

January 17, 2012

The Marion Public Library Board of Trustees met Tuesday, January 17th, 2012, at 6:00 p.m. in the Israel Conference Room. Present were Mr. Owen, Mrs. Cline, Dr. Case, Mrs. Enyeart, Mrs. Turner and Mr. Cline. Mrs. Eckerle and Ms. Riddle were also present. Mr. Ott was absent.

Mrs. Enyeart called the meeting to order at 6:00 p.m.

On motion of Mrs. Cline, seconded by Mr. Owen, the minutes of the December 20th, 2011 meeting were unanimously approved with one correction.

The Treasurer's report showed a balance of \$1,889,314.95 in all funds as of December 31, 2011.

COIT for 2011: \$36,992.33. COIT for 2012: \$26,658.50. This is a loss of \$10,333.83 a month.

\$115,073.84 from the Building Corporation was deposited in the LIRF account at the end of December.

Final Property tax distributions from December 28, 2011 were the following: Library Operating Fund: \$274,505.37. Library Lease Rental Fund: \$8,023.12. CVET, FIT, and Excise monies were also received for those two funds.

The City of Marion Redevelopment Commission (the "Commission") has established and expanded the Marion Consolidated Economic Development Area (the "Development Area") which is comprised of the Marion Consolidated Allocation Area (the "Marion Consolidated Allocation Area") and intends to amend the Economic Development Plan by incorporating projects and removing an area from the Marion Consolidated Allocation Area and designating such area as its own separate allocation area in 2011 to be known as the Kings Group Allocation Area (the "Kings Group Allocation Area") for the purposes of capturing tax increment revenues pursuant to IC 36-7-14-39 (the "TIF Revenues"). The Commission has determined the capturing of the increases in assessed valuation of the development in the Kings Group Allocation Area will have no impact on the anticipated revenues or tax rates of the taxing units that are wholly or partially located in the Kings Group Allocation Area.

On motion of Mrs. Turner, seconded by Mr. Owen, the Treasurer's report was unanimously accepted and payment authorized. The register of claims is made a part of these minutes.

Travel, meeting attendance: On motion of Mr. Owen, seconded by Mrs. Turner, attendance, travel, and related expenses were unanimously approved for the following meetings: 1) February 22nd, Ivy Tech, Marion, Chamber Department of Labor Seminar, Jonie Riddle, Mary Eckerle; 2) January 23rd, Columbia City, "Digitizing Photographic Collections" workshop, Sue Bratton – Registration is waived because Sue Bratton was asked to be a presenter; and 3) April 27th and 28th, Fort Wayne, Allen County Public Library, Indiana Genealogy Conference/Seminar, Rhonda Stoffer.

Capital Asset Policy: A Capital Asset Policy was recommended during the last Library audit. This policy was modeled after the ones at Anderson and Muncie Public Libraries. On motion of Mrs. Cline, seconded by Mr. Owen, the Capital Asset Policy was unanimously accepted. In addition, the Library Office will purchase the CompuTrain General Fixed Asset module to enable the electronic tracking of Inventory items at a cost of \$1,595.

Study Room Guidelines: The Meeting Room Policy was passed at the December meeting. These Guidelines are for use in the Library Study Rooms on the second floor of the Library. On motion of Mr. Cline, seconded by Mrs. Turner, the Study Room Guidelines were unanimously accepted by the Board.

Long Range Plan. A Long Range Plan was presented for Board consideration. The Indiana State Library provides direction on doing the planning process and what needs to be included. This plan is intended to be a living, working document that is subject to change and re-direction. The Board will review this plan during the next month.

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

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

Staff: Nathan Mitchener has resigned effective January 26th. Former Indiana Room staff member Kay Clemons passed away on January 6th.

Property: Drain pumps and air handlers have had issues and parts have been replaced recently. This is all part of the age of the building and its equipment.

Grant County Lawn, Inc.: In spring 2011, Grant County Lawn Care used a product on two trees and one shrub on the Library property called Imprelis. This Dupont product had high reviews for weed killing. Unfortunately, the company has now found out that the product causes damage. The company is filing an insurance claim on the Library's behalf and there might be compensation. This has made news around the country. Locally, quite a few trees are affected including those at Indiana Wesleyan University and Arbor Trace golf course.

2012 Great Central United States ShakeOut: The Library will participate in the Earthquake drill on February 7th sponsored by Get Prepared IN.Gov.

Children's/Youth Services: 1) Storytimes resume the week of January 23rd; 2) Martin Luther King, Jr.'s birthday will be celebrated with Make-it, Take-it crafts, a movie and stories on January 16th; 3) On Wednesday, January 11th, the Children's Department celebrated National Soup Month. Soup was served and children were invited to "Bundle Up With a Good Book"; 4) Squirrel Appreciation Day is January 21st at 2 p.m. Squirrel books, activities and a craft will be featured; 5) National Puzzle Day is January 28th and children are invited to come and work puzzles that day; and 6) The Children's Department staff look forward to the annual Mock Caldecott workshop in Bluffton where they spend the day discussing award worthy picture books.

