

January 15, 2019

The Marion Public Library Board of Trustees met Tuesday, January 15, 2019, at 6:00 p.m. in the Israel Conference Room. Present were Mrs. Enyeart, Mr. Cline, Mrs. Cline, and Mrs. Nicholson. Mrs. Eckerle and Ms. Riddle were also present. Dr. Case, Mr. Breen and Ms. Sumpter were absent. Pastor Rob Barton and Sheri Sharlow were also present at the beginning of the meeting.

Mr. Cline called the meeting to order at 6:01 p.m.

Pastor Rob Barton from Mount Olive Presbyterian Church came to the meeting to talk about Brianna's Hope, a support group for those addicted to opioids. This group would like to use the Jay House on a weekly basis on Wednesdays from 6 to 8 p.m.

Sheri Sharlow then previewed the new website for the Board. She also showed how it would look on a mobile phone.

On motion of Mrs. Enyeart, seconded by Mrs. Nicholson, the minutes of the December 18th meeting was unanimously approved.

On motion of Mrs. 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 \$1,026,974.31 in the Library Operating Fund as of December 31, 2018.

New Business:

Travel, meeting attendance: None to report

Library budget/Finance information: 1) On Budget Form 1 for the Operating Fund, the amounts for Group Insurance and PERF were inadvertently switched. This has been corrected on this year's budget sheets and the DLGF was notified about this (they said that since it's in the same category, it wasn't a problem; and 2) Jonie Riddle and Mary Eckerle have several reports to complete in January and February including the 100R, Debt Management, Other Post Employment Benefits, the Annual Financial Report for the State Board of Accounts and the Library Annual Report for the Indiana State Library.

Treasurer's Bond: A Treasurer's Bond will be notarized and filed with the County Recorder for Library Board Treasurer Debra Enyeart. The amount of the Bond is \$30,000. A motion is needed to accept this bond. On motion of Mrs. Cline, seconded by Mrs. Nicholson, the Board accepted this bond. It will be signed and notarized and filed with the County Recorder.

Roof Replacement: McGuff Roofing is nearly done with the roofing project.

Policy Review: The Sick Bank policy was presented. Jonie Riddle and Mary Eckerle revised it after reviewing policies from other libraries. Attorney Michael Hotz will be asked to review it before it is re-presented to the Board.

Salary Plan/Salary Schedule: Jonie Riddle and Mary Eckerle presented a Salary Plan and Salary Schedule for 2019. On motion of Mrs. Cline, seconded by Mrs. Enyeart, a 3% wage increase for all employees was approved by the Board. Board members presented signed a Salary Resolution which is part of these minutes. The 2019 Salary Schedule and Salary Plan will be made a part of these minutes.

AVC Accounting system: Jonie Riddle updated the Board on this accounting system which will be used beginning this next month.

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 changes this month.

Ivy Tech intern: Ivy Tech is sending student Althera Harmon to intern this semester. Ms. Harmon will weave her way through the various departments helping on programs, displays, brochures and other duties as assigned.

Properties: 1) There will be a preventative bedbug treatment within the next few weeks; 2) Mr. Marx has repaired the walls in the connector area and will soon be priming and painting; and 3) The red barberry bushes have been removed from the west side of the building, including the parking lot islands. The islands will eventually be filled with the stone which was removed from the roof.

Children's/Youth Services: 1) During the month of December, First United Methodist Church and Frances Slocum's Life Skills Class visited the Children's area; 2) Family fun activities included Family, Food & Fun, Polar Express, PJ Tales, Minnetrista Theatre Preserves presenting *A Christmas Carol*, Noon Year's Eve Party and many more; 3) Battle of the Books is at St. Paul on Saturday, January 12th. The 4<sup>th</sup> graders battle at 11 a.m. and 5<sup>th</sup> graders battle at 2 p.m.; 4) The 3<sup>rd</sup> annual STEAM Festival is Saturday, January 26th from 2 to 4 p.m.; and e) five staff members will attend the Mock Caldecott workshop on January 25<sup>th</sup>.

Indiana History & Genealogy: Jeffry Williams from the Indiana Law Enforcement Memorial has asked for help in researching another Grant County police officer who died while on duty, and also wants clarification on another previously researched officer who was killed in the line of duty.

Reference Services/Adult Programming: 1) The 3<sup>rd</sup> Saturday Fiber Arts group will hold a shuttle tatting workshop on February 16th. It will be led by Maria Porterfield. The total of Fiber Arts/Knitting participants has increased 18 people this past year; 2) Clare's craft class made Friendship soup this month. A paper wallflower is planned for February; 3) The first Saturday movie had 32 patrons in January; 4) Staff is shifting books in the nonfiction area; 5) The monthly book discussion will have a different format this month. Karen Hiemstra entered the Library in a contest from BookMovement and won 15 copies of the book, *The Girls at 17 Swann Street*. The MPL group will join several other Book Movement winners via Facebook for this discussion.

Circulation: The fiction audiobooks have been weeded and Mrs. Morgan is currently going through the adult nonfiction DVD collection.

Teen Programming: 1) The teen Okakus group is planning to watch a full length video of one of their favorite animes in January; 2) There was a teen Super Smash Brothers Tournament during winter break; and 3) There was a teen movie during winter break.

Museum Services: Attendance in the Museum during December was 83 people. There were 13 meetings on the top floor with 158 people in attendance.

System Administrator: There will be a Horizon upgrade on January 15. Auto-renewal of patron loans will be available with this new version. Items on hold will not be renewed automatically, and this can be disabled for collections that should not renew automatically. This will be a nice feature for the patrons and may increase circulation figures.

Network Manager: a) About 80% of staff and patron computers are running Windows 10; and b) Safety drills and security procedures will take place throughout the year. Refreshers on “what to do if” are needed.

Marketing: 1) Mariann Percy was on WBAT with Mary Eckerle on January 3rd. They discussed the advantages of becoming a Friend of the Marion Public Library and Museum; and 2) The *Chronicle-Tribune* sent a reporter to two Library events this past month.

STEAM Festival: The third annual STEAM Festival will be Saturday, January 26th from 2 to 4 p.m. in Meeting Room B. This year’s theme is *Space Expedition* to tie in with the upcoming summer reading program, *A Universe of Stories*. The festival is designed to be hands-on science stations for k-6.

Indiana Humanities: Several staff members are discussing grant possibilities for 2019. Included in the discussion are author visits, and planning programs in the humanities area.

Community Involvement: 1) The Red Cross Blood Drive met its quota on December 28; 2) Follow this TV link to find Rhonda Stoffer being interviewed on Channel 21 - <https://wpta21.com/news/featured/21country/2018/12/19/tall-tail/>; and 3) WorkOne will hold a job fair at the Library monthly on the third Thursday beginning in February.

Appreciations: 1) Pat Miller from the board of The Brain Kitchen sent a note of appreciation to the Library; and 2) Anne Fuller from Fort Wayne sent a thank you and a check for genealogy research done by the Indiana Room staff.

Adjournment/Next meeting: Tuesday, February 19th at 6 p.m.

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