

December 15, 2020

The Marion Public Library Board of Trustees met Tuesday, December 15, 2020, at 6:00 p.m. in the Children's Department of the Marion Public Library. Present were Ms. Sumpter, Mrs. Nicholson, and Dr. Case. Mrs. Cline and Mr. Cline joined via Zoom. J. D. Lutton and Ed 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 Dr. Case, the minutes of the October 20th meeting was unanimously approved with one correction.

On motion of Mrs. Cline, 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 \$1,360,745.80 in the Library Operating Fund as of November 30, 2020.

New Business:

Travel, meeting attendance: None to report

Policy Review: The Collection Development Policy; and the Circulation Policy were reviewed. On motion of Mr. Cline, seconded by Mrs. Nicholson, the Board unanimously approved and adopted these policies.

Library Improvement Reserve Fund: The transfer of funds from the Library Operating Fund to the Library Improvement Reserve Fund was discussed. On motion of Mr. Cline, seconded by Mrs. Nicholson, the amount of \$10,000 will be transferred from the Library Operating Fund to the Library Improvement Reserve Fund contingent on December Property Tax draw. It is necessary to keep a healthy balance in the Library Operating Fund to last until the June draw. Ms. Riddle and Mrs. Eckerle will keep in contact with the Board regarding the Draw.

Approval of Board meeting dates for 2021: On motion of Mrs. Cline, seconded by Mrs. Nicholson, the Board meeting dates for 2021 were unanimously approved. The Board will meet on the third Tuesday of each month at 6:00 p.m. This calendar might be altered if the Department of Local Government Finance makes budget calendar changes.

Board officers for 2021 Board officers usually have two-year terms. On motion of Mr. Cline, seconded by Dr. Case, the following Board members were elected to a second term: Ruthann Sumpter – President; Ed Breen – Vice-President; Jane Cline – Secretary; and Sue Nicholson – Treasurer.

Board Reappointments: Jeremy Case was reappointed to the Library Board at the December 1st meeting of the Marion City Council. His reappointment document was notarized and will be sent to the Clerk of the Circuit Court.

Holidays 2021: On motion of Mrs. Cline, seconded by Mrs. Nicholson, the Board unanimously adopted the Holiday schedule for 2021. Staff vote on whether they prefer to be off on Martin Luther King Day, Presidents Day, and Good Friday. Usually, the Library plans events/displays for Martin Luther King Day. Some staff prefer to be off the day and weekend after Thanksgiving, but the majority chose Presidents Day and Good Friday as holidays.

COVID discussion: 1) There are now weekly Zoom meetings with Dr. Moore of the Grant County Health Department, Cindy Futrell of Marion General Hospital, and Dr. Sri. The Grant County Chamber of

Commerce hosts these meetings with local non-profits and business leaders; and 2) Mary Eckerle reported on what other libraries are doing during this December surge of COVID-related illnesses.

Indiana Truck: Mary Eckerle communicated with Fire Chief Paul David and he will meet with Mayor Alumbaugh to gauge his viewpoint on where the Indiana Fire Truck should go.

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) Alexandria Christmas submitted her resignation on November 17th. She has accepted a job at the Gas City-Mill Township Public Library. At present, she will not be replaced; and 2) Sue Bratton will retire on December 31, 2021. She will be missed by all. Her grant-writing talents, organizational ability, and community activities were outstanding.

Properties: Roger Marx continues to address every maintenance issue that occurs in the Library, Museum and Jay House as well as on the outside property. His pager pings at all hours of every day.

Children's/Youth Services: 1) Virtual Programming on Facebook: During the month of November, there was one online STEAM challenge with a dino dig kit to pick up; 2) In-person programming was not allowed during November; 3) During November, there were 23 curbside orders, and 24 Book bundles were checked out; 4) There were 400 grab and go crafts during November; and 5) The Family, Food, & Fun activity for November was a Hiking Kit. Each kit included a drawstring bag, trail mix, *On the Nature Trail* interactive book, local hiking trail recommendations and information, scavenger hunts, and a list of nature and hiking books. 99 patrons participated!

