of free legal clinics, connections to civil legal aid organizations, and court forms and guides for self-represented litigants. The Indiana Legal Help kiosks will initially focus on serving Hoosiers facing eviction or housing instability and will expand to include other legal topics later next year. We are very excited that these new platforms will help form the new infrastructure to deliver critical legal resources which we plan to enhance and expand in the future."
Charles Dunlap, CEO & President, Indiana Bar Foundation.

Adjournment/Next meeting: Tuesday, January 17, 2023. The Board of Finance will meet after the regular meeting.

	President		Secretary
	Member		Member