

December 21, 2021

The Marion Public Library Board of Trustees met Tuesday, December 21, 2021, at 6 p.m. in the 2<sup>nd</sup> floor Library Program Room of the Marion Public Library. Present were, Ms. Sumpter, Mrs. Cline, Mr. Breen, Mrs. Nicholson, Mr. Cline and Dr. Case. Mr. Lutton was absent. Also present were Jonie Riddle and Mary Eckerle. Collen Cramer was present during most of the meeting. This meeting was zoomed without any viewers.

Ms. Sumpter called the meeting to order at 6 p.m.

Ed Breen is leaving the Board at the end of 2021. He briefly spoke about his Board experience and complimented the Library and staff especially for their work of the past few years. He also is very excited about the future of the museum and hopes to remain a part of it.

On motion of Mr. Breen, seconded by Mr. Cline, the minutes of the November 16, 2021, meeting was unanimously approved with one correction.

On motion of Mr. Breen, seconded by Mrs. Cline, 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 \$1,855,835.85 in the Library Operating Fund as of November 30, 2021.

**New Business:**

**Budget 2022:** The 2022 Budget was approved by the Department of Local Government Finance. It is now hoped that there will be sufficient revenue to fund the budget.

**Budget 2021:** 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. On motion of Mrs. Cline, seconded by Mr. Breen, the Board unanimously voted to make transfers from the following accounts to the following line items so that the year-end balances in these lines would not be in the negative.

**Personal services:** Salary of director. Transfer from security staff - \$2,000. 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:** Office supplies. Transfer \$1,000 from Other services. Reason: COVID supplies added to this line item being drained.

**Other services:** a) Telephone. Transfer \$500 from Other services. Reason: We had to pay more for Internet this year. Erate fund didn't reimburse enough: b) Building repairs and maintenance. Transfer \$1000 from Other Services. This line item pays Havel Brothers (chiller and furnace) and Sonitrol (security system). Sonitrol had an upgrade this past year: and c) Dues: Transfer \$1000 from Other Services. Some dues (such as ALA membership) were paid early last year and late this year.

**Policies:** 1) Sick Bank policy – no changes necessary; 2) Board Bylaws – two changes. On motion of Mr. Cline, seconded by Mr. Breen, the Board Bylaws was changed with editing of Article 1, Section 2 and deleting the location of the monthly meeting other than stating MPL and approved unanimously by the Board. The Sick Bank policy stands as written by consensus of the Board.

**Library Improvement Reserve Fund:** The transfer of funds from the Library Operating Fund to the Library Improvement Reserve Fund was discussed. On motion of Mr. Cline, seconded by Mr. Breen, the amount of \$25,000 will be transferred from the Library Operating Fund to the Library Improvement Reserve Fund contingent on December Property Tax draw. It is necessary to keep a healthy balance in the Library Operating Fund to last until the June draw. Ms. Riddle and Mrs. Eckerle will keep in contact with the Board regarding the Draw.

**Approval of Board meeting dates for 2022:** On motion of Mrs. Cline, seconded by Mr. Cline, the Board meeting dates for 2022 were unanimously approved. The Board will meet on the third Tuesday of each month at 6:00 p.m. This calendar might be altered if the Department of Local Government Finance makes budget calendar changes.

**Board officers for 2022:** Board officers usually have two-year terms and move up the ladder, but this year is different since Ed Breen would have been president. The following officers were elected: 1. There was a motion by Mrs. Nicholson and seconded by Mr. Breen to nominate Jane Cline as Board President. Motion carried. On motion of Mrs. Nicholson, seconded by Mr. Breen, the Board voted to close nominations for President. On motion of Mrs. Nicholson, seconded by Mr. Breen, the Board unanimously elected Jane Cline as President for one year. 2. There was a motion by Mr. Cline, seconded by Mrs. Nicholson to nominate Jeremy Case as Vice President of the Board. On motion of Mr. Cline, seconded by Mrs. Nicholson, the Board voted to close nominations for Vice President. On motion of Mr. Cline, seconded by Mrs. Nicholson, the Board unanimously elected Jeremy Case as Vice President for one year. 3) There was a motion by Mr. Cline, seconded by Mrs. Nicholson to nominate Ruthann Sumpster as Secretary of the Board. On motion of Mr. Cline, seconded by Mrs. Nicholson, the Board voted to close nominations for Secretary. On motion of Mr. Cline, seconded by Mrs. Nicholson, the Board unanimously elected Ruthann Sumpster as Secretary for one year. 4) There was a motion by Mrs. Cline, seconded by Mr. Breen to nominate Mrs. Nicholson as Treasurer of the Board. On motion of Mrs. Cline, seconded by Mr. Breen, the Board voted to close nominations for Secretary. On motion of Mrs. Cline, seconded by Mr. Breen, the Board unanimously elected Sue Nicholson as Treasurer for one year.

