

October 18, 2022

The Marion Public Library Board of Trustees met Tuesday, October 18, 2022, at 6 p.m. in the 2nd floor Library Program Room of the Marion Public Library. Present were Mr. Cline, Ms. Sumpter, Mrs. Cline, Mr. Lutton, Ms. Ketcham and Dr. Case. Mrs. Nicholson was absent. Jonie Riddle and Mary Eckerle were also present. This meeting was zoomed with one viewer. Ryan Jones was present at the beginning of the meeting.

Mrs. Cline called the meeting to order at 6:05 p.m.

Ryan Jones from Edward Jones came to the meeting to update the Board on the four stocks held by Edward Jones that together make up the Webster Gift Fund. All of the stocks are holding steady at this time. Dividends are still doing well.

On motion of Mr. Cline, seconded by Mr. Lutton, the minutes of the September 20, 2022, meeting was unanimously approved with three changes.

On motion of Mr. Cline, seconded by Ms. Sumpter, 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 \$2,459.452/58 in the Library Operating Fund as of August 30, 2022.

New Business:

Budget 2023 adoption: The 2023 budget will be reviewed and adopted for sending to the Department of Local Government Finance through the Gateway online portal. There was no objection to the published 2023 budget at the public hearing, and a motion is needed to adopt the budget resolution at \$2298,500 for the Library Operating Fund, \$1,900,334 amount to be raised, tax rate of 0.2668; \$125,000 for the Library Improvement Reserve Fund, and \$50,000 for the Rainy-Day Fund. As recommended by the Department of Local Government Finance, there will be a resolution to be signed confirming the published tax rates for 2023 (these will not be the actual tax rates because assessed valuation figures have not yet been finalized). There will also be a resolution to reduce the Library Improvement Reserve Fund by \$20,000. On motion of Ms. Sumpter, seconded by Mr. Cline, the Board unanimously adopted the 2023 budget and accepted the Resolution to reduce the Library Improvement Reserve Fund and the Resolution adopting the tax rates. The LIRF Resolution is submitted on Gateway. Since Form 4 of the Budget has the tax rates, the Resolution on tax rates will go into the Board minutes.

Policies: Additional policies for review: 1) Library User Behavior Policy; 2) Report of a Missing Child Policy; 3) Safe Child Policy; and 4) Sex Offender Policy & Procedure. On motion of Ms. Ketcham, seconded by Mr. Cline, all four policies were re-adopted. It should be noted that the following was added to the Library User Behavior Policy: "Guns and other weapons are not allowed on library property."

Copiers: The Library has had a five-year contract with Van Ausdall & Farrar for five copiers throughout the two buildings. Jonie Riddle and Mary Eckerle met with a representative of the company in September. With COVID, use of the copiers has been down for a few years and the copiers are still in good shape. A Re-Lease is proposed on the current equipment for 24 months. Currently, MPL pays \$804.93 per month for the five machines. With the Re-Lease, the cost for the five copiers per month would be \$495. At the end of the two

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years, there would be a buy-out. The machines all are working well with the exception of the copier in the Indiana Room. Van Ausdall continues to monitor that machine to find a solution to a paper problem. On motion of Mr. Lutton, seconded by Mr. Cline, the Board unanimously voted in favor of the re-lease copier contract with Van Ausdall for 24 months.

Properties: Roger Marx submitted information on three projects for review and approval.

Building projects:

1. **Parking lot repair:** Due to the extensive repairs which are going to be required prior to having the parking lot resurfaced, and given the current weather conditions, it is best to wait until next year to proceed with repairs and repaving. This will probably be June and July for the most favorable weather conditions – hot days have a positive effect on how the fresh asphalt goes down and how long it lasts. That being said, there are several “sunken” areas which need to be levelled so that they do not hold water/ice, making them slip and trip hazards.

Mr. Marx recently met with Bragg Excavating and Scott’s Gr. Co. Asphalt to discuss this situation. Scott’s gave Mr. Marx a cost estimate of \$1500 for them to do minimal prep to the sunken areas and then to hot-patch them to get the parking area thru winter. In the spring, we will need to bid out the more extensive repair work and the repaving. If the Board declares the temporary repairs as an Emergency, we could have Scott’s do the work ASAP. By consensus, the Board approved this measure.

Cell phone request: Phone call from Michael Everling, Allied Solutions requesting that they distribute free phones on library grounds. Mrs. Eckerle will reach out to other libraries about policies for this type of request.

