

**December 16, 2025**

The Marion Public Library Board of Trustees met Tuesday, December 16, 2025, at 5:30 p.m. on the second floor in the Israel Conference Room of the Marion Public Library. Present were Mrs. Pogue, Mrs. Wilk, Mrs. Mathias, Mr. Owen, Mrs. Nicholson, and Ms. Sumpter (via Zoom). Jonie Riddle, Business Manager and Jaime Pitt, Director were also in attendance.

Library Board President Melissa Pogue called the meeting to order at 5:30 p.m.

The minutes from the November 18, 2025, meeting was approved following a motion by Mrs. Wilk, seconded by Mrs. Mathias. The motion passed unanimously.

On the motion of Mr. Owen, seconded by Ms. Sumpter, 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 \$4,327,630.54 in the Library Operating Fund as of November 30, 2025.

## **Business**

**Finances:** Line-item transfers were made within budget categories to address overages and maintain overall budget balance.

**Board Meeting Schedule:** The Board discussed and reviewed the proposed meeting schedule for 2026. It was proposed that meetings continue to be held on the third Tuesday of each month at 5:30 p.m. Motion to approve the 2026 Board Meeting Schedule was made by Mrs. Nicholson and seconded by Mr. Owen. The motion passed unanimously.

**2026 Paid Holidays:** The Board reviewed and discussed the proposed paid holiday schedule and library closures for 2026. The proposed schedule maintains the same holidays as the previous year, with the addition of closing on Saturday, December 26, 2026 (the day after Christmas). Motion to approve the 2026 paid holidays was made by Mrs. Nicholson and seconded by Mrs. Mathias. The motion passed unanimously.

**2026 Staff Salary Increases:** The Board discussed staff compensation for 2026. Director Pitt recommended a 3% salary increase for staff and reviewed the personnel budget. She noted that health insurance costs increased by 9% and estimated that the proposed salary increase would add approximately \$30,000–\$35,000, including payroll taxes, to the budget. Board members asked clarifying questions regarding the compensation plan. Motion to approve a 3% staff salary increase for 2026 was made by Mrs. Wilk and seconded by Mr. Owen. The motion passed unanimously.

**Weather Guideline for Closing:** The Board discussed establishing clear guidelines for library closures during inclement weather. The Director reviewed a recent early closure due to snow and shared a recommended approach of opening two hours late when county

status is yellow and closing completely when status is orange. Board members agreed that staff safety should be prioritized and supported adopting the yellow/orange status guidelines, along with improving communication of closures through the website, email, and on-site postings.

**Budget:** Director Pitt informed the Board that the 2026 budget has been approved.

## **I. Director's Report**

- 1. Materials and Services:** Monthly Statistics will be presented at the meeting.
- 2. Staff:** No Changes.
- 3. Conferences/Travel** – Kristen, Joanne, and Michelle attend the Indiana Library Federation conference.
- 4. Community Engagement:** City Council Community Spotlight; Radio Classics interview; MPL Happenings in the Chronicle Tribune; Veterans Fair; McCullough Parent Night, Eastbrook Elementary; Neighborhood Association Meeting; Museum + Library Tour with Indiana Arts Commission; DELTA Ahead Meeting; IWU Teacher Education Meeting.
- 5. Special Library Programs:**
  - MPL Hosted USA Today Best-Selling Author, Kristy Cambron.
  - MPL hosted a Local Author Fair featuring 14 local authors. The event was highly successful, drawing more than 100 attendees.

### **6. Children's/Youth (Tylanna)**

#### **At the Library:**

The grab and go crafts for November were a *Pet Rock* and a *Jingle Bell Craft*.

#### **Programs:**

During November, we offered 23 programs and served over 767 patrons. We hosted Battle of the Books and partnered with 4<sup>th</sup> and 5<sup>th</sup> graders from Marion and Mississinewa. The 4<sup>th</sup> grade winners were Allen Elementary School, and the 5<sup>th</sup> grade winners were Justice Intermediate School. We received positive feedback about how the battle helps prepare students for tests and improves their reading comprehension and test scores.

We received a grant from the Boren Foundation to bring Science Central to the library for an Owl Pellet Dissection. Patrons were interested in and excited about this program; it was a wonderful opportunity for hands-on learning.

#### **Outreach:**

The Eastbrook 5<sup>th</sup> graders visited on Thursday, November 20th. Students visited the Museum, took part in a book tasting, played games, and took a tour of the library.

### **7. Circulation (Michelle)**

- Garfield Visitors – With the weather changing we have had fewer visitors this month. We did have visitors from Arkansas, Ohio and Naples Florida.
- Chair Yoga continues to have 20 to 25 attending each week. Plans are being made to continue this class and may add an additional class on Thursday.
- Joanne and Michelle attended the ILF conference in Indianapolis.
- Joanne held 3 sewing classes in November with 17 attendees.

**New Library Cards:**

**Adults: 30**

**Children: 6**

**Online Applications: 8**

**Care Kits - 41**

**Recca Liaison Report -November 2025**

**November** – in the month of November I travelled to the VA Fair, McCullough Junior High School Parent Night, and A Neighborhood Association Meeting called Westpoint.

