

February 20, 2024

The Marion Public Library Board of Trustees met Tuesday, February 20, at 6 p.m. in the second floor Library Program Room of the Marion Public Library. Present were Dr. Case, Mr. Gilmore, Mrs. Pogue, Mrs. Nicholson, Ms. Sumpter and Mr. Cline. Jonie Riddle and Mary Eckerle were also present. Ms. Ketcham joined the meeting via zoom. There were no other viewers on zoom.

Library Board Vice-President Melissa Pogue called the meeting to order at 6:00 p.m.

On motion of Mr. Cline, seconded by Mrs. Nicholson, the minutes of the January 16 Board meeting and the January 16 Board of Finance meeting were unanimously approved.

On motion of Mr. Cline, 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 \$3,325,689.366 in the Library Operating Fund as of January 31, 2024

Business:

Finances: The 2024 Budget is now in effect. Jonie Riddle and Mary Eckerle are completing the Library Annual Report to the State Board of Accounts and also the Annual Report to the Indiana State Library.

Policies: 1) Internal Control policy. This policy was updated with a few changes. On motion of Mrs. Nicholson, seconded by Mr. Gilmore, the policy was unanimously approved. 2) Disaster Recovery Plan – IT. This is a new plan and has been reviewed by Mr. Burritt, Mr. Marx, Mrs. Gioe, Ms. Riddle and Mrs. Eckerle. On motion of Mrs. Nicholson, seconded by Ms. Sumpter, the plan was unanimously approved.

Director Search: On motion of Ms. Ketcham, seconded by Mr. Gilmore, the Board unanimously approved the job offer to Jaime Pitt for library director. She will be compensated \$68,500 annually. She will begin work on April 15, 2024.

Library attorney: Michael Hotz has presented an "Agreement for Legal Services" for 2024. The Board may choose to retain his services again this year. His rate continues to be \$1700 for 20 hours of work. On motion of Mrs. Nicholson, seconded by Mr. Cline, the Board unanimously approved Michael Hotz as the Board attorney at the \$1700 rate for 20 hours of work.

Non-resident fee: IC 36-12-2-25 © Except as provided in subsections (d) and (e); a library board must set and charge a fee for a local library card issued under subsection (b) (2). The minimum fee that the board may set under this subsection is the greater of the following: 1) The library district's operating fund expenditure per capita in the most recent year for which that information is available in the Indiana State Library's annual "Statistics of Indiana Libraries". 2) Twenty-five dollars (\$25). Marion Public Library's Operating Fund Expenditures per capita was \$58.72, according to the 2023 Annual Report. The current non-resident fee is \$60. The Library Board can keep the fee as is or lower it. The non-resident fee was not raised or lowered last year. New figures reflect the latest census information. On motion of Ms. Sumpter, seconded by Mr. Cline, the Board unanimously approved keeping the non-resident fee at \$60 per year.

Webster Gift Fund: For the past few years, the use of the Webster Gift Fund has helped ease the burden of the Library's Operating Fund. There was discussion on the continued use of the WGF. A Resolution Authorizing the Use of the Webster Gift Fund in Budget year 2024 was presented for Board consideration and signatures. On motion of Ms. Sumpter, seconded by Mrs. Nicholson, the Board unanimously approved use of the Webster Gift Fund but we reevaluate this in 2025. The signed resolution is made a part of these minutes.

Salary Plan and Resolution: A Salary Plan and Resolution for 2024 was presented to the Board. Usually, this is done in February when the new budget takes effect and Office staff review the numbers for this year to determine what is feasible. On motion of Dr. Case, seconded by Ms. Sumpter, a Plan was presented that gives a 3% raise to all staff with the exception of those who have been employed by the Library for under 90 days. This Plan will be a part of the Board minutes.

Strategic Plan: The MPL Strategic Plan was continued last year and, after discussion with Board President Cindy Ketcham, will extend through 2024 or until a new plan is executed. Mary Eckerle plans to update the current plan in the next month and discuss with the new director the process going forward. Mrs. Eckerle is currently working with another library director to use a different rubric for a new plan. On motion of Mr. Gilmore, seconded by Ms. Sumpter, the 2024 plan update was unanimously approved and Mrs. Eckerle will collaborate with the new director about implementing a new plan.

Eclipse: Our library is gathering community groups together to find out who is doing what for the total solar Eclipse on Monday, April 8. This will help the City of Marion; the Convention & Visitors Bureau and Emergency Management know what is going on so there can be better preparations. There is also a staff Eclipse committee, and these people are working on programming and social media and events for the day of the Eclipse.

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

Materials and Services: Statistics were presented at the meeting.

Staff: 1) Krystal Gosnell is the new hire for the Indiana Room; and 2) At this time, there are no job openings here at the Library.

Travel and Meetings: Rhonda Stoffer and Renee Bissell- Cole will attend the Indiana Genealogical Society Conference on April 19 and 20 in Fort Wayne. This is free.

Properties: 1) Roger Marx is still staining the Jay House woodwork (it looks great); and 2) He is working on a project for the Eclipse.

Circulation: a) Sixty-eight new library cards were issued in January. In addition, many cards were updated; b) Garfield Trail visitors came from Kentucky and Italy in January; and c) Joanne Hix and Kristen Gioe are refreshing the DVD series collection. They are repackaging and labeling many of the series titles.

