

## **November 18, 2025**

The Marion Public Library Board of Trustees met Tuesday, November 18, 2025, at 5:30 p.m. on the second floor in the Israel Conference Room of the Marion Public Library. Present were Mrs. Pogue, Mrs. Wilk, Ms. Sumpter, Mrs. Mathias (via Zoom), and Mrs. Nicholson. Jonie Riddle, Business Manager and Jaime Pitt, Director were also in attendance.

Library Board President Melissa Pogue called the meeting to order at 5:30 p.m.

The minutes from the October 28, 2025, meeting was approved following a motion by Mrs. Wilk, seconded by Ms. Sumpter. The motion passed unanimously.

On the motion of Ms. Sumpter, seconded by Mrs. Nicholson, the Treasurer's report and payment of the docket were unanimously accepted and payment authorized. The register of claims is made as a part of these minutes.

The Treasurer's report showed a balance of \$3,719,307.75 in the Library Operating Fund as of October 31, 2025.

### **Business:**

**Finances:** Director Jaime Pitt presented a request to transfer funds between several budget categories. The board approved the transfers for vision/dental, supplies, utilities, and insurance. The motion was made by Mrs. Nicholson, seconded by Ms. Sumpter, and passed unanimously.

**Circulation Policy Update:** Director Jaime Pitt presented recommended updates to the library's circulation policy. The policy was last approved in January 2024. Updates include adding Read and Play Kits, Gen Kits, and Yodo Kids and cards to the Children's Department circulation. The policy now also clarifies that hotspots are not renewable, and that DVDs have a 14-day checkout period.

Board members discussed the current \$1 library card replacement fee and expressed concern that it was too low to cover costs. The board recommended increasing the fee to \$5.

A motion to approve the updated circulation policy, including the revised replacement fee, was made by Mrs. Wilk, and seconded by Ms. Sumpter. The motion carried unanimously.

**Benefits (Medical & Dental):** Director Jaime Pitt presented renewal options from Anthem, noting current coverage costs about \$16,000 per month for nine employees. The \$1,000 deductible plan would increase costs to \$18,300 per month, while the \$1,500 and \$2,000 deductible plans would save approximately \$2,400 and \$4,000 annually, respectively. Although other vendors were considered, Anthem's 9.27% increase was significantly lower than PHP and UnitedHealthcare's 25–27% increases. The board agreed the \$1,000 deductible plan was the best fit for the budget.

A motion to approve renewal of health at the \$1,000 deductible and dental insurance was made by Mrs. Nicholson and seconded by Mrs. Wilk. The motion passed unanimously.

**Board Member Reappointments:** Director Jaime Pitt reported that the school board will move forward with its appointment of Sue Nicholson at the next meeting. Mrs. Pitt reviewed the oath requirement, noting that new appointees must have their oath notarized within 10 days of appointment. She also informed the board that the County Council is opening Meagan's position for public applications, and they will select their appointee in December.

Appointees must complete the oath process to become official board members.

**Carnegie Building:** Director Jaime Pitt provided an update on the Carnegie Building renovation. She noted the 75-page architectural report outlining recommended repairs and shared that the immediate next steps include completing gutter and masonry work using remaining ARPA funds. The Carnegie Building Committee continues to meet monthly to address smaller-scale projects.

Board members asked about possible grants to support the building's long-term needs, and Director Pitt confirmed that grant opportunities are being actively pursued.

The board agreed to move forward with the plan to seal the building and prevent water intrusion while continuing to seek grant funding for larger renovation projects.

## **I. Director's Report**

- 1. Materials and Services:** Monthly Statistics will be presented at the meeting.
- 2. Staff:** No Changes.
- 3. Conferences/Travel** – Kristen, Michelle, and Joanne attended the ILF Conference in Indianapolis.
- 4. Community Engagement:** MPL Happenings in the Chronicle Tribune; YMCA Fall Health & Safety Festival; Thriving Grant County Event.
- 5. Grants:** Jaime applied for the Indiana Author Speaker Program. We will also be pursuing the Dollar General Literacy Grant for Summer Reading.
- 6. Children's/Youth (Tylanna)**

### **At the Library:**

The grab and go craft for October was a *Flying Bat*.

### **Programs:**

During the month of October, we offered 30 programs and served over 963 patrons. We partnered with Wonderspace and set-up the Big Blue Blocks in the activity room.

We had a great turnout for Monster Mash. Families could make playdough monsters, make a monster bookmark, make a monster snack, play monster BINGO, dance, take a photo with monster props and color monster pictures. We had 209 patrons for this event, and we plan on doing it again next year on the Friday before Halloween.

**Outreach:**

We attended an outreach event at Thriving Grant County.

## 7. **Circulation (Michelle)**

- Garfield Visitors – New York, Connecticut, Illinois, Ohio, and Florida
- Chair Yoga continues to have 20 to 25 attending each week.

**Care Kits - 49**

**New Library Cards:**

**Adults: 91**

**Children: 8**

## Recca Liaison Report for October 2025

**October** – In the month of October, I attended the YMCA Fall Health and Safety Festival for newborn – 3 years old, Head Start 3 years to 5 years old, and pregnant women on October 1st. There were various medical, dental, parent information given. Approximately 50 people visited the library table.

