

March 17, 2020

The Marion Public Library Board of Trustees met Tuesday, March 17, 2020, at 6:00 p.m. in the Israel Conference Room. Present were Mrs. Nicholson, Mrs. Cline, Ms. Sumpter, Mr. Cline, Dr. Case and Mr. Breen, Mrs. Eckerle and Ms. Riddle were also present. Mr. Lutton was absent. Barbara Dixon, staff member, also attending the meeting.

Ms. Sumpter called the meeting to order at 6:02 p.m.

Discussion on the COVID-19 virus and the closure of the Marion Public Library. On motion of Mr. Cline, seconded by Mr. Breen, the Board unanimously voted to close the Marion Public Library on Wednesday, March 18th at 5 p.m. until further notice. Mrs. Eckerle, as director, can allow some staff in the buildings if it is staggered, and everyone keeps a distance from each other as they work. In addition, Library programs and public meetings held at the Marion Public Library are cancelled for the time being.

On motion of Mr. Cline, seconded by Mr. Breen, the minutes of the February 18th meeting was unanimously approved.

On motion of Mr. Cline, seconded by Mr. Breen, 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 \$1,230,694.21 in the Library Operating Fund as of February 29, 2020.

New Business:

Travel, meeting attendance: On motion of Mr. Cline, seconded by Mr. Breen, attendance, travel, and related expenses were unanimously approved for the following meetings: 1) March 13th, Tipton, NICCL meeting, Paul Burritt, mileage; and 2) June 5th, Indiana State Library, Indianapolis, "Discovery to Delivery X Conference", Christina Rowland, mileage.

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 past month.

Children's Services: 1) During the month of February, there were 12 storytimes with 106 people in attendance; 2) Tashema Davis was the special guest reader for PJ Tales on Tuesday, February 4th; and 3) There were a variety of fun LEAP Day activities on Saturday, February 29th.

Wonderspace: Tylanna Jones, Sue Bratton and Mary Eckerle are working with Wonderspace about possible programming opportunities. Indoor play for Marion, Indiana is a necessary conversation for our community to have. While many believe that play is "just fun" or a luxury, in fact play becomes the foundation for future development and learning. The science of brain development is providing concrete evidence that there is real power in play. Play is the vital activity that children use to learn how to regulate their emotions and interact with their world (American Journal for Play, 3, 463-468). Play is critical for developing the oral language skills children need to learn how to read (Bergen and Mauer 2000). Play lays the foundation for higher order thinking and later learning of formal STEM concepts (The Power of Play, Dr. Rachel White). Through play, children gain the mental, physical and social skills necessary to succeed in their adult lives.

Indiana History & Genealogy: Indiana History & Genealogy had a busy February. There were lots of new people needing research help. The microfilm move has been great. It saves time in filling research requests as staff do not have to make a trip to get film. There have been some people who have never been to the Indiana Room coming to use the microfilm and the digital microfilm machine.

Reference Services/Adult Programming: 1) Patrons are responding favorably to the shift in magazines. They love having the magazines in one place; 2) There have been a variety of book displays in the department including Women's History, the Women's Suffrage Movement, WWII, Disability Awareness, and Gardening. Patrons are taking time to browse through some of the featured books; 3) The Small Space Gardening program was successful with 15 people. The Extension office has already expressed an interest in presenting more gardening programs. Extension will hold a Basic Lawn Care workshop on April 1st from 6 p.m. to 7 p.m.; 4) March 20th is National Crossword Puzzle Day and there will be a Crossword Tournament on the 2nd floor; and 5) Sue Bratton is organizing a Knitting workshop to be held in conjunction with the Fiber Arts Guild.

Teen Programming: 1) Teens had a gaming day in February; 2) A game day and Otaku program is scheduled for March; and 3) Kristen Gioe will attend a workshop entitled "Be the Connection: Libraries, Teens, and Connected Learning" at the Wells County Public Library on March 20th.

Museum Services: 1) February attendance in the museum was 70; and 2) The AARP tax help uses the Forrest Room and the Carnegie Room. The Tax Program has held six sessions with 315 people in attendance.

Circulation: The Borrowing brochure has been updated and available for patrons.

Marketing: Tylanna Jones and Barbara Dixon were guests on WBAT in the Library's March spot.