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

Materials and Services: Statistics were presented at the meeting.

Staff: Jen Meyer, Museum Assistant, has turned in her resignation. The museum assistant position is posted.

Travel & Meeting: Paul Burritt will attend the NICCL meeting at the Eckhart Public Library in Auburn on Wednesday, October 19. Mileage.

Properties: 1) Mr. Marx completed pressure washing of the lower levels of the Library and Carnegie Buildings. The next step will be to rent a lift and pressure wash the upper level of both buildings. While the lift is onsite, he will replace the parking lot lights with brighter LED lights. This is scheduled for October 24; 2) The new elevator phones are installed and are fully functional. Next, Mr. Marx will install equipment which will replace the “landlines” for the elevator phones; and 3) The parking lot project is stalled but Mr. Marx has been checking to see how late in the year the immediate repair (with asphalt) can be accomplished.

Children’s/Youth Services: 1) The Grab and Go project for October is a Tissue Paper hedgehog; 2) Another storytime will be added beginning in November. It will be on Tuesdays at 1 p.m. for ages 3 to 6; and 3) Fall is a busy time for outreach. Children’s staff went to Allen in September. During October, they will go to events at Riverview, the YMCA (Early Headstart’s Healthy Families Day), and Kendall School.

Reference Services/Adult Programming: 1) September started off with the Library participating in the Taste of Marion event at IWU. This is a yearly event that allows the Library to connect with local college students and others to let them know about the services and programs that are provided. This is also an opportunity for students to sign up for library cards; 2) Barbara Dixon submitted a grant asking for 2000 pairs of glasses to use during the upcoming 2024 eclipse which should be visible from our part of Indiana; 3) Displays this past month included Banned Books, Rice and Rice cookbooks, The Titanic, Chickens,

Mushrooms, Mental Health Awareness, Food preservation, Dragons, a puzzle table, and a table with fall coloring pages for adults. When word of Queen Elizabeth's failing health and subsequent death made the news, staff added a display of books on Her Majesty and Prince (now King) Charles; and 4) More programs are planned for October and beyond including some author talks/book signings and craft programs with Barbara Dixon.

Indiana History and Genealogy: 1) On Thursday, October 13, Janis Thornton, author of *The 1965 Palm Sunday Tornadoes in Indiana* presented a program on her book and the tornadoes; 2) The Virtual Genealogy Club will meet on November 10th with a Sharing/Question time. The Club will meet on the 2nd Thursday of each month with Question/Sharing. Special programs will be presented quarterly; and 3) Update on the county records digitization project: work on the project is continuing with 3,277 packets completed. September was a big month with 474 packets completed. The IH staff is currently in the 1923 time period.

Circulation: 1) September was National Library Card Sign-up Month. The community responded to this call and Circulation staff signed up 149 new resident library card holders and 10 new non-residents cards; and b) Sean Harnett is now maintaining the digital employment sign.

Museum: 1) The Board approved the Mission, Values, Vision Statement as well as a logo for the History Center; 2) Continued work on the Strategic Plan for the museum; 3) Completed the Montford Marines Display; and 4) organized the Carnegie Lecture series for the remainder of the year.

Technical Services: 1) Kristen Gioe has ramped up ordering as the end of the year nears. Because Baker & Taylor (vendor) was down due to hacking, Library orders during much of September were on hold; and 2) Mrs. Gioe took an online refresher which helped her cataloging skills.

Teen Department: The teen programs are showing an increase in attendance. There were two Teen Takeovers in September with 5 in attendance. The Anime Club had 7 attendees. Madisyn Timmons will assist in planning and implanting teen activities.

Network Manager: 1) The server migration from DC01 server to the new server is scheduled for the weekend of October 14. A staff member from EdgeIT will complete the installation with Mr. Burritt; 2) Mr. Burritt organized two fire drills on October 12 and he is updating the Safety manuals; and 3) Mr. Burritt and Mary Eckerle are working on E-Rate needs for 2023-2024.

Marketing: 1) Barbara Dixon and Mary Eckerle were guests on WBAT on October 6. October events were discussed; and 2) The *Chronicle-Tribune* featured the Story Walk at the Salamonie Reservoir. Marion Public Library is partnering with other libraries in presenting the Story Walk.

Marion High School Tech Students: These students have begun their assistance and will be at the Library on Wednesdays, and Fridays from 9 a.m. to 11 a.m. and at the Senior Center on Thursday mornings. Sheri Sharlow is publicizing the program on social media, and it is hoped that this will generate more visitors seeking help with computers and devices.

