

February 23, 2021

The Marion Public Library Board of Trustees met Tuesday, February 23, 2021, at 6 p.m. in the Children's Department of the Marion Public Library. Present were Mrs. Nicholson, Mr. Breen, Mr. Lutton, Ms. Sumpter, Mrs. Cline and Dr. Case. Mr. Cline joined via Zoom. Also present were Jonie Riddle and Mary Eckerle. Ryan Jones was also present at the start of the meeting. This meeting had been rescheduled (with proper notice) from February 16 due to a snow closure of the library.

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

She introduced Ryan Jones from Edward Jones. He went over the Library's investments. All four of the companies are doing well with Philip Morris doing the best.

On motion of Mr. Cline, seconded by Mrs. Nicholson, the minutes of the January 19 meeting was unanimously approved. On motion of Mr. Cline, seconded by Mr. Breen, the minutes of the January 19 Board of Finance was unanimously approved.

On motion of Mr. Breen, seconded by Mrs. 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 \$1,757,474.42 in the Library Operating Fund as of January 31, 2021.

**New Business:**

**Travel, meeting attendance:** None to report

**Library attorney:** Michael Hotz has presented an "Agreement for Legal Services" for 2021. The Board may choose to retain his services again this year. He has a fee of \$1700 for 20 hours of work. On motion of Mr. Breen, seconded by Mr. Lutton, the Board unanimously voted to retain Mr. Hotz.

**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 \$55.82, according to the 2020 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 latest census information. On motion of Mr. Breen, seconded by Mr. Lutton, the Non-resident fee will remain at \$60.

**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. Attorney Michael Hotz had submitted a Resolution in 2018 regarding use of the Webster Gift Fund. This Resolution was passed in March of 2018 and will continue through 2021 when it will be reviewed again. On motion of Mr. Lutton, seconded by Mr. Breen, the Board unanimously approved the Resolution.

**COVID discussion:** There was discussion of reopening the meeting rooms in the basement now that Grant County is in the yellow. On motion of Mr. Breen, seconded by Mr. Lutton, the Meeting Rooms can open again immediately with capacity rules in place that have been set the Indiana Department of Health. Social distancing rules and mask rules still apply, and food and drink will not be allowed at this time.

**Board appointment to the Grant County Historical Society:** Brandon Houser, President of the Grant County Historical Society requested that he be reappointed as the library representative on the Board. By consensus, the Board approved Mr. Houser's reappointment.

**Indiana Legislative Session:** A discussion was held regarding SB288 - Materials Harmful to Minors.

**Finance Information:** A donation of \$20,000 was received on February 22. This will be entitled the SLW fund and it will be used for outside improvements.

**Erate Information:** Edge Information Technologies sent in the only bid for the Category 2 Maintenance Agreement that will be covered under erate. Monthly cost is \$600.00, and the Yearly cost is \$7200.00 E-rate discount is 85% so E-rate will pick up \$6,120.00 and Marion PL will pay \$1,080.00 annually so Marion PL will pay \$90.00/month. Edge has provided a one-year contract with 2 one-year voluntary extensions so if you like what they are doing, we can extend it for two more years without re-bidding the contract. On motion of Mr. Breen, seconded by Mrs. Cline, the Board unanimously accepted Edge's bid.

**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:** In addition to snow removal and tons of projects, Roger Marx is also updating many maintenance procedures.

**Children's/Youth Services:** 1. During the month of January, the Children's Department held its Virtual STEAM Festival. The kits included four projects: Bird Feeder, Baking Soda Paint, Disappearing Color Wheel, & Origami Seed Pot. Marion General Hospital donated swag bags. Other partners included Tina Harris from Marion High School and Purdue Extension; 2. In-person Programming – Still not able to provide this; 3. At the Library: During the month of January, there were 22 curbside orders. 10 Book bundles were checked out; and staff prepared 400 grab and go crafts; 4. Upcoming: Virtual Author visit on Wednesday, February 17 @ 6 p.m. with Kimberly Brubaker Bradley. This is the culmination of the partnership with Justice Middle School and Indiana Wesleyan University which was supposed to happen last March.

