

October 15, 2024

The Marion Public Library Board of Trustees met Tuesday, October 15, 2024, at 6 p.m. in the second floor Library Program Room of the Marion Public Library. Present were Ms. Ketcham, Mr. Cline, Mrs. Pogue, Mr. Case, Ms. Sumpter, and Mrs. Nicholson. Mr. Gilmore attended on Zoom and then joined in-person. Jonie Riddle and Jaime Pitt were also present.

Library Board President Cindy Ketcham called the meeting to order at 6:00 p.m.

On motion of Mr. Cline, seconded by Mrs. Pogue, the September 17, 2024, minutes were unanimously approved.

On the motion of Ms. Sumpter, seconded by Mrs. Pogue, 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 \$3,530,616.38 in the Library Operating Fund as of October 15, 2024.

Business:

Budget: The 2025 budget will be reviewed and adopted for sending to the Department of Local Government Finance through the Gateway online portal. There was no objection to the published 2025 budget at the public hearing, and a motion is needed to adopt the budget resolution at 2,468,200 for the Library Operating Fund, \$2,468,200 amount to be raised: \$100,000 for the Library Improvement Reserve Fund, and \$100,000 for the Rainy-Day Fund. On motion of Mr. Cline seconded by Ms. Sumpter, the Board unanimously adopted the 2025 budget. Form 4 of the Budget has the tax rates, the Resolution on tax rates will go into the Board minutes.

Finances: Reported that the library cuts off spending in October to avoid encumbrances. We will continue to purchase books and as needed items.

Museum: Jaime reported on the findings of a mold inspection report from an inspector from Indianapolis. The report identified significant mold issues in the West storage area and minor issues in the East storage area. Jaime mentioned that they plan to undertake remediation steps, including caulking and purchasing dehumidifiers. Jaime confirmed that the air quality in public workspaces had been tested and found to be normal. Jaime also mentioned that they will need to inspect the building every two years, even if no issues are found.

Board Members: Jaime discussed the process of appointing new board members, mentioning that the city council is opening the position to the community at the November 6th meeting. She also mentioned a conversation with Linda Wilk, who she thought would be a good board member. It is likely the County Commissioners will appoint Ms. Wilk. Jaime asked the board for suggestions on potential candidates.

Mission Statement: Jaime presented a new mission statement for the board to consider. It reads:

Marion Public Library & History Center empowers minds and enriches lives by cultivating a joy of reading, learning, and discovery in a welcoming community.

On motion of Mrs. Pogue, seconded by Mr. Gilmore, the Board voted in support of adopting the new mission statement.

Director's Report

1. **Materials and Services:** Statistics will be presented at the meeting.
2. **Staff:** a) Gabe Franks start September 30th as Collections Manager. b) We have two people out with injuries.
3. **Community Engagement:** Radio Spotlight; Taste of Marion; Collaborating/planning Early Literacy Workshop (November); Hosted NICCL workshop; Hosting the American Red Cross Blood Drive on October 21st; Hosted a public forum on the political landscape; Collaborating with the Community Foundation on book discussion and strategic planning for Marion; Attended County Commissioners meeting. Staff represented MPL at YMCA Harvest Event. Attended Veteran's Fair (Grant County Stand Down) at YMCA.
4. **Grants** – PPS Update; Applied for 2 IWU grants.
5. **Book Sale** – The book sale will begin November 1st
6. **Travel & Meetings** – Kristen, Tylanna and Jaime will be attending ILF. Kristen will attend both days; Jaime will attend Monday and Tylanna will attend Tuesday. Barb and Sean attended the Difference is You conference for library staff in late September.
7. **Properties (Roger):**
 - Children's Shelving Reconfiguration**

Roger is currently working on the reconfiguration of the children's shelving. This project is being coordinated with changes to the AV shelving, which will enable us to repurpose a significant portion of the children's shelves to add approximately 50-60 new shelves in the AV section.
 - Program Room Updates**

The partition wall in the Program Room has been successfully painted. The final major task remaining is the installation of base trim.
 - Maintenance of Carnegie Seals**

I have begun the process of replacing some of the caulk seals in the Carnegie building, which have been allowing moisture to enter the basement.
 - Landscaping Preparations**

In preparation for upcoming renovations, several bushes on the west side of the building will be removed in the near future.
8. **Childrens (Tylanna):**
 - Grab and Go Craft**

This month, we introduced a Spaceship Craft as part of our Grab and Go program, encouraging creativity among our young patrons.

Programs Overview

In September, we successfully offered a total of 15 programs, catering to a diverse audience and fostering community engagement.

Special Events

We celebrated International Dot Day, a global initiative inspired by Peter H. Reynolds' book *The Dot*. Our interactive bulletin board allowed children to contribute by designing their own dots, promoting creativity and collaboration.

Library Improvements

Our picture book shift is nearing completion. Notably, Roger has designed a cozy reading nook situated between two shelves, providing a welcoming space for patrons to enjoy our collection.

Training Session

On September 9, we hosted the Every Child Ready to Read training session for local librarians, which received a strong turnout and positive feedback.

Community Engagement

Callie represented our library at the Taste of Marion event, while Madisyn contributed by designing buttons for the occasion, enhancing our visibility within the community.

9. **Circulation (Michelle):**

Visitor Statistics

In September, Garfield welcomed visitors from a variety of locations, including Dallas, Texas; Wisconsin; Tennessee; North Carolina; and numerous guests from Ohio and Indiana. This diverse attendance highlights our library's appeal and reach.

National Library Card Sign-Up Month

September was designated as National Library Card Sign-Up Month, during which the Children's Department introduced two new card designs for our juvenile patrons. Current cardholders had the opportunity to switch to these new designs at no additional charge. In total, the Circulation Department issued 36 of the new camp-themed cards and 23 of the open book design (59 total).