Indiana History & Genealogy: 1) The Virtual Genealogy Club is meeting on the 2nd and 4th Thursdays of the month. There were ten attendees at the last meeting with Jeannie Regan-Dinius from the Indiana DNR. Her topic was Cemetery Symbols. The program on December 9th was with Jamie Dunn from the Genealogy Division of the Indiana State Library. She presented on the topic of "Exploring Genealogy at the Indiana State Library". On January 14th, the Indiana Room and Library will partner with the Grant County Historical Society for a program with Dr. James Madison about his new book *The Ku Klux Klan in the Heartland*; and 2) One of the long serving printers in the Indiana Room has retired after 15 years of service. New hardware will be installed in the older machines that will allow them to act as scanner to scan the film images to a computer. The users can then print to a network printer, save to a flash, or email the image to themselves.

Reference Services/Adult Programming: 1) The Knitting/Crochet group will move to the Library's Conference Room after Sue's retirement. They will meet again when it is safe to do so; 2) Computer use for November was down somewhat from the previous months; 3) There were three programs: The Book Discussion group had 5 people on Zoom and 6 in person; Mandala painting tutorial which was paired with an adult take and make craft kit had 34 views; and the Pumpkin tutorial had 11 views; and 4) The Cricut machine and other materials arrived as part of the LSTA grant. Staff will train on how to use them and, hopefully, programs can be presented to the public when COVID abates.

Teen Programming: A "take and make" for teens will go out on December 16th.

Circulation: 1) November stats include 33 Curbside pickups; 963 titles downloaded from Hoopla and 1724 titles downloaded from Overdrive; and 2) a pop-up booksale has been set up in the area across from Circulation. This isn't very big, due to COVID, but gives patrons a chance to buy some books during the holidays. Children's books and cookbooks are particularly popular.

Museum Services: Historic photos from November's Foto Fridays included mayors of Marion and photos relating to Marion as Christmas City, USA.

Bringing the Museum to the Library: A display of Christmas past in Marion is in on the second floor of the Library; and a display of Delta lanterns is in the large display case on the second floor.

Head of Technical Services/System Administrator: 1) Inactive catalog records have been purged in order to clean up the database; 2) Joe Fox assisted at the Indiana Library Federation's virtual conference by doing tech support in the Zoom rooms; and 3) Joe Fox, as a member of ILF's Professional Development Committee, will assist in planning future Library conferences.

Network Manager: 1) Office 2019 is being installed on the public computers; 2) MPL belongs to the NICCL Consortium which is a group of Northern Indiana libraries who work collectively on technology issues. The vendor for this group has always been Chester Technologies, a group out of Valparaiso. NICCL just completed a new bidding process and awarded a new contract to EDGE technologies which has offices in the northern part of the state. Being a part of NICCL has always been advantageous for MPL; and 3) The Library has joined TechSoup which offers discounts on products to non-profits.

Marketing: 1) Sue Bratton was the guest on WBAT's November show. She reviewed her years at the Library and shared thoughts about her future; and 2) The Social Media committee continues to be very active on Facebook and Instagram.

Indiana Humanities: A Library committee continues to make plans to apply for an Indiana Humanities grant on the topic of Eviction.

Women's Suffrage: 1) There is a Women's Suffrage exhibit on the second floor of the Library. This is on loan from the Indiana Historical Society; and 2) Sue Bratton and Deb Geyer continue to work on the Suffrage Quilt project.

Friends of the Marion Public Library and Museum: MPL is joining a Sustainable Shelves program which is under the book/materials vendor Baker & Taylor. In this program, books that don't sell at a booksale may be boxed, labelled, and sent to Baker & Taylor where they will be divided into two groups. The red group will be resold to places identified by Baker & Taylor and the green group will be responsibly recycled. MPL will receive a check for books sold through this plan. The books may also include donations.

Community Connections for People with Disabilities Grant (CCPWD): Last month's proposal for this grant was changed considerably. The Library will still partner on the project but in a very small way. A kiosk, made by Wiley Metal, will be placed at the Library, accessible to everyone.

Community Outreach: Staff and Friends and one Board member (who is also a Friend) volunteered at the Walkway of Lights on November 22nd. Perfect weather and many cars.

Appreciations: Prevent Child Abuse Grant County wrote MPL staff to thank them for everything that they do for the children of this community.

Adjournment/Next meeting: Tuesday, January 19, 2021 at 6 p.m. The Board of Finance will convene that evening after the regular meeting adjourns.

_____ President _____ Secretary

_____ Member _____ Member