Friends: The Friends Booksale has been postponed.

Telling a People's Story: This exhibit should be arriving on April 6 and remain through May 29th. Marion Public Library received an action grant from Indiana Humanities for financial support and supplemental programming for the exhibit. The writing workshop with Poet Laureate Shari Wagner that was scheduled for Saturday, April 4th has been postponed. There are four more events associated with the exhibit and they will be publicized in the next few weeks.

Women's Suffrage: The Suffrage committee continues planning activities for this year's celebration. There is a display in the laptop lounge honoring inspirational women. In addition, a quilt project is being planned with quilt squares decorated by women's groups of Marion.

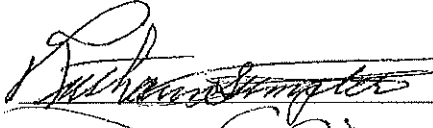

Justice Middle School Giant Read: A week of wonderful activities surrounding the visit of author Kimberly Brubaker Bradley was cancelled due to the virus. The author cancelled and the other programs centered around that event. The tea at the Hostess House is still scheduled for March 14th.

Census: Staff continue to work on promoting the Census.

Community Outreach: 1) A Life Skills class from Madison Grant schools visited the library for career exploration week; 2) The Job Fair for March has been cancelled;

Appreciations: 1) **Andrea Womack** Just wanted to say we loved the activities yesterday! And your staff are phenomenal. One person was so much help to me and my 5-year-old daughter and I can't thank her enough. I was especially in need since I had my 6-week-old with me also, but she went above and beyond to help us. The library does such a good job providing activities for the kids! 2) Dear Sue, Thank you so much for this information and the photo! My mother and I really appreciate this! All good wishes, Sincerely, Shannon; and 3) The Grant County Art Association still plans to have its Spring Show on the second floor during April.

Adjournment/Next meeting: Tuesday, April 21, 2020 at 6 p.m.

 President _____ Secretary
 Member _____ Member

The official signed Resolution is a part of these minutes.

Resolution regarding the COVID-19 virus

Marion Public Library Board of Trustees is committed to the health and safety of its staff and community, and we are closely monitoring information about COVID-19. We are following directives from the CDC, Indiana State Department of Health, the Grant County Emergency Management Team, Grant County Health Department, and the guidance of the Indiana State Library, Indiana Library Federation, and the American Library Association.

With this in mind, the Marion Public Library will be closed to the public beginning March 18th at 5 p.m. and will remain closed until further notice at which time the situation will be re-evaluated. Library programming and outside meetings will be discontinued while closed. During this time, staff may work remotely or on site under the supervision of the library director. Staff, both full and part-time, will receive their regularly salaries during this time.

The library staff will continue to provide virtual service through the website (www.marion.lib.in.us) and through the library's Facebook page. Additionally, staff will continue to investigate ways to connect with the public.

Resources for more information in the Virus will also be shared through the above.

Signatures
to follow
after
quarantine

April 21, 2020

The Marion Public Library Board of Trustees met Tuesday, April 21, 2020, at 6:00 p.m. via Zoom meeting. Present at the Library were Ms. Sumpter, Mr. Cline, Jonie Riddle and Mary Eckerle. Dr. Case and Mr. Breen, and Mrs. Cline were present virtually. Mr. Lutton and Mrs. Nicholson were absent. Mr. Tim Eckerle hosted the meeting and was in and out. The meeting information was posted on Facebook, the webpage and in the *Chronicle-Tribune* as per the Open Meetings mandate.

Ms. Sumpter called the meeting to order at 6:02 p.m.

On motion of Mr. Cline, seconded by Dr. Case, the minutes of the March 17th meeting was unanimously approved.

On motion of Dr. Case, seconded by Mrs. 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 \$1,143,982 in the Library Operating Fund as of March 31, 2020.

New Business:

Travel, meeting attendance: None to report

Financial information: 1) Jonie Riddle and Mary Eckerle reviewed bank balances. Property tax distribution will be late this year due to moving the collection deadline until June. There is currently enough money in the Library Operating Fund to sustain budget needs for about four months. If a loan is necessary, one or more of the gift funds could be used. Mrs. Eckerle is checking with Michael Hotz about the possibility of using the Webster Gift Fund; and 2) Edward Jones released the quarterly distribution for the Webster Gift funds. Funds are down. Mondelez International - \$2437.61; Philip Morris - \$14461.20; and Kraft Heinz - \$1,140.00. Altria has not been received.

