

January 19, 2021

The Marion Public Library Board of Trustees met Tuesday, January 19, 2021, at 6 p.m. in the Children's Department of the Marion Public Library. Present were Mrs. Nicholson, Mr. Breen, Mr. Lutton and Dr. Case. Mrs. Cline and Mr. Cline joined via Zoom. Also present were Jonie Riddle and Mary Eckerle. Ms. Sumpter was absent.

Mr. Breen called the meeting to order at 6 p.m.

On motion of Mrs. Nicholson, seconded by Mr. Lutton, the minutes of the December 20, 2020 meeting was unanimously approved with one correction.

On motion of Mr. Lutton, seconded by Dr. Case, 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 \$1,820,580.90 in the Library Operating Fund as of December 31, 2020.

New Business:

Travel, meeting attendance: None to report

Financial information:

1. **Monthly LOIT (formerly COIT).** In 2020, it was \$43,598.37 per month. In 2021, it will be 45,555.83 per month. This is an increase of \$1957.46.
2. **Edward Jones** – Ryan Jones' office:

Here is the breakdown of the dividends as of January 15, 2021:

<i>Mondelez International</i>	<i>2,694.20</i>
<i>Altria Group</i>	<i>10,629.60</i>
<i>Philip Morris</i>	<i>14,832.00</i>
<i>Kraft Heinz</i>	<i>1,140.40</i>

3. **Edward Jones-** Luke Mitchell's office: Norm Smith bequest: On December 23, 2020, MPL received a check from Edward Jones to complete the bequest from Norm Smith. The check was in the amount of \$93,880.83. This check was deposited into the Gift Fund account at Horizon Bank.
4. **Treasurer's Bond:** A Treasurer's Bond was notarized and filed with the County Recorder for Library Board Treasurer Sue Nicholson. The amount of the Bond is \$30,000. On motion of Mr. Lutton, seconded by Dr. Case, the Board unanimously accepted the Treasurer's Bond for 2021.

Policy Review: The Internal Controls Policy was reviewed with some minor changes. On motion of Mrs. Nicholson, seconded by Dr. Case, the revised Internal Control policy was adopted.

COVID discussion:

1) The Indiana Library Federation asked if libraries throughout the State can help register people for the vaccines. Some people do not have access to the internet, and some are having trouble getting through when calling 211. Some staff viewed a webinar on the registration process. There is a designated laptop at the front desk for registration and patron computer have the registration icon on the desktop. One in Seven Hoosiers do not have computer access. The Library is also disseminating information on the vaccine with frequently asked questions.

1) Board discussion on the following:

- **Safely opening meeting rooms.** It was decided not to open downstairs meeting rooms while Grant County is still in the red.
- **AARP Tax preparation.** The AARP is using drop off by appointments this year so it will be allowed if it is done safely.
- **Grant County Art Association's Spring Art Show** – No Spring Art Show – too risky with COVID numbers still so high.
- **Families First Coronavirus Response Act.** This Act expired at the end of 2020. The Board will discuss continuation of this in some form in 2021. On motion of Mrs. Cline, seconded by Mrs. Nicholson, the Marion Public Library COVID-19 Employee Relief Plan was unanimously adopted.

Salary Plan/Salary Schedule: A Salary Plan and Salary Schedule for 2021 were presented. On motion on Mr. Cline, seconded by Mr. Lutton, the Board unanimously passed both the Plan and the Schedule giving all employees, including the Director, a 2% salary increase.

E-rate: With the Board's approval, MPL will once again get approval for Category 2 erate relief for maintenance service on our network. The Library still works with AdTec to bring down monthly fees for service. This is after the fact because the information was due January 12, but this continues to be a benefit for the Library. On motion of Mr. Lutton, seconded by Mrs. Nicholson, the Board unanimously voted to support the erate proposal for Category 2 funding facilitated by AdTec.