## 8. **Indiana History (Rhonda)**

- The Social Media Committee remains very active on both Facebook and Instagram. Please reach out to any committee member if you have events or information you would like promoted.
- Special thanks to Renee and Krystal for designing and setting up the October Family History display in the connector display case.
- **Chronicle-Tribune Photo Collection:** Volunteer Ed Delery has completed indexing the final box of photo prints, which included all loose photos not originally stored in envelopes. The final totals are 4,043 envelopes and 10,943 print photos. Volunteer Linda Sewell is currently indexing the old Chronicle-Tribune negatives and has completed 342 envelopes containing 993 negatives from the first box.
- Krystal has scanned 3,300 images from the Chronicle-Tribune photo collection. I have finished naming two boxes of prints and begun work on the third. Next

steps include determining appropriate digital storage solutions and developing a plan for public access and use of the digitized images.

## 9. Museum & Special Projects (Kelsey)

### Museum Report

#### Major Projects & Updates:

- Kelsey attended the *Preserving Historic Places* conference in Fort Wayne.
- The NAACP hosted the *Unmasked* exhibit in the Carnegie Room, with a total of 146 visitors, including attendees from the October 10 opening reception.
- The Collections Committee met to review recent object donations.
- Torri continued research on photo prints in the *Chronicle-Tribune* photo collection, while Gabe and Jonie ordered new storage materials.

#### Programming & Outreach:

- The Indiana Motorcycle Preservation Society (IMPS) hosted a *Motorcycle Mechanics Chat & Family Activity* with 14 participants.
- Kelsey and Gabe presented to the Advance Club, highlighting current museum projects, and showcasing selected artifacts.

#### Collections Management:

- **Donations Received:** 6, including local photographs, a 1922 payroll book, and 1985 Marion High School basketball memorabilia.
- **Items Marked for Deaccession:** 227, primarily food-related items.
- **Acquisitions Approved for Accession:** 11, including 1938 Boy Scout Troop records, WWII-era photographs, and a ca. 1930 photograph of the Grant County High Schools Band.
- **Storage & Organization:** Began reorganizing shelving in Basement West Storage to improve access and accommodate new accessions.
- **Volunteer Hours:** 21, including work on an overarching collection criteria assessment for both objects and photographs.

#### Special Projects – Jay House:

In October, the Jay House hosted four external meetings/events and one library program, with a total attendance of 30.

## 10. Networking (Paul)

### Technology Report

- The past few weeks have been extremely busy due to several cybersecurity concerns.
- A new state-provided firewall, **CrowdStrike**, has been successfully installed to enhance network protection.
- One staff email account experienced a hack, which was quickly addressed.
- A virus attempt—originating from an email with no attachment—was successfully blocked by **ESET**.

- In addition to managing these issues, routine computer maintenance and support have continued.
- Tylanna's office has been fully set up with a docking station and new laptop configuration.

It has been a fast-paced and challenging period in the network world across the Library and Museum. Staff are encouraged to stay alert and practice caution with all emails and online activity—**cyber safety first!**

## **11. Properties (Roger) Maintenance Report**

1. Replaced numerous lights on the 2nd floor of the library, with a few remaining areas to complete. Once finished, I will begin replacing ballasts as needed.
2. Several lights were also replaced in the Fiction stacks.
3. We are evaluating replacement light fixtures for the clerestory area. The goal is to install fixtures that shine downward—or both upward and downward—to improve lighting at floor level, as the current fixtures only provide upward illumination.
4. The fire sprinkler in Study Room 3 began leaking. Replacement parts have been received, and repairs will be completed soon so the room can reopen for use.
5. The SynLawn installation around the electrical transformer has been completed.
6. Over the next few weeks, efforts will focus on preparing for **Christmas at the Carnegie**.

## **12. Reference (Barb Enslen)**

### **Program and Activities Report**

The sewing program continues to be highly popular. The Quilter's Hall of Fame generously purchased two additional sewing machines, bringing our total to eight. They also provided two wool ironing mats, an additional iron, and various other supplies. In addition, they plan to fund the purchase of a design wall, which Roger has agreed to install. Joanne will pause classes during December and January but will offer a patchwork Christmas stocking class in November.

We are now offering our regular craft classes along with two additional sessions specifically designed for adults with special needs. All classes continue to be well-received.

The Cancer Prevention Bingo event, hosted in partnership with Marion Health, had 17 participants and was very successful. Marion Health expressed interest in partnering again for future events. The Sunflower Workshop attracted nine

participants, all of whom completed and took home their projects. Additional crafting workshops are planned for 2026, with the next session scheduled for February.

### 13. Teens (Katie)

**Number of Programs:** 13

**Total Attendance:** 123

The quarterly Teen Painting Class with Tashema was well received. Attendance for the Pizza and Movie event was lower than expected, but teens using the dedicated teen space were invited to enjoy the pizza. Overall, teen use of the space has been high this month.

The change to holding the Teen Art Group on Mondays appears to have increased participation. Teens have also responded positively to Bayley's wrapped book selections.

**Proud Moment:** The teen space continues to be actively and enthusiastically used.

**Book Displays:** *Manga: Tales Ghostly and Ghoulish*, *Trick or Treat*, and *Freaky Fiction*.

**Adjournment/Next meeting:** Motion to adjourn the meeting until Tuesday, December 16, 2025, was made by Mrs. Wilk and seconded by Mrs. Mathias. Motion passed unanimously.

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

Nicole Michael Member Karen Wilk Member

Carrie R. D. M. Mathias