Governor's Stay at Home order: This order is still in effect until May 1. Most staff are staying at home and many are working remotely. There are some staff members in the building for limited amounts of time and, always, keeping social distancing. The Resolution passed by the Board is still in effect during this Stay-at-home period.

Staff Back-to-Work: A date has not been set for this as it depends when the Stay at Home order is lifted. There needs to be at least a week for the Library staff to prepare the building before it can be opened for limited service and probably limited hours. Maintenance people have been in the building cleaning. Staff is trying to determine to best way and what services are needed sooner than later.

Indiana State Library: State Librarian Jake Spear announced the standards for the year 2020 would be relaxed due to COVID. There will be an emphasis on virtual statistics.

Resolution if Director is unable to perform duties: The Indiana Library Federation recommended that libraries discuss and pass resolutions on who would take over if the Director was too ill to perform duties during the time of the COVID Stay at home order or reopening of the Library. On motion of Mr. Cline, seconded by Dr. Case, the board unanimously voted to have such a resolution with the stipulation that the Board President would be contacted if there was a situation and that this would only be for the duration of the sickness. The Board would keep in communication with Jonie Riddle, Business Manager who would be performing necessary duties. Mike Cline will fine-tune the resolution with the wording provided.

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

Materials and Services: Statistics will be presented at the meeting.

Staff: Karen Hiemstra will retire effective June 30, 2020.

Properties: 1. Deep cleaning areas of the library & museum; 2. Floor cleaning; 3. Transformer installation in the museum; 4) Sonitrol digital installation; and 5) Met with potential elevator vendors so that they can bid on the maintenance proposal.

Children's Services: 1) **Tylanna Jones:** I have been meeting through FB video with Kristen and Ami each week. We (+Amy Reel) are working on a Google Form for Battle of the Books. I have been in touch with Tena Wier about it. We will send out an e-mail to Battle coaches this week. It will not be a "competition", but we'd like to still have book questions for the kids to complete.

All my staff seem to be doing well. I have talked with or texted them each week.

We are discussing virtual programming. Ami B. has continued Book Club online with our patrons. She is working on additional programming ideas.

Battle is our focus right now, then National Library week, then summer reading. I was in a webinar with Beth Yates on Summer Reading. I would like to touch base with you, Sheri, Barbara Dixon, and Kristen about summer reading at some point. Maybe after the board meets?

I have switched up my online book reading to actual storytimes. I plan on recording two a week. It is a lengthy process. Each storytime takes me a couple of hours to complete but I am getting quicker! I will see if anyone else wants to record one. **Ami Brainerd:** The past few weeks . . .

The middle school Books, Bites, and Beyond group met online via Zoom for thirteen days and we read aloud *Wonder* (attendance varied each day, but we probably averaged 8-10 kids/day). This was an amazing experience—to have a shared read aloud. We finished the read aloud last week and had our book club on Wednesday. For club, I asked the kids to find a precept and to display it in a creative way. Kids painted, drew, chalked their driveways, made art on the computer, and one even had a cake decorated with a precept. I also asked the kids to go out of their way to be KIND to someone. Each student reported on this at book club. The kids voted on their favorite book of the year, and the winner was *100 Cupboards* with the runner-up being *Wonder*. Eighteen kids came to the virtual club meeting.

The younger kids book club read the book on their own, but we still "met" for club via Zoom. They read *My Side of the Mountain*, and I asked them to create shelters (models or the real thing). Again, the kids' creativity shined through! We had a Play-doh shelter, a LEGO shelter, shelters made in Minecraft (a video game), a model made with tissue paper and toilet paper tubes, and a few even went outside and crafted the real deal. At club each child took a turn showing and telling about his or her shelter. The main character of *My Side of the Mountain* learns how to forage in the woods, so I gathered some wild edible plants from my yard and talked to the kids about foraging. I gave the parents an additional resource page and encouraged them to go and see the raptors at Salamonie Lake (the raptor center is outside and still open). We had 13 kids join in for the *My Side of the Mountain* club. Other things I've been working on:

Battle of the Books (reading books and writing questions)
Previewing book club books for next year

Checking email

Creating social media images and scheduling posts for Facebook

Watching videos about social media and summer reading ideas

Working on virtual activities for National Library Week including a Marion Public Library trivia quiz (via Google forms) and a BINGO board

Once National Library Week and Battle of the Books are completed, Tylanna has asked me to turn my attention to Summer Reading (and I will).