Circulation/Audio-Visual Services: Nathan Mitchener, Joanne Hix, Paul Burritt and Kristen Gioe have been meeting with patrons for one hour computer help sessions. This service is offered on Wednesday afternoons. Staff determines who and how to best help with the patron's needs.

Indiana History and Genealogy Services: The Indiana Room will be offering One on One workshops on using the database HeritageQuest from January 15th through January 30th.

Museum Services: 1) Ninety-three visitors signed the Museum register in December. In addition, 115 people attended the Carnegie Christmas exhibit; 2) AARP training was January 3rd through the 10th. Tax help in the Carnegie Room begins Tuesday, February 14th and will be Tuesdays from 2 to 6 p.m., and Wednesdays and Thursdays from 10 a.m. to 2:30 p.m. The tax preparers will be here until April 17th. Sometime in March, Thursdays might be eliminated from the schedule; and 3) New Museum exhibits include displays on Polaroid cameras, basketball, teapots and teacups; and on Andrew Carnegie. In the lobby will be Jose Pinal's wooden sculptures, old sewing patterns and valentines.

Digitizing Photographic Collections: Sue Bratton was asked to be one of the presenters at a Digitization Workshop on January 16th. Her experience comes from a grant that the Library received in the late 90's to digitize the historic photographs.

Reference Services/Adult Programming: 1) Tax forms are starting to arrive. No state forms have come yet; 2) The 2nd Wednesday Book Discussion group discussed *Wuthering Heights* on January 11th and will discuss *Reading Lolita in Tehran* on February 8; 3) The Interlibrary loan service keeps growing. In 2011, Shirley Mooney supplied 1,384 books to other libraries. 1,069 items came for MPL patrons; and d) 28 people viewed the movie, *The Help*, on January 7th.

Network Manager/Security: Network upgrades, computer viruses and troubleshooting took up most of Mr. Burritt's time during December.

Teen Programming: a) A Teen gaming day is planned for the last Saturday of January; b) The movie, *The Smurfs*, was shown during winter break with 30 in attendance. The movie, *Nightmare Before Christmas*, was also shown over the holidays; and c) Otakus and the Teen Craftsters continue to meet.

Technical Services/System Administrator: Ordering materials has resumed in this new year. Karen Blinn has spent a lot of time cleaning up the system. Staff weeding projects continue.

Barb Wilson: Mary Eckerle and Sue Israel met with Larry and Sue Wilson in late December to choose an appropriate memorial to patron Barb Wilson. Nothing was decided as yet – the family is considering various ideas including a memorial bench, sculpture, or designated collection.

Marketing: 1) Patrons are continually invited to sign up for the eNewsletters and also to receive book and overdue notices via email; 2) Robert Ayres from Marion Community Gardens Association joined Mary Eckerle on WBAT on January 5th; and 3) The Knitting group was featured in the Sunday *Chronicle-Tribune* in December and the Children's Department also had a write-up.

Let's Talk About It: Making Sense of the Civil War: Sue Bratton and Mary Eckerle attended a teleconference on the Civil War grant on January 10th. Program planning begins this month with several ideas on the table. This will be an exciting year that will feature the Lincoln exhibit (April 25 through June 8) and the Civil War discussions.

Marion Community Gardens Association: The irrigation for the Boots Street Garden has been completed. Master Gardener Bruce Ruch will conduct gardening classes, open to the public, at the Library on Saturdays beginning January 28th from 10 a.m. to 12 noon.

Mississinewa 1812: Mary Eckerle and Sue Bratton met with Ed Breen and Stan Steiner from the Mississinewa Battlefield Society on January 11th to discuss future partnerships.

Affordable Housing: As part of a new grant, Affordable Housing is conducting "listening sessions" in area neighborhoods. As part of these interactions, they will ask people if they know about the Library and will hand out information.

Community Involvement: 1) The Children's Department Staff will take turns visiting St. Paul's preschool to read and interact with the children; 2) Children's staff also visit the Montessori preschool and Sterling House senior home; 3) Staff members Sue Bratton, Loretta Walker and Mary Eckerle are involved in a new group forming to discuss Historic Preservation in Marion; and 4) The Library is reaching out to community groups and individuals who wish to place displays in the Library Connector and display artwork on the Library's second floor.

Appreciations: 1) Note of appreciation for a job well done from Dennis K. McDaniel, Washington, D. C. to Joan Thomas in Genealogy; 2) Thank you note from author A. S. Mundt, Children's author, who visited the Children's Department in December; and 3) Patron Larry McDermott. brought a note and cookies to the Reference Department in appreciation of good services.

The meeting adjourned at 7:07 p.m. Next meeting: February 21st, 2012 at 6:00 p.m.

_____ President _____ Secretary
_____ Member _____ Member