Reference Services/Adult Programming: 1) In January, Aurora Hyde joined the Reference staff. She is a long-time library patron who loves books and reading; 2) There were three programs in January – the monthly book discussion, craft time, and a class on Decluttering presented by Purdue Extension; and 3) January displays included dragons, snow babies, snowmen, popcorn, the Challenger disaster, Martin Luther King, Jr. Day, and books on Israel and Palestine.

Indiana History and Genealogy: 1) Update on the county records digitization project: Currently, 3,731 record books and probate files have been uploaded to FamilySearch.org; and 2) Indiana History and Technical Services are continuing their project to standardize call numbers.

Technical Services: 1) Kristen Gioe is working with Rhonda Stoffer to relabel the genealogy collection; 2) She is also relabeling the DVD series so that they are more consistent; and c) She is also cleaning up the electronic resource records.

Children's/Youth Services: 1) The Grab and Go craft for January was a snowman snow globe craft; 2) The Children's Department offered 16 programs during the month of January; 3) The Justice Life Skills class visited, and stories were shared as well as a craft; d) Each month, there is a scavenger hunt. The

theme in January was penguins. Children searched throughout the Children's department for the eight hidden images. They were given a clipboard and could mark each time they found an image. When this was completed, they could choose a small prize from the prize bucket. The children look forward to this;

4) Book Clubs resumed in February. The book for 3rd to 5th graders is *Pax* by Sara Pennypacker and for 6th to 8th grade, the book is *The School for Whatnots* by Margaret Paterson Haddix; 5) Adrian Hale attended the Mock Caldecott workshop in Wells County on January 19. The winner of this year's Caldecott medal is *Big* by Vashti Harrison; 6) Margaret Peterson Haddix will be at MPL on Monday, March 18, 2024, at 5:30 pm. books will be available for purchase and signing.

Museum: 1) Collen Cramer and an intern developed a Painting Exhibit which is now in the museum; 2) He began the process for Native American Artifacts repatriation; and 3) Has made progress on the partnership with Minnetrista, the Quilters Hall of Fame Anniversary Exhibit, and the Twentieth Century Black History Exhibit.

Teen Department: 1) There was not a lot of interest for the art workshop, but Madisyn Timmons might try something like this again; She likes the idea of providing a variety of programs; and 2) D & D will meet every first and third of the month unless there is a reason to cancel. There are a few dedicated students who enjoy coming. Ms. Timmons has a connection at Marion High School, and she is collaborating with Diana Gardner, the librarian.

Network Manager: The Firewall is up and running. A firewall is either a hardware device or a software application that helps protect the network from attackers. The firewall shields the network by acting as a 24/7 filter, scanning the data that attempts to enter the network and it prevents anything that looks suspicious from getting through. Both hardware and software are used.

Marketing: 1) Kelsey Winters and Tylanna Jones were guests on WBAT on February 1st; and 2) Kelsey Winters and Mary Eckerle are scheduled to be on WBAT on Tuesday, February 20 to discuss the General Motors grant. The *Chronicle-Tribune* and the *News Herald* had front page articles on the General Motors grant.

AARP help tax: Tax time is here, and the AARP volunteers have been besieged by people needing tax help. Tax help is by appointment only.

Here is a list of upcoming programs:

- a. **Mayor Morrell** will be our guest at storytime this coming Wednesday, February 21 at 4 pm. He wants to do this monthly here at our Library. We are so pleased that he is making reading and literacy a top priority in our city.
- b. **Barbara Dixon** is presenting an adult craft on Wednesday, Feb. 21 at 4 pm. This is free and open to the public – they will be making heart magnets.
- c. **Clutter Free: Paper.** Kailey Dockerty from Grant County Extension continues her series on Uncluttering. This will be Thursday, February 22 from 5:30 to 6:30 pm. Her first Decluttering program was very good and well attended.
- d. **Samuel Plato: Preserving a Legacy.** This Documentary Screening and Panel will take place on Friday, February 23 @ 5 pm in B.
- e. **Margaret Peterson Haddix Author Visit.** Monday, March 18 @ 5:30 pm in B.
- f. **Candidate Forum.** Thursday, April 2 in B.

Homeless: Linda Wilk asked that MPL participate in the 2024 Homeless point in time count on January 24. At that time, staff could assist in counting homeless individuals who come into the library. The

definition to be counted is that the person slept in a place not suitable for living such as an abandoned building, under a bridge, etc. MPL did not have homeless to report on January 24.

Candidate Forum: The Forum is set for Thursday, April 4 and will include the Superior 2 Judge race, the County Commissioner race (two seats are up) and the County Council race in which six people are vying for three seats.

Spring Book Sale: The Friends Book Sale is scheduled to begin Friday, April 12 and Saturday, April 13.

Community Outreach: 1) Marion Public Library participated in the Chocolate Walk that was held the weekend of February 9 and 10th. Cookies were baked by Friends, staff, and a board member Melissa Pogue. There were eighty-six participants; and 2) The Greater Grant County Chamber Ambassadors met at the Jay House on February 14. Kelsey Winters and Mary Eckerle gave the program which included information on the history of the Jay House and its restoration, information on renting the House, and a rundown of all the upcoming events at the Library and History Center. It is hoped that the ambassadors can spread the word for future rentals of the House.

Appreciations: From Grant County Court Services wrote: “Thank you for helping us make this training a success for us. We appreciate you.” and “Mr. I.T. Thank you for all of your help this week in making this training a success! Thank you for all of your patience when teaching us how to work the volume on the remote.” Brooklyn @ Grant County Court Services.

Adjournment/Next meeting: Tuesday, March 19, 2024.

_____ President _____ Secretary

_____ Member _____ Member