Indiana History & Genealogy: **Rhonda Stoffer:** Since we have been closed, I have been:

Monitoring social media and working with the Social Media committee to brainstorm more ways to reach our patrons

Reading journals

Indexing daily obits and saving the obit pages from the paper for future database entries

Attended a webinar

Attended the virtual IGS conference, with 4 sessions on 4/18

Prepared and uploaded 3 new files to the database

Been doing clean up on the database to reconcile inconsistent entries and standardize some terms used

Began learning how to use Microsoft Teams, and been working with Zoom

Receiving the queries, comparing them to the PayPal payments, sending emails to researchers telling them that their queries will be delayed. **Debbie Ruth: Indiana History & Genealogy** I have been working on Cemetery Records, making corrections and doing the research that I can on find-a-grave, family search and ancestry.com. Also, I did a Webinar, Presenter Amy Johnson Crow-Best Websites for Finding Local History. I plan on doing more Webinars. **Rene Bissell Cole: Indiana History & Genealogy Indexing:** *I am reading and creating every name-every topic searchable index in Excel for the Image Magazines from 1968 through 1971. I continue to read and highlight every name and topic for the Yesterday and Today Marion history articles for 1959. (I cannot enter these into my Excel document because I cannot access my files on the desktop in the Indiana Room.) Staying caught up: I continue to print obituaries from the Chronicle Tribune and funeral homes for our surname files. I also print pertinent articles from the Chronicle for both our surname files and our vertical files. Creating a pandemic file specific to Marion/Grant County is also an ongoing endeavor. Lack of patrons has allowed me to catch up on nearly a year's worth of Eastman's Genealogical newsletters, and to sign up for several on-line webinars related to archiving and genealogy in the next couple of weeks.*I have posted a few interesting tidbits to social media to keep MPL in the public eye.

Reference Services/Adult Programming: 1) **Sheri Sharlow:** With the library building closed, we've had to think differently about how we fulfill our roles as librarians: Providing needed accurate information and leads to more in-depth resources, finding ways to help people with new needs like working or studying exclusively from home, and finding ways to keep engaged in recreational activities – reading or otherwise. We also must anticipate needs people didn't realize they had. I've spent most of my time changing MPL's digital face, the website. Some things, like the links to government resources and EMS news releases, give immediate access to information as well as fulfill MPL's function as a repository of historical information. (Optimism, folks – this will wind down.) I've added things like links to government meeting announcements – including MPL board meetings - to honor the underlying purpose of Open-Door laws. Some things are added services from our vendors like Tumblebooks and Ancestry, who've provided added access because people are staying home. We're grateful for their generosity and understanding. Some things are helpful, like Alton Brown's handwashing video, or pantry apps that help you decide what to make for dinner, or the Fitness Marshall's workouts that will make you laugh while you dance off that junk food. It's fun to remember that Caleb Marshall and Haley Jordan grew up here. And some are just bits of scavenged entertainment, like children's authors reading their books, nature cams of penguins, and roller coaster videos - things to keep people from pulling out big chunks of hair. These additions help only if people know we have these new resources, and that involves boosting them on social media. This leads to my favorite part – designing visuals on PicMonkey and Canva. The library won't be the same when we reopen our doors. New challenges provide new opportunities. We can't wait to see where those opportunities lead. **Barb Dixon:** I have been working on the LSTA grant, both remotely and from the library. I got it finished and submitted on Wednesday the 15th. Have watched a few webinars/zoom meetings and have posted on the library's FB page. Have been weeding the reference area and have begun shifting the remaining books. Most of what is being weeded is over two decades old, so definitely outdated. Our new reference section will be much smaller but will also be more up to date. Have also been working on a list of current databases and have begun exploring them to see what is available, how easy they are to access, etc. **Kristie Fuller:** She has been processing mail, newspapers and magazines as well as cleaning out display cases and keeping all the plants in the Library watered.

