

October 20, 2020

The Marion Public Library Board of Trustees met Tuesday, October 20, 2020, at 6:00 p.m. in the Children's Department of the Marion Public Library. Present were Ms. Sumpter, Mr. Cline, Mrs. Nicholson, and Mrs. Cline. Dr. Case joined via Zoom. Mr. Lutton and Mr. Breen were absent. Also present were Jonie Riddle and Mary Eckerle.

Ms. Sumpter called the meeting to order at 6:00 p.m.

On motion of Mrs. Nicholson, seconded by Mr. Breen, the minutes of the September 15th meeting was unanimously approved with two corrections.

On motion of Mr. Cline, seconded by Mrs. Nicholson, 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 \$1,483,131.38 in the Library Operating Fund as of September 30, 2020.

New Business:

Travel, meeting attendance: No meetings to report

Budget 2021 adoption: There being no objection to the published 2021 budget at the public hearing, on motion of Mrs. Cline, seconded by Mr. Cline, the budget resolution of \$2,111,500 for the Library Operating Fund, amount to be raised \$1,735,227; tax rate of 0.2622; \$100,000 for the Library Improvement Reserve Fund, and \$50,000 for the Rainy Day Fund, was unanimously adopted and will be sent to the Department of Local Government Finance. In addition, with a motion by Mr. Cline, seconded by Mrs. Nicholson, the Board unanimously approved the published tax rate for 2020. And, on motion by Mr. Breen, seconded by Mrs. Nicholson, the Board unanimously approved reducing the Library Improvement Reserve Fund by \$38,645. This resolution is made a part of these minutes.

Declaration of Fiscal Body: This Declaration was passed unanimously by the Marion City Council the same night as the September Board meeting. It was sent on September 16th to the Indiana State Library.

Direct Deposit: In the spring of 2005, direct deposit was made available for staff members. At this time, the Director and Business Manager would like to make direct deposit mandatory for all employees. Many libraries have already gone in this direction. During the COVID closing, it would have been easier to distribute paychecks by direct deposit. A courier must come from Fort Wayne to deliver paychecks. Also, an employee's check was lost earlier this year and never recovered, and it has been at the front desk. A motion is needed to put this in effect for all employees. On motion of Mrs. Nicholson, seconded by Mr. Cline, the Board unanimously voted to have direct deposit mandatory for all library employees beginning January 2021.

Payment over the website: Staff is investigating the possibility of taking payments for fees and renewal of library cards over the website. PayPal is already accepted for Genealogy services, so it just seems like additional forms are required. Information item. On motion of Mrs. Cline, seconded by Mrs. Nicholson, the Board approved further investigation of this possibility.

Traditional IRA: Edward Jones (Luke Mitchell's office) informed that Library that Norman Smith had willed the Library a Traditional IRA. Documents need to be authorized and signed at the Board meeting. Mrs. Eckerle checked with the State Board of Accounts who stated that this was allowable according to the Library Accounting Manual. The pages are attached. By consensus, the Board authorized Mary Eckerle to pursue this donation and Mrs. Eckerle will contact Luke Mitchell at Edward Jones to obtain additional details on the IRA.

Back on Track 5.0: The Governor is extending the public health emergency by executive order until November 1. The Mask mandate has been extended to November 14th. The Library's Safety Measures Plan was updated for October 2020. Safety and Sanitizing procedures are still in place.

Policies: Attorney Michael Hotz reviewed and approved of the Criminal Background Check policy and the Public Health Emergency policy. These are returned to the Board for approval. On motion of Mr. Cline, seconded by Mrs. Nicholson, the Board unanimously adopted the Criminal Background policy. Mrs. Eckerle will flesh out the Public Health Emergency policy with regards to closing policy and procedures.

In-Service: There is usually a Staff In-Service day in November. Typically, these have lasted until 1 p.m. when the Library opens. This year has been stressful on the staff. Would it be possible to close for an entire day in December to have the in-service? The goal for that day would be to concentrate on community issues, safety and security, mental health, and mindfulness. It would be beneficial if the day was not hurried. On motion of Mrs. Cline, seconded by Mrs. Nicholson, the Board unanimously voted to allow an all-day in-service.

Board Reappointments: Two Board members are up for reappointment this year. Mike Cline is eligible for a 4<sup>th</sup> term if reappointed by the County Commissioners. Jeremy Case is also eligible for a 4<sup>th</sup> term if reappointed by the Marion City Council. Letters have been sent to both governmental bodies.

Edward Jones: The October dividend for the Webster Gift Fund is the following: Mondelez - \$2,694.20; Philip Morris - \$14,832.00; Altria Group - \$10,629.60; and Kraft Heinz - \$1,140.40. Ryan Jones plans to come to either the November or the December meeting.

Indiana Truck: Ruthann Sumpter, Jonie Riddle and Mary Eckerle met with Fire Chief Paul David to see the fire truck. The Fire Chief would like the Board to consider placing the Indiana Truck somewhere on Library property. Discussion followed but a decision was not reached.

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) No staff changes to report.

Jury trial: The County Administrator visited the Library on October 5th to view the Carnegie Room as a possibly for public seating for an upcoming trial. There would be live streaming from the courtroom to the Carnegie Room. The judge decided to go with another method that was approved by the State.

Properties: 1) A rooftop condenser fan motor has been replaced. There are three others that need repair; 2) The new Teen area is completed. Roger Marx painted some of the tops on the shelving units and they look great; 3) Koorsen did an inspection of the fire panel and equipment; and 4) As of Wednesday, October 14, Roger Marx has completed all but 74 of the 363 tasks that were requested/created in 2020.

