

December 18, 2012

The Marion Public Library Board of Trustees met Tuesday, December 18th, 2012, at 6:00 p.m. in the Israel Conference Room. Present were Mr. Owen, Mrs. Cline, Mrs. Turner, Mr. Cline, Mrs. Enyeart, and Dr. Case. Mrs. Eckerle and Ms. Riddle were also present. Mr. Ott was absent.

Mrs. Enyeart called the meeting to order at 6:05 p.m.

On motion of Mrs. Turner, seconded by Mr. Owen, the minutes of the November 20th, 2012 meeting were unanimously approved with one correction.

The Treasurer's report showed a balance of \$1,831,389.25 in all funds as of November 30th, 2012.

On this month's appropriation report, there is a negative \$13,052.95 in the PERF account. It puts the line item at 115.92%. There is an explanation for this! In the past, PERF has been paid on a quarterly basis and the 4th quarter PERF payment would be at the January board meeting. Starting with the 4th quarter this year, PERF payment is due on a monthly basis. The appropriation report is showing that the 4th quarter for 2011 was paid in 2012 and 4th quarter 2012 is also paid in 2012. This should be the only time that a negative is shown for the PERF line item.

Received on December 10th, 2012. FIT: \$4,564.00; Excise Tax: \$3,641.00; COIT: \$30,980.92. The final property tax settlement came December 13th: \$198,408.04 for the Library Operating Fund.

On motion of Mr. Cline, seconded by Mrs. Turner, the Treasurer's Report and payment of the docket was unanimously authorized.

Travel, meeting attendance: On motion of Mrs. Cline, seconded by Mr. Owen, attendance, travel, and related expenses were unanimously approved for the following meetings: 1) January 10th, 2013, Wells County Public Library, Northeast YA roundtable, Kristen Gioe; 2) January 17th, Greensburg Decatur County Public Library, YA librarians meeting, Kristen Gioe; and 3) January 25th, Wells County Public Library, Mock Caldecott Workshop, Clare Jozwiak, Sharon Vodraska, Tylanna Jones, Kristen Gioe, Amy Reel.

Library Improvement Reserve Fund: On motion of Mrs. Cline, seconded by Mr. Cline, the Board unanimously approved the transfer \$25,000 from the Library Operating Fund into the Library Improvement Reserve Fund.

Election of officers for 2013: The following slate of officers for 2013 was presented: President – Mrs. Cline; Vice President – Dr. Case; Secretary – Mr. Cline, and Treasurer – Mrs. Turner. On motion of Mr. Owen, seconded by Mrs. Turner, the slate of officers was unanimously elected by the Board.

Holidays 2013: On motion of Mrs. Turner, seconded by Mrs. Cline, the Board unanimously approved the 2013 Holiday schedule.

Computer Use and Internet Policy and Procedures: On motion of Mr. Cline, seconded by Mr. Owen, this policy was unanimously approved by the Board.

Approval of Board meeting dates for 2013: On motion of Mr. Owen, seconded by Mrs. Turner, the Board meeting dates for 2013 were unanimously approved by the Board.

Approval of 2013 Salary Plan for staff. On motion of Mrs. Turner, seconded by Mr. Cline, the 2013 Salary Plan and a 2% salary raise for staff was unanimously approved contingent on State approval of the 2013 budget. On motion of Mr. Cline, seconded by Mrs. Turner, the Director's salary for 2013 was unanimously set.

Resolutions to Establish New Subcategories in Operating Fund and to Transfer Funds between Major Categories within the Library Operating Fund: At the direction of the State Library, eBooks and online

databases must no longer be taken out of Capital Outlays (Category 4); instead, a new subcategory entitled "EBook Services" needs to be created with the "Other Services and Charges" category in the Library's Operating Fund/Budget Classification Index and it should be assigned account number 3.146 and data bases will be assigned to account 3.145. On motion of Mrs. Cline, seconded by Mr. Owen, the Board unanimously approved the creation of these subcategories and, at the same time, transferred \$3500 into these two new sub funds. Copies of the resolutions are made part of these minutes. These transfers are effective immediately.

December 27th meeting: It was the consensus of the Board that an "end of year" meeting scheduled for December 27th would not be necessary. Appropriate notifications will take place.

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

Materials and Services: The statistics were given on an attachment.

