

November 16, 2021

The Marion Public Library Board of Trustees met Tuesday, November 16, 2021, at 6 p.m. in the 2<sup>nd</sup> floor Library Program Room of the Marion Public Library. Present were, Ms. Sumpter, Mrs. Cline, Mr. Lutton, Mrs. Nicholson, Mr. Cline and Dr. Case. Mr. Breen was absent. Also present were Jonie Riddle and Mary Eckerle. Collen Cramer was present at the beginning of the meeting. This meeting was zoomed with one viewer.

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

Collen Cramer, Head of Museum Services, reported on some initiatives. 1) The sign from the Idyl Wyld Skating Ring. This sign has been offered to the museum. Roger Marx has suggested cutting the sign in half so that it is lighter. Discussion followed about plans to place the sign outside the museum. Jane Cline, Mike Cline, Jeremy Case and Sue Nicholson favored having the sign inside. Mr. Case suggested having it as a temporary exhibit. Mr. Lutton is opposed to taking sign; 2) Mission Statement for the museum. Three board members submitted suggestions. The top two will be put to an email vote. Mr. Breen has not sent a suggestion as of this meeting; and 3) Mr. Cramer has a friend from Taylor who is working on a logo for the History Center; and 4) A Donation committee was proposed consisting of Mr. Cramer, Ashley Chu from Taylor, and Mary Eckerle.

On motion of Mrs. Cline, seconded by Mr. Lutton, the minutes of the October 19, 2021, meeting was unanimously approved with one correction.

On motion of Mr. 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 \$1,914,301.52 in the Library Operating Fund as of October 31, 2021.

**New Business:**

**Travel, meeting attendance:** On motion of Ms. Cline, seconded by Mrs. Nicholson, attendance, travel, and related expenses were unanimously approved for the following meeting: 1) December 10, Rochester, NICCL Roundtable, Paul Burritt, mileage.

**Budget 2022:** The Budget for 2022 was submitted on Gateway on October 20, 2021. The DLGF hopes to have budget approvals in November or December of this year.

**Policies:** 1) A revised Collection Development policy was presented. On motion of Mrs. Cline, seconded by Mrs. Nicholson, the Board unanimously approved this revised policy for 2021; and b) A Travel & Meeting policy is presented. On motion of Dr. Case, seconded by Mr. Cline, the Travel & Meeting policy was passed with the addition of "1,000 or special circumstances". Travel & Meetings will be reported in the Director's Report beginning in December 2021 and will be approved as part of the Board docket.

The Board bylaws also need to be reviewed and approved yearly. These are included in the Board packet. They can be reviewed and approved at the December meeting.

**American Rescue Plan:** 1) Resolution to Establish an American Rescue Plan Act (ARP) Grant Fund. It has been mandated by the State Board of Accounts and the Indiana State Library that each library must have a separate fund in place to accept ARP grants or monies. Jonie Riddle established a separate fund when MPL received CARES act grants earlier this year. The Board must pass a Resolution to add an ARP fund. This was not passed at this meeting and will be on the December agenda; and 2) Collen Cramer, Rhonda Stoffer, and Mary Eckerle have met and are working with Mike Cline as to best use of the City of Marion's ARP funds regarding the museum and library.

**COVID:** Grant County is currently in the orange and, hopefully, moving in a better direction than two weeks ago. The COVID measures continue. Sue Nicholson reported on the COVID situation in Marion Community Schools and surrounding school systems.

**Board Reappointment:** A letter was sent to the County Council regarding Ed Breen's reappointment to the library board.

**SOS:** Collen Cramer has attended a few SOS meetings and is finding them helpful to becoming acquainted with Marion and his history. He requests that the board appoint him as the liaison to the SOS board. Sue Bratton previously served in this position. On motion of Dr. Case, seconded by Mrs. Cline, the Board unanimously approved Mr. Cramer's appointment as liaison to SOS.

**Technology contract:** As reported at the last meeting, EDGE Information Technology was the company chosen by the NICCL consortium last year to give IT assistance to member libraries. EDGE's contract expires at the end of November. NICCL will no longer seek out a vendor for its member libraries. Paul Burritt, Mary Eckerle and Jonie Riddle have met with two companies to assist in IT needs that the Library has. Paul Burritt will be available via Zoom to answer questions about the companies and the services they provide. Because the contract expires at month-end, a board motion to accept one of the companies is needed. Their proposals are as follows:

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**Edge Technologies**

Office 365 - annually	\$663
Endpoint Protection - annually	\$2847
Fortigate= annually	\$2609
Monthly monitoring charge: \$575 x 12 =	<u>\$6,900</u>
Total yearly charges:	<b>\$13,019</b>

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**AVC**

Monthly monitoring charge: \$2205 x 12 =	\$26,460
Advances security services: \$460 x 12 =	<u>\$5520</u>
Total yearly charges:	<b>\$31,980</b>

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**Difference in pricing per year: \$18,961**

On motion of Mrs. Cline, seconded by Mrs. Nicholson, the Board unanimously approved Edge technology as the provider.

**Health Insurance:** Jonie Riddle and Mary Eckerle met with Mallie Grider from Insurance Management on October 27. The Library's Anthem plan will see only a 2.9% increase for 2022. Two other insurance companies (ADP and Allstate) gave estimates and IM also gets estimates from other plans each year. Continuing with the current plan seems to be the best path for this next year. Two people recently went off the plan and there are currently seven employees on the plan.