**8. Indiana History (Rhonda)**

- The social media committee continues to be highly active on Facebook and Instagram. Please let one of us know if you have anything to promote.
- Thanks to Krystal for decorating the Indiana Room for Christmas. During Christmas at the Carnegie several volunteer readers shared Christmas stories by the fireplace.
- Chronicle-Tribune photos: paused right now while Gabe and volunteers begin to move the photos into the new storage boxes.
- I have been in contact with Center township trustee Deb Cain about the Estates of Serenity cemetery. She is trying to sort out the office files and locate burial records for the cemetery. Renee told her about our database, so she now has access to that. I am meeting with her on Tuesday morning to see if I can shed some light on the various records she has found and determine what the Indiana Room can do to help with this project.
- We have slowed down on scanning CT photos due to the server space being low, so we do not have a place to back up the photos other than a portable hard drive.

**9. Museum & Special Projects (Kelsey)**

**Museum**

**Major Projects/Updates:**

Torri completed her review of the Chronicle-Tribune photo collection index and began reviewing photos in the museum collection.

Gabe set up shelving and storage space for Chronicle-Tribune items, and Torri is ready to begin a chronological transfer of the negative's envelopes into acid-free archival boxes.

Kelsey and Jaime met with Karla Ontiveros from IWU's School of Teacher Education to discuss establishing a partnership for creating developmentally informed children's resources for the museum, beginning in January.

**Programming/Outreach:**

**Programs:** Christmas at the Carnegie was a great success! We had just over 350 attendees (more than double last year).

**External presentations:** In November, the museum gave presentations for the Maplewood Neighborhood Association and Marion City Council, and Kelsey joined Jaime on the radio to promote Christmas at the Carnegie. Gabe visited Professor Pico's Globalization and Humanities senior seminar class at IU Kokomo to share a little about our institution and the work behind museums/libraries. Students were engaged and had great questions.

**Museum groups:** We hosted an IWU art class, a representative from the Indiana Arts Commission, and Eastbrook 5th graders for visits to the museum.

**Collections Management:**

Donations Accepted: 0

Only a couple of donations were offered this month, and none fit our collections policy.

Items Marked for Deaccession: 118 (primarily clothing and ceramic figurines)

Storage/Organization Work: Began reworking shelving and improving arrangement in Basement West Storage to create room for new accessions.

**Volunteer hours:** 64

**Jay House:**

In November, the Jay House hosted 3 external meetings/events and 1 library program. Total attendance was 15.

## 10. Networking (Paul)

- It is busy in the IT department. Trying to stay ahead of the cyber-attacks and the everyday computer stuff for patrons and staff.
- Patron and staff security are very busy as well.
- Working on cyber security policy.

## 11. Properties (Roger)

**Maintenance Report**

- The leaking fire sprinkler in Study Room 3 has been replaced.
- The fully decorated Carnegie Room was recently used for a staff Christmas brunch. The process of removing decorations will begin soon in preparation for the start of AARP tax services.
- The semi-annual book sale has concluded. Thank you to all staff who helped in maintaining its appearance throughout the event.

## 12. Reference (Barb Enslen)

### Program and Activities Report

November was another busy month with 13 programs and a total of 86 in attendance. We finished the Heart Smart program with Mindy Mayes from the Extension Office, our regular Book Club and craft times, sewing classes, and made Pysanky ornaments with Carol Powers. Lots of fun for all involved.

The Reference staff continues to do an excellent job with each person stepping up and doing whatever needs done. Sheri continues to keep our social media updated on a regular basis as well as hosting the monthly book club, Angie takes care of the ILL requests, Anna and Aurora both pitch in and help with magazines and displays. We all make a great team.

## 13. Technical Services (Kristen)

- Our Horizon and Enterprise (public catalog) are updated, and things are running smoothly. Our patrons are able to view their holds again on Enterprise.
- Battle of the Books went great.
- TS is staying busy with processing all the items coming in from Ingram. For the most part things have gone smoothly with the transition to Ingram.
- I will get budgets together soon and talk to each acquisition user before the end of the year about next year's budgets.
- I am planning an ipage (Ingram's online platform) training for later in December for all acquisition users.

## 14. Teens (Katie)

**Number of Programs:** 10

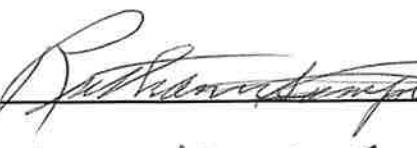
**Total Attendance:** 77

### Highlights

- **Winter Reading Bingo** for teens will begin in December.
- **Proud Moment:** Teen Book Club participation continues to be strong, with teens expressing enthusiasm for the group.
- **Book Displays:** *Gobble Up a Good Book*, *No Shave November*, and *Manga, Anime, or Both*.

I. Adjournment/Next meeting: Tuesday, **January 20, 2026**.

**Adjournment/Next meeting:** Motion to adjourn the meeting until Tuesday, January 20, 2026, was made by Mr. Owen and seconded by Mrs. Wilk. Motion passed unanimously.

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

 \_\_\_\_\_ Member  \_\_\_\_\_ Member  