Staff: Jennifer Hilgeman will begin full-time employment in the Reference Department on January 1st, 2013. At this time, her current part-time hours are not being filled but another part-time person might be sought. Also, Jessy McMurray will no longer page in the Children's Department but will continue working the Circulation Desk. The Children's page position will be available in January 2013. One of the Library's security guards of the past few years, Dee Jones, passed away in late November. He is remembered as a very devoted and kind person.

Board Reappointment: Jeremy Case has been reappointed by the Marion City Council. His second term begins January 1st, 2012 and ends December 30th, 2016.

Sick Bank: The Sick Bank policy was reviewed by Staff (this is done on an annual basis). No changes were needed.

Property: 1) Three trees were removed from the courtyard in October and the remaining trees will be taken down in the spring. Some slices from the trees were cut for display in the Children's department so that the children can learn about trees and count the rings to determine the age of the trees; and 2) Roger Marx made the Halloween "Haunted Village" into an enclosed display and, according to the electronic button, over 1,500 viewed the exhibit.

Neighborhood: Rumor has it that the decayed grey house across from the Library will be torn down in early 2013. The Temple is closing its doors and will be going on the market soon. Also, a death from a drug overdose occurred in one of the apartments at 7th and Boots Street.

Children's/Youth Services: 1) Lots of groups have visited the Children's Department. Head Start sent large groups for tours and information about the Library; 2) The Children's make-it-take-it table has three different "passport" things to do each week throughout December; and 3) December displays feature all the December holidays.

Circulation/Audio Visual/Computer Lab: As the ordering for the year came to an end, a last big order was placed. Staff is now processing the new AV materials and shifting shelves to find room.

Indiana History and Genealogy Services: Still waiting on Ancestry.com to make available Library indexes.

Museum Services: 1) There is a Christmas display in the Forrest Room through December 31st; 2) AARP Tax training is scheduled for January 7th-11th; and 3) 133 people visited the Museum in November. Fifty people viewed the Civil War exhibit.

Reference Services/Adult Programming: 1) 54 people attended the first Saturday showing of *Christmas Story 2. The Odd Life of Timothy Green* will be shown on the first Saturday of January; 2) The first shipment of tax forms arrived in early December. With the new tax laws, some forms and booklets might be delayed; and 3) The Barb Wilson Book Discussion group meets next on January 9th. The book to be discussed is Garth Stein's *The Art of Racing in the Rain*.

Network Manager/Security: 1) The Wireless system is now open 24 hours. Mr. Burritt estimates that it is available within a one block radius of the Library; and 2) Microsoft will stop Windows XP support on April 8th, 2014. This means that 30 computers will have to be updated or replaced. Mr. Burritt is working with Chester Technologies on the best plan to move forward.

Teen Programming: 1) The OTAKUS group will meet on December 28th. This group continues to enjoy Anime and Manga related activities; and 2) Kristen Gioe is looking for new ways to attract this age group to the Library.

System Administrator: 1) Technical Services has been very busy trying to keep up with the end of year ordering rush; and 2) Still looking into a texting system for alerting patrons of reserves, overdues, and messages.

In-Service: The Staff In-Service, held on November 27th, was successful. The four presentations were excellent. Area libraries that sent participants included Gas City, Fairmount, Upland, Jonesboro and Wabash.

Marketing: 1) Shirley Mooney and Mary Leffler were on WBAT on December 6th. They discussed Reference services and the Inter-library loan program; 2) Facebook's Library page now has 1,118 fans; 3) The e-newsletter's open rate is 30.4% and there are 249 contacts; and 4) Jennifer Hilgeman, Reference Librarian, recently had a great blog on the upcoming *Hobbit* movie posted on Facebook.

Community Involvement: 1) Sue Bratton continues to teach and assist knitting at Hands of Hope Women's Shelter on a weekly basis; 2) Mr. Marx delivered about 360 canned goods to St. Martin's after the recent Wreath contest, which the Office team won; and 3) Mary Eckerle and Mike Cline attended a meeting with Mr. Steve Edwards and other community partners about issues affecting Marion Community Schools on November 26th.

Appreciations: 1) "Dear Marion Public Library Employee: Recently I requested an Interlibrary Loan of the book, "This Old Quilt," which you kindly sent. I enjoyed the book, and want to thank you for the Loan." Vivian Clevenger.

The meeting adjourned at 7:23 p.m. The next meeting will be on Tuesday, January 15th, 2013 at 6:00 p.m. This will also be the annual meeting of the Board of Finance.

_____ President _____ Secretary
_____ Member _____ Member