10. **Indiana History (Rhonda):**

Social Media Engagement

The Social Media Committee continues to be actively engaged on Facebook and Instagram. We encourage all board members to share any promotional material or events so we can effectively highlight them on our platforms.

County Records Digitization Project Update

As of now, a total of 5,187 record books and probate files have been successfully uploaded to FamilySearch.org. FamilySearch is on track to complete scanning by the end of the year. We are currently awaiting final confirmation from FamilySearch's legal team regarding the specific items they will digitize from our library collection.

Newspaper Microfilm Update

Our newspaper microfilm has been returned from Newspapers.com. All items have been checked back into our system and placed in the cabinets. I identified one roll that was overlooked and will be sending it for digitization.

Call Number Standardization Project

We are making steady progress on our project with TS to standardize call numbers. Special thanks to Kristen and Olena for their assistance in this important initiative.

11. Museum (Kelsey):

Personnel Update

We successfully conducted final interviews for the Collections Manager position and are pleased to announce the hiring of Gabe Franks, who started on September 30.

Training and Development

Compiled training materials and a schedule for Gabe to ensure a smooth onboarding process.

Museum Engagement

Met with individuals who are donating objects to the museum, enhancing our collection. Loaned a museum object back to its original owner for an exhibition at Indiana University.

Facility Management

Completed a building inspection to assess our facilities.

Exhibit Planning

Began planning to redesign the Natural History installation in the History Center lobby. Continued development for the upcoming Black Businesses exhibit.

Grant Management

Worked on reporting for our grant from the Indiana Historical Society to ensure compliance and accountability.

Community Promotion

Promoted the History Center through radio broadcasts to increase community awareness. Represented the Marion Public Library at the Taste of Marion event, fostering community connections.

Upcoming Events

Initiated planning for "Christmas at the Carnegie," ensuring a festive celebration.

Jay House Activities

Hosted the monthly board meeting for Historic Marion.

Conducted a special meeting for SOS Marion, supporting community initiatives.

PPS Grant Update

Met with Project for Public Spaces to discuss project advancements.

Received updated renderings for the project, moving us closer to implementation.

Created an outline for contracted work and engaged with prospective general contractors.

Worked on finalizing budgetary estimates for project costs to ensure financial readiness.

12. Networking (Paul):

Computer Assistance for Patrons and Staff

We continue to offer dedicated computer assistance to both patrons and staff, ensuring that everyone has the support they need to effectively utilize our technology resources.

Upcoming Staff Safety Training

Staff safety training sessions are scheduled to take place in the near future. We are in the process of finalizing the details and will communicate the schedule to all staff members.

Preparation for NICCL Meeting on October 10th

Preparations are underway for the NICCL meeting scheduled for October 10th. We are coordinating logistics and gathering necessary materials to ensure a productive session.

13. **Reference (Barb Enslen):**

Dining with Diabetes Program

We successfully hosted the "Dining with Diabetes" program, led by Kailey Dockerty from the Purdue Extension Office. A follow-up class is scheduled for January to assess participants' progress towards their A1c, weight, and exercise goals.

Community Outreach with Indiana Wesleyan

We participated in the community outreach event, Taste of Marion, organized by Indiana Wesleyan. Our booth was well-received, where we distributed books, stickers, bookmarks, ring pops, and information on how to sign up for a library card.

The Difference is You Conference

Sean and I attended the "The Difference is You" conference at the Indiana State Library, where we gained valuable insights and connected with fellow librarians from across the state.

September Displays

Our September displays included themes such as Hobbit Day/Lord of the Rings, Sewing, Apples, Star Trek, International Sign Language Day, National Waffle Day, National Wildlife Day, Video Game Day, and a significant tribute to 9/11.

Interlibrary Loan Statistics

Angie facilitated 43 requests for books through Interlibrary Loan (ILL), successfully obtaining 20 of those items. Additionally, we supplied 81 items to other libraries within our system from a total of 153 requests. Angie is also managing our magazines and periodicals and has been training Aurora to assist with these tasks.

14. **Technical Service (Kristen):**

Picture Book Weeding Project

The weeding of our picture book collection is progressing well. I am now in the final stages, working to remove one cart of books to ensure everything fits on the shelves.

Battle of the Books Preparation

Preparations for the Battle of the Books are ongoing. All titles have been assigned, and our next steps involve developing and compiling questions and answers.

Increased Ordering Activity

We are experiencing a surge in ordering as we approach the end of the year, allowing us to effectively utilize our remaining budget.

15. **Teens (Madisyn):**

Open Hours and Rotation System

I am still acclimating to the implementation of Open Hours and the new rotation system.

Painting Class Success

The recent painting class quickly reached capacity, with 14 out of 15 spots filled shortly after registration opened, indicating strong interest and participation.

Dungeons & Dragons Club

Our Dungeons & Dragons (D&D) Club has developed a loyal following. This month, I've encouraged attendees to take on leadership roles and serve as Dungeon Masters (DMs), providing a safe and supportive environment for them to explore their creativity.

Anime Club Update

While the Anime Club has not yet gained traction, I remain committed to offering it. I am currently brainstorming new ideas to enhance participation. My goal is to maintain consistent Open Hours, D&D sessions, Anime Club meetings, and introduce a unique

program each month. Adjustments may be made in future rotations based on engagement levels.

Recent Displays

Banned Books Week

Romance Books

Fantasy Books

A Baseball-themed display (Adult Non-Fiction) created by our intern, Caleb

Adjournment/Next meeting: Motion to adjourn made by Mr. Gilmore Seconded by Ms. Sumpter Tuesday, November 19, 2024.

_____ President _____ Secretary

_____ Member _____ Member