Children's/Youth Services: 1) Virtual Programming on FB: During the month of September, there were two online STEAM challenges; 2) In-person Programming: There were four storytimes on Fridays at 10:30 a.m. at the parking lot entrance courtyard. On Saturday, October 10th, Christina Rowland Joe Fox offered STEAM Fun in the same courtyard; 3) At the Library: During the month of September, there were 36 curbside orders. 35 Book Bundles were checked out. Book Bundles include 4 picture books, 1 non-fiction book and activity pages. The Children's staff prepared 400 grab and go crafts. Family, Food, & Fun to-go pirate activity was enjoyed by 89 patrons.

Indiana History & Genealogy: 1) The Virtual Genealogy Club is meeting on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month. The meeting on September 10th had Renee Bissell-Cole presenting a program on researching the history of a house. On September 24th, the program will be a sharing session; 2) Indiana Room staff are pleased with the number of appointments they are having. They continue to work on several ongoing projects and are making good progress; and 3) Sue Bratton created a PastPerfect training on search strategies for the Indiana Room staff. It was great and very much appreciated.

Reference Services/Adult Programming: 1) Since Constitution Day falls in September, the Reference staff put in two different displays highlighting the Constitution of the United States. Both displays included pocket sized copies of the Constitution that people could take for free. Over 100 copies were given away; 2) There are also displays on voting and elections. One display focused primarily on educating people on the wide variety of political parties; the other had books covering different viewpoints on the candidates. Both were extremely popular. The book display will remain up through election time; 3) Other displays included books on mental health issues, survival, football, James Whitcomb Riley, and the women's suffrage movement; 4) The Book Discussion group had 16 people in attendance plus 9 people on Zoom. The hybrid model of having both Zoom and a live discussion did not work well and, hopefully, a solution will be found; 5) Barbara Dixon did a virtual program/online tutorial on beginning level book folding. This was put on YouTube as well as the Library's Facebook page; and 6) The Knitting group has continued to meet at Matter Park but has the alternative to knit in the Carnegie Room when it is colder or wet.

Teen Programming: Kristen Gioe is planning some make and take crafts for teens. She is also looking at furniture and signage for the new teen area.

Circulation: Northwood Manor Assisted Living sign up for a Business Library card. Circulation staff will select 25 books per month.

Museum Services: 1) September's Historic photos featured several buildings around the courthouse square; and 2) Donations in September included a collection of glasses that were distributed after the Apollo space missions, an art print by local artist James Gross, Sr., and a school bell.

Museum Services in the Library: Because the Museum is still not opened, it was decided to bring part of the museum to the patrons: 1) There is a display of Indiana Painters upstairs in the Reference area. Paintings will be on display through October and November; and 2) There is a display of glass from Foster Forbes Company, Marion Indiana upstairs in the Reference area.

Head of Technical Services/System Administrator: 1) Joe Fox has been busy ordering materials for the Library. He has become more proficient at the Library's circulation system and has made several updates and improvements. He brought Acquisitions staff together for a zoom with Baker & Taylor (a book vendor) on how to order more efficiently; 2) Mr. Fox has "shadowed" in most of the other Library departments and can sub if necessary; and 3) Mary Eckerle and Joe Fox are looking into a Sustainable Shelves program to do with books that are weeded but don't sell.

Network Manager: Ten laptops for staff use are now available for staff to use in Library, for remote work or for Zooms.

Marketing: 1) Mary Eckerle was on WBAT on October 1st along with Dee Sager and Jan Lankenau from the Literacy Council. The Literacy Council is housed in the Library and the group is seeking new tutors and also people who wish to learn how to read; and 2) Both *The News Herald* and the *Chronicle-Tribune* featured the Library in their papers.

Weaver: Library staff have assisted with research efforts on the Weaver settlement for the last several years. One of the projects was an application to have a state historical marker placed at Weaver. The marker was unveiled on October 2nd. MPL staff was recognized for their contribution to the project. In addition, Sue Bratton was recognized for her service on the landmark committee.

Indiana Humanities: Last month, it was reported that some staff were reviewing an INcommon grant from Indiana Humanities. The team agreed that the deadline was too soon to do justice to an in-depth topic. Since the grant will be offered again next year, there will be time to do more research and have the project ready for the next round. Kayla Johnson from the City of Marion has been invited to participate.

Women's Suffrage: Marion Public Library and the Quilters Hall of Fame have teamed up to make a quilt which will celebrate 20 women's groups within the County. This quilt will become part of a celebration in 2021 and after that will travel to the various groups.

Friends of the Marion Public Library and Museum: 1) Some “Pop-up” book sales are planned for November and December. These will be limited in number and scope and will take place in the former Computer Lab on the first floor. The donated and weeded books from the past year and a half have grown and a sale is needed; and 2) There are ten Little Free Libraries in Marion. Some are in better condition than others. Mary Eckerle is connecting with the stewards regarding upkeep and book supplies.

Community Outreach: 1) October is Domestic Violence month and there are purple ribbons down by the Circulation Department; 2) The Library will participate again in the Walkway of Lights and in the Salvation Army’s Angel Tree project; and 3) WorkOne, The Marion and Gas City Chambers of Council and the Growth Council will start of Job Fairs at MPL again beginning November 4th. They will practice social distancing and insist on mask wearing.

Appreciations: “Dear Jonie, Thanks so much for taking care of this for us. As I told you on the phone, we currently hold cards in three library systems, including the Houston Public Library and the Bryan/College Station Public Libraries, which is also a Carnegie Library. While we use all three, we have found that the MPL is by far the best, even after a multi-million-dollar renovations to our local College Station library. Not only is your eBook selection better, but the MPL is much more proactive in adding new titles. As we are reading more in our retirement, our gratitude at being able to main our Marion library card has only increased. Thanks again! Jim & Geri Elsberry”

Adjournment/Next meeting: Tuesday, November 17, 2020 at 6 p.m.

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