Teen Programming: 1) **Kristen Gioe:** I have attended a couple of youth services zoom meetings and a webinar about Canva. Tylanna and I have talked a couple of times and I we discussed what to do about Battle of the Books. We decided to do it digitally, so I have started work on getting them put into Google forms as quizzes and completing the book questions that I was responsible. Tylanna has talked about a video for National Library Week and I have gotten

something roughly started for that and I'm waiting on pictures. I find my kids do not make getting work done very easy, but I am getting done what I can get done.

Museum Services: 1) Sue Bratton has been organizing and posting old photographs on the Library's Facebook page. They are received a lot of comments; and 2) Sue has been answering questions regarding photographs and some other items pertaining to the museum.

Circulation: Michelle Morgan: While working at home I have continued ordering materials. I ordered soon to be released DVDs from Baker and Taylor, audiobooks from Midwest Tape and selected and completed an \$1800.00 order for downloadable e-books and audiobooks from Overdrive.

I have assisted patrons in signing up and renewing library cards and have helped patrons who have had problems accessing their Hoopla accounts.

Each day I read work related email, journal articles and have completed 8 webinars. I've also kept in contact with Circulation Staff and turned in staff hours to Jonie for payroll.

System Administrator: Karen Hiemstra: Webinars, lots of webinars!

Social media brainstorming on the present & future of MPL

Reading book reviews and ordering materials

Recording Title Talk weekly

Authority maintenance in Horizon

Upgraded Enterprise public catalog

Extended closed

Have attended some round-table discussions where there is actual small-group interaction and brainstorming

Loaded and deleted hoopla records for April

April Department Head meeting

Network Manager: It has been an eventful time working from home during the temporary closing of the Library. Lots of adjustments and changes. Library staff laptops in different locations in my home setting them up so staff could use them to remote from home. More time to do some self-training on IT management through Webinars and YouTube. I can remote into the servers and other computers to troubleshoot problems and monitor the network and phone system. I have helped patrons and staff with troubleshooting Horizon, Hoopla, Overdrive and other issues. Also, I have been keeping up with email communications from staff. So, from home I may be working in the morning, afternoon, evening or at night. I have also made some trips into the Library for troubleshooting issues.

Marketing: Mary Eckerle was a guest on WBAT on April 2nd.

Friends: Tentatively, the Friends Book Sale will be in August. The Annual Meeting has been delayed.

Telling a People's Story: This exhibit has been delayed and staff is awaiting word on whether it can be rescheduled. The speakers were also cancelled, at least until programming resumes.

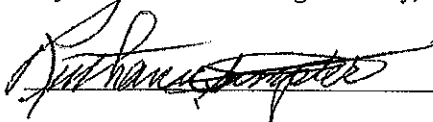
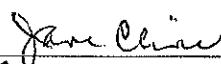
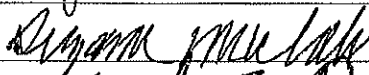
Justice Middle School Giant Read: While this year's event was cancelled, the committee will soon start planning for a 2020 event.

Census: Staff continue to work on promoting the Census through Facebook and the web page.

Community Outreach: 1) Mary Eckerle is reaching out to Marion General Hospital about the possibility of holding a Blood Drive @ the Library, either in the parking lot or in meeting room B; 2) The AARP tax volunteers have reached out to Library staff about re-starting the tax help service when the Library reopens or whenever it would be safe. If this happens, the program will need to be restructured with appointments only and safe distancing procedures; 3) The 3rd Thursday Job Fair has gone virtual for the time being; 4) A Literacy volunteer Kathy Gates wish to begin ESL classes in the Library whenever programming and meeting space can open again; and 4) The annual Quilt Show has been cancelled for this July.

Other items of interest: 1) Wireless outside the Library is being promoted on social media, the web and on a statewide map. Staff has seen cars in the Library parking lot taking advantage of the wireless; 2) Some staff are calling senior citizens who are patrons just to check in and see how they are doing; and 3) Library Department Heads are reviewing plans for reopening.

Adjournment/Next meeting: Tuesday, May 19, 2020 at 6 p.m.

	President		Secretary
_____	Member		Member
		