**Board Reappointments:** Sue Nicholson was reappointed by the Marion Community School Board on Tuesday, December 14. Ed Breen was not reappointed by the Grant County Council on December 15. Cindy Ketcham was appointed by the County Council and will begin her term in January 2022.

**Holidays 2022:** On motion of Dr. Case, seconded by Mrs. Cline, the Board unanimously adopted the Holiday schedule for 2022. The Holiday schedule remains the same as 2021 except an additional holiday, the day after Thanksgiving, was added to the schedule. The staff is encouraged to have planned activities on Dr. Martin Luther King's birthday and on Juneteenth.

**American Rescue Plan:** 1) Resolution to Establish an American Rescue Plan Act (ARP) Grant Fund. It has been mandated by the State Board of Accounts and the Indiana State Library that each library must have a separate fund in place to accept ARP grants or monies. Jonie Riddle established a separate fund when MPL received CARES act grants earlier this year. The Board must pass a Resolution to add an ARP fund. This was on the November meeting agenda but was not officially passed. On motion of Dr. Case, seconded by Mr. Breen, the Board unanimously passed the Resolution to establish an American Rescue Plan Act Grant Fund; and 2) MPL received notification and signatures from the Indiana State Library that the ARP grant is ready to go into effect. Ordering of materials will begin in the new year.

**COVID:** Covid procedures still in effect as the library staff continues to do everything, they can do to keep departments staffed and the buildings open.

**PLAC cards:** The Indiana Library and Historical Board voted unanimously on Dec. 3 to keep the cost of the **Public Library Access Card at \$65 effective Jan. 1, 2022.** The PLAC program allows library patrons to purchase a card which permits them to borrow materials directly from any public library in Indiana. Any individual who holds a valid Indiana public library card may obtain a PLAC card. The cost of the card is \$65, and each card is valid for 12 months after being issued.

**Jay House:** Wendy Puffer from the Marion Design Company requested that the Company extend their lease until at least the end of March. This happened between board meetings. A consensus of the board agreed. Mrs. Eckerle contacted Michael Hotz, attorney, and he stated that the lease did not need to be changed for this.

**Museum updates:** Collen Cramer reviewed the recent activity in the museum: 1) Mission Statement – Some Board members proposed mission statements. After researching mission statements and speaking with Tamara Hemmerlein from the Indiana Historical Society, Mr. Cramer shared that mission statements from historical museums must address action, outcome, and value. After discussion, on a motion from Mr. Breen, seconded by Mrs. Cline, the Board unanimously adopted the following mission statement: “The History Center at the Marion Public Library connects the public with Grant County’s history through collecting, interpreting, and preserving its objects, writing, oral history, art, and music to help inform the present. The museum engages with the public through programs, exhibitions, and research based on its remarkable collections.” 2. It is now time to assemble a Strategic Planning committee. Ed Breen and Jeremy Case agreed to be on the committee. Board members are to suggest names of community people to Mr. Cramer as soon as possible. 3. The museum will be open by appointment beginning in January 2022. Tours will be marketed to specific groups and will be limited in number. 4. A part-time position of a museum assistant will be advertised in January.

**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) Emma Reel resigned as Page in the Children’s Department. Rachel Garner was hired as the new Page and will begin in January; 2) MPL is advertising for a System Administrator/Head of Technical Services position; and 3) A new position has been created in the museum. It is a 20-hour position for a museum assistant. The Board was supportive of this position. It will be advertised in January.

**Travel, meeting attendance:** Many meetings are now virtual again. The only travel was Collen Cramer visiting the Carnegie Museum in Crawfordsville.

**Properties:** 1) Mr. Marx continues to make pallets for the museum basement. These pallets will keep furniture and other museum items off of the floor. Plus, it will be easier to find items if they are visible and not buried under other items. The Habitat house in the courtyard is almost all disassembled; and 2) During the past month, Mr. Marx repaired numerous items in the buildings and assisted various department with maintenance mishaps.