Manufacturing Day: This is now scheduled for Friday, November 4 but very few manufacturers have responded to the invitation to display. Because of the low response, Mary Eckerle told the Board that this event might be postponed to the new year.

AARP Grant: Rhonda Stoffer completed and submitted the final reports for the ARPA grant in September. She received an email stating that everything was accepted, and all of the requirements were met. Below is a thank you note:

"I just finished reviewing your ARPA final reports and can confirm that you've officially concluded all of ISL's required ARPA reporting. Thanks, too, for including the great photos; I report back to IMLS on our sub-grants, and I know they additional materials like this. (Besides, it really helps to get across just how effective those display screens are! The one above the job board was especially effective at drawing one's eyes.)"

I'm happy to see that not only did you manage to get your hands on the various equipment needed, but that you've already put them to use. It's wonderful to see how you've reached out to the community to let them know about this new technology, and the partnership that's developed with WorkOne is simply fantastic.

Congratulations on a successful project!" From Angela Fox, Public Library Services and LSTA Consultant Indiana State Library

IWU student partnerships: There are three new opportunities this semester with IWU:

Tylanna Jones and Mary Eckerle with the Zoe Yoguelet, an English major. Ms. Yoguelet interned at MPL this past spring. Her senior paper is about how public libraries are assisting in the literacy challenge that the schools are facing. Governor Holcomb recently announced that the state of Indiana and the Lilly Foundation are partnering to invest millions toward improving early literacy rates in Indiana. It is alarming to see a nearly 10% decrease in the number of third graders who have met reading benchmarks over the past ten years. Funds are being directed toward teacher training and the creation of a Department of Education (DOE) Literacy Center. Librarians were Not mentioned as part of this project. Each school district should have a certified school librarian. Public libraries offer several programs that help develop literacy from an early age. Tylanna Jones listed programs at MPL:

- Partnerships with the school librarians
- Variety of materials
- Storytimes
- 1000 books before kindergarten
- Summer reading programs
- Read & Play kits
- Story Walk at the Salamonie
- Little Free Libraries in the neighborhoods
- Supervised visits

It was agreed that more can be done to assist in the literacy challenge and staff will be looking for new ideas.

Mary Eckerle met with Mattea Fry who is a design student of Wendy Puffer. Ms. Fry is going to be studying illustration in children's book for design detail and she will see how design and illustration can relate to difficult topics – especially those that children will deal with in middle grades and high school.

Mary Eckerle met with Henrik Soderstrom who is a design professor. His class is interested in coming up with some landscape designs for the entrance of the library facing the parking lot.

Friends: The Friends Book Sale is scheduled for Friday, November 11 and Saturday, November 12. It will be in the Library Connector.

Community Outreach: 1) Collen Cramer, Mary Eckerle and Michelle Morgan were at Family Service Society's Mental Health day at Matter Park on September 21. Tylanna Jones created a mental health booklist for the event and staff were available to read stories to children; 2) Michelle Morgan, Recca Black, Barbara Dixon, Jen Meyer, and Mary Eckerle represented the Library at the October 7 Stand Down for Veterans at the YMCA.

Appreciations: 1) "Very Nice. I really love the Children's section. Always have. I used to sit often at Story Time." Laura Ann Weaver: 2) "Dear Friends, Thank you for hosting a reading activity at mental Health Matters. We are so grateful for community partners like you who help to end the stigma on mental health and

help our youth develop healthy mental wellness habits. Sincerely, Jeanelle Artherhults and the whole Mental Health Matters Committee.”

Adjournment/Next meeting: Tuesday, November 15, 2022.

<u>Jeanelle Artherhults</u>	President	Richard Sawyer	Secretary
_____	Member	Richard Sawyer	Member
 Cynthia Ketzler			
Joseph L. Sullivan			

Warrant Claim

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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18544	768	Overdrive	OPERATING	Ebook Services	\$136.29	11/15/2022	
					Total this claim		
18545	769	Libdata	OPERATING	Other Professional Service	\$800.00	11/15/2022	
					Total this claim		

Total Amount of Claims \$150,172.71

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, November 14, 2022




Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this _____ day of _____, 20_____.

 Sarah A. Sutton
 James O'Brien
 Stephen M. McMillan

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Marion Public Library on 11/11/1998.