**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. February 11 was Family Heirloom Show & Tell where attendees can talk about a family heirloom. February 25<sup>th</sup> will be Lauren Peightel from the Indiana Historical Society; and 2. AARP Tax Service begins on Friday, February 12. It will be very different this year with the restrictions. There have been a lot of phone calls regarding tax preparation.

**Reference Services/Adult Programming:** 1. Computer use for the public was 803 for January; 2. There were three library programs – a virtual snow globe tutorial, James Madison, and a hybrid book discussion. In addition, a Happy Hour Trivia program was held for the public; 3. The Seed Library will be launched in early March; and 4. There were displays on Dr. Martin Luther King, Jr., travel, dragons, and STEAM.

Addendum: The Library had two successful events in February: On February 17, MPL hosted author Kimberly Brubaker Bradley via Zoom. This was in partnership with the Giant Reading Program. On February 18, the Library had an *Ask the Experts* program via Zoom with Professional Organizer Lisa Eckerle. Both programs had about 20 people in attendance.

**Teen Programming:** Kristen Gioe is weeding the Teen collection in anticipation of more students coming in soon.

**Circulation:** 1. The Circulation Dept. has a designated laptop to help patrons register for Indiana COVID-19 Vaccine program. Thus far, the staff have registered 6 patrons. This service has been publicized; 2. Overdrive and Hoopla downloadable services have been gaining popularity with library patrons.

Hoopla 2019: new users – 219; total downloads 10,065.

Hoopla 2020: new users – 501 with total downs of 11,455.

Hoopla 2021: January new users: 15.

Overdrive 2019: new users – 219; total downloads 19,778.

Overdrive 2020: new users – 197; total downloads 20,998.

Overdrive 2021: January new users: 20.

3. Marion Public Library is set to launch Hoopla with Flex on March 17! Details will be shared in the coming weeks; and d) Curbside pickups for January: 38.

**Head of Technical Services/System Administrator:** 1. Completed the collection budget for 2021 with department heads and set the budget for the Acquisitions Team; 2. Does a monthly Zoom with the Professional Development Committee of the Indiana Library Federation; 3. Set up a phone call with a representative of Wowbrary to hopefully begin their service this March; and 4. Worked on getting the Advanced Racial Equity Grant book kits out and also assisted with the roll-out of the kits in the Children’s Department.

**Museum:** As part of the initiative to bring the museum to the library, there is now an RCA exhibit on the second floor of the Library. In addition, there is a photo display of old Marion which is featured as part of the Indiana Humanities grant, *Telling our People’s Story*.

**Network Manager:** 1. Mr. Burritt has been working on a smooth transition of IT vendors from Chester to Edge Computing; 2. Has worked on a projection for computer needs of patrons and staff for 2021; and 3. Working with the departments to make sure that computers and printers are working properly and have the right software installed on them.

**Marketing:** 1. The social media committee continues to be very active on Facebook and Instagram.; 2. Mary Eckerle was guest of WBAT on February 4; 3. Because more programs are virtual, publicity on the web and social media is more focused.

**Indiana Humanities:** Staff is working through the various grants that are coming up this year.

**Friends of the Marion Public Library and Museum:** The Friends Annual Booksale is tentatively scheduled for April 9, 10, and 11 but only if it can be done safely with COVID.

**CDGB Grant:** The **City of Marion**, in partnership with Carey Services, Inc., is awarded \$200,000 to build twelve internet kiosks inside community partner locations, purchase 25 iPads for a device lending library, create a virtual platform addressing social isolation, and a livestream studio for use by city organizations and community members to create virtual social programming for adults with disabilities.

**Community Outreach:** 1. Barbara Dixon and Mary Eckerle are working with Linda Wilk and her intern Laura Moore for a display entitled “What Were You Wearing” for Sexual Violence Awareness Month in April; and 2. Marion Public Library received a thank you note from Marilyn A. Sanders, Chicago Regional Director of the U.S. Census Bureau thanking the Library staff for being a valued partner during the Decennial Census.

**Appreciations:** The Indiana Room continues to receive many notes of appreciation for research completed and information passed along. Though that Department is open by appointment only, the staff keep busy with questions that are emailed and people coming in to research their families or to find other information.

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

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