**Children’s/Youth Services:** 1) The Friday morning live storytime continues to be popular; 2) The Early Literacy computers have been moved to a new table and get a lot of use; and 3) Battle of the Books will be virtual again this year. It will take place in the Spring of 2022.

**Reference Services/Adult Programming:** 1) The tax forms have been ordered for 2022; 2) The Cicut program continues to be popular; 3) Reference staff continue to serve people who use the computers, the meeting rooms, and those who need reference help; and 4) The Reference/Adult Services area has had displays on Hoosier aviators, yoga. Domestic Violence Awareness, WWII on the Homefront, and historic Marion photographs.

**Indiana History & Genealogy:** 1) The Virtual Genealogy Club meets on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month. The next meeting will be January 13; 2) Update on the country records digitization project: Staff is continuing to work in the records room. As of the end of October, staff has completed 560 estates in 35 boxes. Two volunteers continue to work with Indiana Room Staff. They continue to find many interesting bits of local history. One interesting item found was an original certificate from the Boulder Gold and Silver Mining Company of Logansport, Indiana; 3) Emily Morris was given two old family photographs that were rescued from a pawn shop where they were destined for the trash can. Information on the back identified the Reep family from Paxton, IL. Using that information, Ancestry Library Edition,

FindAGrave.com and Facebook, staff was able to find Melissa Reep, a great-great granddaughter of David & Nancy (Kincaid) Reep. Melissa passed the information to her uncle, John Reep, the oldest living member of the Reep family. On Monday, the photographs were mailed to John Reep in Loda, Illinois; and 4) The Indiana Room received a check from Edward Jones for \$5,000 on December 17. This is from the Philip Maggart estate.

**Museum:** 1) Collen Cramer continues to work on the mission statement and logo for the museum/History Center; 2) Mr. Cramer is researching and preparing for a new exhibit; and 3) Mr. Cramer visited the Crawfordsville Museum for research purposes.

**Head of Technical Services/System Administrator:** a) Kristie Fuller and Olena Wash have been keeping Technical Services going – they are ordering, cataloging, and dispersing books.

**Network Manager:** 1) Mr. Burritt is replacing the paging software – the part for it has finally arrived; and 2) The Library’s current Spring hotspots are no longer compatible with the T-Mobile network. Mr. Burritt has been in contact with Sprint which has now merged with T-Mobile. The plan is to stay with T-Mobile. T-Mobile will supply 12 new hotspots at no cost to the Library. The monthly fees, beginning in January, will be \$29.40 per hotspot.

**Kiosk:** In February 2021, the City of Marion and Carey Services received the Community Connections for People with Disabilities Grant Program in the amount of \$2,000 for the purpose of increasing technology access and decreasing social isolation for people with disabilities within the City of Marion. After a year of hard work and collaboration with many community partners, the four projects that have emerged from this Grant Program are finally ready to launch. Kiosks will be hosted in the following locations: 1) Bridges to Health; 2) Marion Housing Authority; 3) Grant County Rescue Mission; 4) Marion Public Library; 5) Grant Blackford Mental Health; 6) YMCA; 7) College Wesleyan Church; 8) City of Marion Bus Terminal; 9) Carey Services. The Library’s Kiosk is located by the display case in the Connector.

**Marketing:** Tylanna Jones and Mary Eckerle were on WBAT on December 3. They previewed new books for the holidays.

**Friends:** The Friends Book Sale made about \$1000 before it was taken down on December 17. The plan is to have a Spring Book sale in 2022.

**Grant County Literacy Council:** The Grant County Literacy Council presented the Library with a check for \$8,938. The Literacy Council has now dissolved.

**Community Outreach:** 1) Staff and Friends and Ruthann (Board/Friends) volunteered at the Walkway of Lights on November 21; and 2) The December 16 Blood Drive had 11 successful donations.

**Appreciations:** From the Reep family: 1) “Enclosed please find a donation for your library. I really appreciate your efforts to mail the photographs to me. My grandfather was Charlie in the picture, and he lived to be 89 and passed away in 1977. John Reep”; and 2) “Thank you so much for tracking me down. I sent these to my Uncle, John Reep, he said he's going to contact you. My dad has passed, so my uncle is the oldest Reep in our family. He said the little boy in the photo would be his grandpa, my great grandpa. Very awesome to see. Thank you again so much, Melissa Reep”.

**Adjournment/Next meeting:** Tuesday, January 18, at 6 p.m. The Board of Finance will convene immediately after the regular meeting adjourns.

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

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