

December 17, 2013

The Marion Public Library Board of Trustees met Tuesday, December 17th, 2013, at 6:00 p.m. in the Israel Conference Room. Present were Mrs. Cline, Mr. Cline, Dr. Case, Mrs. Turner, Mr. Owen, and Mrs. Enyeart. Mr. Ott was absent. Mrs. Eckerle and Ms. Riddle were also present.

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

On motion of Mr. Owen, seconded by Dr. Case, the amended minutes of the November 19th, 2013 meeting were unanimously approved.

The Treasurer's report showed a balance of \$1,528,253.16 in all funds as of November 30th, 2013.

On motion of Mr. Cline, seconded by Mrs. Enyeart, the Treasurer's Report and payment of the docket were unanimously authorized.

Annexation: Mary Eckerle will send a note to Gas City confirming that, beginning January 1<sup>st</sup>, 2014, the Marion Public Library will no longer issue free cards to parts of Mill Township that were annexed by the City of Marion in 2001. At that time, Gas City-Mill Township Public Library will issue library cards to all of Mill Township.

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) January 8th, A Day of Learning, Fishers, