

June 16, 2020

The Marion Public Library Board of Trustees met Tuesday, June 16, 2020, at 6:00 p.m. in Meeting Room A the Marion Public Library. Present were Ms. Sumpter, Mr. Cline, Dr. Case, Mrs. Cline, Mrs. Nicholson, Mr. Lutton and Mr. Breen. Also present were Jonie Riddle and Mary Eckerle. Ms. Sumpter called the meeting to order at 6:00 p.m.

On motion of Mr. Breen, seconded by Dr. Case, the minutes of the May 19th meeting was unanimously approved.

On motion of Mr. Breen, seconded by Mr. 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 \$993,170.93 in the Library Operating Fund as of May 31, 2020.

New Business:

Travel, meeting attendance: None to report

Property Tax draw: The Library received the Spring Settlement on June 10 in the amount of \$736,831.75. This came much earlier than expected. Attached is a sheet comparing this year's 6-month revenue with past years.

Budget Preparation: The Budget 2021 season has begun. Jonie Riddle and Mary Eckerle attended an Indiana State Library workshop on June 3rd with presentations from the Department of Local Government Finance and the State Board of Accounts. For the past few years, the Library has hosted DLGF Budget meetings with all the Grant County government entities. All meetings this summer will be virtual. There are some changes in the budget process where face to face meetings would be better – but that won't happen.

Re-opening discussion: The Library reopened on June 1st. Despite the worries, the number of visitors has been low. Many of our patrons are still reticent about coming and still prefer the curbside service. Computers are open by appointment. During the past two weeks, we have had greeters at a table in the entrance asking people health questions, offering masks, and welcoming them back. During Stage 4 of the Governor's plan which starts June 12th, the masks will still be offered from the Circulation desk. Quarantine procedures are still in effect as well as social distancing and a request for no loitering. After discussion, by consensus, the Board decided that the Library would keep the hours of 9 a.m. to 6 p.m. Monday through Friday but will add Curbside, on a trial basis, during the weekdays from 6 p.m. to 7 p.m. If it is too slow during that hour, Mrs. Eckerle can remove it. On Saturdays, the Library will open from 11 a.m. to 4 p.m. The Indiana Room will be open weekdays by appointment but will not be open on Saturdays – this will be reevaluated mid-July. The museum will remain closed. These hours take effect on July 6<sup>th</sup>. Meetings from outside groups will begin in July. Social distancing and masks will be required. Mrs. Eckerle is checking with attorney Michael Hotz about whether the Library can require or request masks to be worn by patrons.

Stage 5 of "Back on Track": Stage 5 of the Governor's plan begins July 6<sup>th</sup>. After discussion, by consensus, the Board decided that the Library would keep the hours of 9 a.m. to 6 p.m. Monday through Friday but will add Curbside, on a trial basis, during the weekdays from 6 p.m. to 7 p.m. If it is too slow during that hour, Mrs. Eckerle can remove it. On Saturdays, the Library will open from 11 a.m. to 4 p.m. The Indiana Room will be open weekdays by appointment but will not be open on Saturdays – this will be reevaluated mid-July. The museum will remain closed. These hours take effect on July 6<sup>th</sup>. Meetings from outside groups will begin in July. Social distancing and masks will be required. Mrs. Eckerle is checking with attorney Michael Hotz about whether the Library can require or request masks to be worn by patrons.

Holidays – July 4: On motion of Mr. Lutton, seconded by Mr. Breen, the Board unanimously voted to make July 3<sup>rd</sup> a staff holiday in observance of Independence Day which is Saturday, July 4<sup>th</sup> – a day that the Library is already closed.

Havel Brothers: Havel has been our heating and cooling provider for 30 years. They submitted a contract effective July 1, 2020 through June 30, 2023. Cost is \$17,640 a year which comes to \$1,470 per month. On motion of Mr. Breen, seconded by Mr. Cline, the Board unanimously voted to extend the contract with Havel Brothers.

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 changes currently. Interviews for Karen Hiemstra's replacement will be held the week of June 15<sup>th</sup>.

Properties: 1) Roger Marx replaced a rooftop condenser fan and the primary cooling systems are now working; 2) An air leak developed in the Forrest room cooling system due to a degraded airline. This has been repaired; 3) The backflow prevention valve on the lawn irrigation system has failed and is in the process of being replaced. This will need a brief interruption in the water service but will not impact patrons or staff; and 4) The Oracle elevator contract takes effect on July 1<sup>st</sup>.

Children's/Youth Services: 1) Virtual programming on Facebook includes the following – Mondays – Preschool Tales with Mrs. Tylanna, Tuesdays – PJ Tales with Mrs. Jami, Wednesdays – Virtual STEAM Challenge with Mrs. Christina, Thursdays – Book Looks with Mrs. Ami, Fridays – Wee Tales with Mrs. Kristen; 2) Patrons are excited about the Book Bundles and Grab and Go crafts. The Children's Department is offering 20 book bundles and 50 Grab and Go crafts each week; 3) Curbside orders are going well! The Children's staff love pulling books for patrons; and 4) Summer Reading begins on Monday, June 15<sup>th</sup> and will continue through July 18<sup>th</sup>. Patrons can track their reading through the Reader Zone App or by paper. The theme is *Imagine Your Story*. The program is for Birth – Pre-K, K-6<sup>th</sup>, Teen 7<sup>th</sup>-12<sup>th</sup>, and Adult. Reading must be completed by July 18<sup>th</sup> to be eligible for prizes. Magician Daniel Lusk will present a virtual magic show on June 30<sup>th</sup> @ 12 p.m. The video will be available on the Library's Facebook page for 5 days. There is an *Imagine Your Story* display case filled with items from fairy tales, folk tales, and other fantasy stories.

Indiana History & Genealogy: 1) The Social Media committee continues to be very active. In addition to promoting virtual programs, the group is also sharing lots of resources for families and fun items like trivia; 2) Indiana History & Genealogy department has had four virtual Genealogy Club meetings, with the last topic *Using Facebook for Genealogy Research*. Meetings in June are on June 11<sup>th</sup> and June 25<sup>th</sup>; and 3) The Indiana Room will open by appointment only on June 15<sup>th</sup>. The museum will remain closed at this time.

Reference Services/Adult Programming: 1) Sheri Sharlow has continued to keep the website and FB page updated with Library happenings as well as the latest information on COVID-19, providing links that patrons may follow if they wish; 2) Sheri Sharlow and Rhonda Stoffer are both currently working with vCita, a software vendor to incorporate forms and booking software into the Library's website. This will allow patrons to book meeting rooms, study rooms, computer times, set up a time for curbside pickup, and a myriad of other applications; 3) Reference staff is finalizing plans for the Summer Reading Program which will be mostly virtual this year; 4) Colleen Coble, Rachael Phillips, and Jim Watkins have all agreed to do book signings and/or participate in the author roundtable that will be a part of the Indiana Humanities grant programs. No dates have been set yet due to the Covid-19 virus, but Barbara Dixon is keeping in touch with the authors so that dates can be made when safe to do so; The computer lab is now upstairs and fully functional; and Interlibrary loan services have restarted although many libraries are still not open.

Circulation: 1) Circulation staff are happy to be back at work; 2) Books and audio-visual materials are now being heat treated and quarantined for at least 72 hours upon return. After this, materials are wiped down and then checked in. Fines are still being excused; b) Curbside pickup went very well when the Library was closed. Curbside will continue to be offered to patrons; 3) All public computers have been moved upstairs to the Adult Services area; 4) 17 new patrons signed up to use Hoopla in May and 1730 titles were downloaded; and 5) 1938 titles were downloaded using the Overdrive app and 12 new patrons took advantage of this service.

Teen Programming: 1) Summer reading is almost ready – the new app is going to be nice for this summer's program; 2) Kristen Gioe is planning a few make it take it projects for the summer; and 3) The teen collection has been weeded in anticipation of moving downstairs sometime this summer.

Museum Services' Historic Photo Collection: a) Since the museum is closed, there were no visitors; and b) June Felton is continuing to photograph artifacts and is adding the photographs to the Past Perfect program; c) Historic photos are posted every Friday. The topics in May included gas wells, the York Inn, Marion architects and their buildings, the Indy 500, and Garthwaite Park.

System Administrator: 1) The latest Horizon release was upgraded smoothly on June 10th; and 2) Karen Hiemstra's last day in Tuesday, June 30th. There will be cake and punch for her at the Library from 1 p.m. to 3 p.m. if any board members wish to stop by.

Network Manager: The computer lab has moved to the Reference area. There are 15 public computers and one ADA computer; and Paul Burritt has been using the Windows 10 Quick Assist to remote in on staff computers as needed. Staff "one on one" assistance is not possible due to social distancing.

Marketing: 1) Tim George at WBAT has graciously allowed the Library staff to call in three times this past month to discuss reopening, Karen Hiemstra's retirement, and the summer reading programs; and 2) The *Chronicle-Tribune* featured the Library's curbside service program.

SOS: 1) Jill Downs from Fort Wayne ARCH completed the application for the National Register of Historic Places for 917 S. Adams Street. It was submitted in mid-April. SOS received confirmation from Indiana DHPA (Historic Preservation & Archeology) that the application passed the technical review. The remainder of the process is expected to take 18 months; and 2) Rich Hagy and the local AARP tax preparers were told by the national AARP that tax preparation would not be allowed to resume in June due to the COVID-19 virus.

Community Outreach: 1) The AARP Tax Service will resume on Monday, June 15th by appointment only; 2) The American Red Cross had Blood Drive at the Library on Tuesday, June 16th from 12 noon to 5:30 p.m.; 3) The Marion Philharmonic Orchestra has requested use of the Carnegie Room again on Friday, September 11th for a small ensemble concert. The previous concert was quite successful; and 4) The Boots Street Community Garden is open for people wishing to have plots. Kayla Johnson is managing the Garden this summer.

Appreciations: 1) To Rhonda Stoffer: "Thank you for your help in our Crosley Research. Your customer service is unmatched! Your results were beyond expectation! Please accept my token of thanks for the Indiana Room." Ruth Barnett (enclosed was a check for \$40); 2) "I am so happy about the curbside - I have utilized this benefit twice already! I love it and appreciate the service! I've done more reading than in many of the past years!" from Tracy Curfman; and 3) "Rhonda. Thanks, I'll check them out. The Sanborn maps are so good, I'll follow up with the link. It is amazing to see the campus was built up so well that many years prior to ww2. I can see how Marion won the contest for the Crosley site bid. I live only a few miles from one of the losing bidders, Kingmills, OH. I'm forwarding this work, with my comments, to my friend who actually is the webpage author. (I am his editor and cubreporter.)<https://www.usautoindustryworldwartwo.com/&ved=2ahUKewipzpGJoubpAhWBW80KHccAKcQFjADegQIARAB&usq=AOvYaw2haaGve3Ov7CniHk3fGN4U>

He lives in Anderson, and has already been to your library once before the COVID lockdown. I'm sure he's going to want to drive up at some point, now that he knows exactly where the plant grounds were. Once he digests all this knowledge, he or I may be coming to the library. Your help has been invaluable to our work. Thanks so MUCH!! Ruth."

Adjournment/Next meeting: Tuesday, July 21, 2020 at 6 p.m.

<del>Ruthanne [unclear]</del>	President	Jane [unclear]	Secretary
<del>Raymond [unclear]</del>	Member		Member

Jerry [unclear]