Indiana Legislative Session: The Indiana Library Federation will continue to keep libraries abreast of developments at the State House. The two main responsibilities for the legislators during this session is to pass the budget and redistrict. In addition, the ILF is watching to make sure that libraries have services such as INSPIRE funded.

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

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

Staff: No staff changes to report

Properties: Roger Marx worked on snow removal, winterizing the Carnegie Building, working on the fire sprinkler drain and flow tests, and overseeing the Sonitrol Security systems upgrades.

Children's/Youth Services: 1) During the month of December, there was one online STEAM challenge with a Silent Jingle Bell kit to pick-up; 2) In December, there were 38 curbside orders, 31 Book Bundles were checked out, and 400 grab and go crafts; 3) The Family, Food, & Fun activity for December was a Cookie Making Kit. Each kit included a sugar cookie mix, icing, cookie cutters, *Ruth Graves Wakefield One Smart Cookie* book, cookie coloring sheets, and a cookie word search. 80 patrons participated; 4) The Virtual STEAM Festival will be on Saturdays, January 23 & 30. It will be a Facebook event. This year's theme is *Science All Around Us*. There will be 50 kits with all supplies needed for two activities that can be picked up each Saturday. Video links and other resources will be on the FB event page on the 23rd and 30th; 5) The Children's staff is preparing resource and reading lists for the website. They are starting with a list of 100 picture books to read before kindergarten; 6) Children's staff is also developing storytime-to-go kits. They will create activities that will pair with a Tumble Book; and 7) the Battle of the Books will be virtual this year. It will involve the 4th and 5th grades are local elementary schools. Children's staff is creating Battle Boxes which will be ready for pick up at the library starting March 8th. Schools can hold a battle with their teams at any time. Schools will report their team scores in March through the end of the school year. This will be a different battle this year but, hopefully, the students will enjoy it.

Indiana History & Genealogy: 1) The Virtual Genealogy Club is still meeting on the 2nd and 4th Thursdays of the month. There were 10 attendees at the last meeting with Jamie Dunn from the Indiana State Library Genealogy Division. On January 14th, the Indiana History & Genealogy Department partnered with the Grant County Historical Society for a program with Dr. James Madison about his new book *The Ku Klux Klan in the Heartland*. 31 people participated in the zoom program. January 28th's program will be a sharing and question time; 2) Three members of the Indiana Room staff completed the series of 12 classes for genealogy librarians; 3) More obituaries are being added to the Library database. There will be close to 950,000 obituaries after the uploads; and 4) The microfilm upgrade was installed in December.

Reference Services/Adult Programming: 1) The Knitting group is on hiatus during the month of January or until lower COVID numbers in the County; 2) This department featured book displays on holiday crafts, holiday cooking, and gluten/allergy free cooking. Display cases featured snowmen, women's suffrage, Christmas and other seasonal holidays and Delta lanterns; and c) Christina Rowland conducted an online Trivia contest and wants to continue this monthly. She also posted two online tutorials, one on how to browse the new books shelf, and an art tutorial on how to make snowflakes from paper towel tubes. She also posted a video tour of the Library during holiday time.

Teen Programming: Kristen Gioe has been ordering new books for the Teen section and is anxiously awaiting better days when she can program with teens and have more of them visit the Library.

Circulation: 1) Curbside service remains steady with 30 pickups scheduled in December; and 2) In December, patrons downloaded 1685 titles using Overdrive and 871 titles using Hoopla.

Head of Technical Services/System Administrator: 1) Joe Fox was interviewed by the new Gas City Library Director for a class she is taking; 2) Joe Fox, Angie Wright, Mary Eckerle and Jonie Riddle are exploring serials vendors for the best prices; 3) Joe Fox and Mary Eckerle are exploring copy cataloging vendors for the best prices; d) The Acquisitions team met with Joe Fox to establish budget spending for 2021; and e) Joe Fox has been involved in moving out books for the Pop-up Booksale. In addition, Kristie Fuller is assisting on getting boxes of books ready for Baker & Taylor's Sustainable Shelves program.