**Edward Jones:** Quarterly dividends were distributed on November 1.

Mondelez	2,993.55
Philip Morris	15,450.00
Altria	11,124.00
Kraft	1,140.40

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

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

**Staff:** Joe Fox resigned as System Administrator/Head of Technical Services. His last day was November 5. He is moving on to the Peabody Library in Columbia City where he will be the Head of Youth Services. Currently, staff members Kristie Fuller and Olena Wash are fulfilling Technical Services functions. A search for a replacement for Mr. Fox will begin soon.

**Properties:** 1) Building pallets for the museum basement; 2) Continued work on the Library Programming room; 3) Working on plans for parking lot maintenance, light repair, and flooding in the parking lot; and 4) Major repair on a Little Free Library that will be going to the south side of Marion.

**Neighborhood:** The Circle K across the street from the Library had an armed robbery on November 7.

**Children's/Youth Services:** 1) Storytime has moved inside with the cooler weather; 2) Staff continue to prepare Grab and Go bags; and 3) More children are using the four Early Literacy computers.

**Reference Services/Adult Programming:** 1) Sheri Sharlow continues to create several social media posts and in-house flyers for various events. She also was instrumental in working out the remaining bugs and getting the Assabet booking software online; 2) Christina Rowland and Barbara Dixon had craft programs during October. Barbara Dixon also had a virtual craft session; and 3) Displays in October included Domestic Violence Awareness, International Space Week and Space program related coins, Canning/Food Preservation, Halloween, Honey and Honeybees, Cake decorating, Mexican foods, and Love our Library.

**Teen Programming:** Teen Tuesday continues.

**Indiana History & Genealogy:** 1) The Virtual Genealogy Club continues to meet. On October 28, Donna Adams, Sullivan County historian and genealogy librarian, presented "Digging Information out of the Boneyard, cemetery symbols, terms and more. 13 people were in attendance. During the upcoming holidays, there will only be one meeting in November and December and these will be sharing/question/times; and 2) Update on the county records digitization project. Indiana History staff and some volunteers are continuing work at the records room. As of the end of October, they have completed 276 estates in 14 boxes. Three people have been trained and are assisting in this project. Those working on this project have found many interesting items including: 1- Susannah Hill's papers indicated that she was receiving a US Pension. When further investigated, it was found that her husband was a Black War of 1812 Veteran previously unknown to IH staff. There wasn't any information on Susannah or her husband Thomas in the files. This family has now been added to the files. 2- So far, they have found 3 Miami files, all for Native American women. 3- Estate records for a Grant County man who died during the Civil War in Andersonville Prison Camp. Survivors of Andersonville came to Grant County many years after his death to state his final wishes for his property.

**Museum:** 1) Created four new displays in the library; 2) Continued taking inventory of the collections; 3) Moved collections objects onto a constructed pallet in the basement and cleared room for a new pallet; 4) Further discussion about acquiring the Idyl Wyld sign; 5) Participated in the SOS Marion group; and 6) Continued talks regarding the museum's Strategic Planning process.

**Head of Technical Services/System Administrator:** 1) Made two exchanges with Corrections officials. MPL donated six boxes of nonfiction to Plainfield Correctional Facility and six boxes to the Pendleton Correctional Facility. These were goodwill donations and were comprised of books that had long sat in storage; and 2) As Mr. Fox transitioned out of his position, he trained Kristie Fuller on the ordering process.

**Network Manager:** 1) Researching ways to replace a faulty coin op on the printer at Reference; 2) With EDGE-IT dropping its contract with the NICCL Consortium, Mr. Burritt has been researching whether it is wise to stick with an individual contract with EDGE-IT or pursue another IT company; and 3) A computer

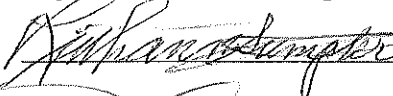
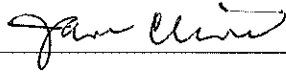
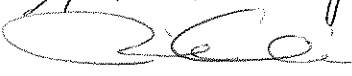
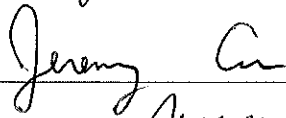
crash shut down patron computers on November 8. Mr. Burritt was able to get everything up and running the next day.

**Marketing:** a) Mariann Percy from the MPL & Museum's Friends group was on the radio with Mary Eckerle on November 7 to promote the upcoming Book Sale.

**Friends:** The Friends Book Sale will be held on Friday, November 19 and Saturday, November 20. It will be held in the Connector and will most likely continue for a week or two beyond that.

**Community Outreach:** a) The Grant County Art Association held a reception in the reference area at the end of October; b) Barbara Dixon assisted Linda Wilk in setting up a Hands of Hope Domestic Violence Awareness display in the Library entrance during October; c) Collen Cramer spoke to the Kiwanis Club on November 10; and d) Mary Eckerle continues to represent the Library in the Prevent Child Abuse organization in Grant County.

**Adjournment/Next meeting:** Tuesday, December 21, 2021, at 6 p.m.

	President		Secretary
	Member		Member