Network Manager: a) Staff members have been using the new laptops for various purposes such as scanning barcodes, zooming, special projects, and being able to work while quarantining.

Indiana History & Genealogy: 1) The Virtual Genealogy Club is meeting on the 2nd and 4th Thursdays of the month. There were ten attendees at the last meeting with Jeannie Regan-Dinius from the Indiana DNR. Her topic was Cemetery Symbols. The program on December 9th was with Jamie Dunn from the Genealogy Division of the Indiana State Library. She presented on the topic of "Exploring Genealogy at the Indiana State Library". On January 14th, the Indiana Room and Library will partner with the Grant County Historical Society for a program with Dr. James Madison about his new book *The Ku Klux Klan in the Heartland*; and 2) One of the long serving printers in the Indiana Room has retired after 15 years of service. New hardware will be installed in the older machines that will allow them to act as scanner to scan the film images to a computer. The users can then print to a network printer, save to a flash, or email the image to themselves.

Reference Services/Adult Programming: 1) The Knitting/Crochet group will move to the Library's Conference Room after Sue's retirement. They will meet again when it is safe to do so; 2) Computer use for November was down somewhat from the previous months; 3) There were three programs: The Book Discussion group had 5 people on Zoom and 6 in person; Mandala painting tutorial which was paired with an adult take and make craft kit had 34 views; and the Pumpkin tutorial had 11 views; and 4) The Cricut machine and other materials arrived as part of the LSTA grant. Staff will train on how to use them and, hopefully, programs can be presented to the public when COVID abates.

Teen Programming: A "take and make" for teens will go out on December 16th.

Circulation: 1) November stats include 33 Curbside pickups; 963 titles downloaded from Hoopla and 1724 titles downloaded from Overdrive; and 2) a pop-up booksale has been set up in the area across from Circulation. This isn't very big, due to COVID, but gives patrons a chance to buy some books during the holidays. Children's books and cookbooks are particularly popular.

Museum Services: Historic photos from November's Foto Fridays included mayors of Marion and photos relating to Marion as Christmas City, USA.

Bringing the Museum to the Library: A display of Christmas past in Marion is in on the second floor of the Library; and a display of Delta lanterns is in the large display case on the second floor.

Head of Technical Services/System Administrator: 1) Inactive catalog records have been purged to clean up the database; 2) Joe Fox assisted at the Indiana Library Federation's virtual conference by doing tech support in the Zoom rooms; and 3) Joe Fox, as a member of ILF's Professional Development Committee, will assist in planning future Library conferences.

Marketing: 1) Tylanna Jones and Mary Eckerle visited with Tim George on January 7th; and 2) Sheri Sharlow is creating a style guide for the Library's online presence. She continues to create signage for Library events and needs.

Indiana Humanities: 2021 is the year that staff must execute the grants that were originally planned for 2020. Work has begun on that. Brandon Houser is researching grant possibilities for the Library.

Customer Service month: During January, staff members are emphasizing customer service. Sheri Sharlow is making signs with quick reminders. Staff will be viewing a Customer service webinar. A staff committee is working on standards of service to present to the Board.

Friends of the Marion Public Library and Museum: The Pop-up Booksale did well during the holidays and will remain open until the spring booksale happens (hopefully).

Community Outreach: Mary Eckerle continues to participate in the local COVID-19 calls sponsored by the Grant County Chamber of Commerce. The Library was also featured in the Chamber's "Mask-up Campaign".

Appreciations: Mary Eckerle joined the Chamber's Governmental Affairs meeting in December. At that meeting, State Representative Ann Vermilion said that she was thankful that the Library's wireless extended into the parking lot. She said that her kids and their friends used the wireless for school papers and finals.

Adjournment/Next meeting: Tuesday, February 16, 2021 at 6 p.m.

_____ President _____ Secretary
_____ Member _____ Member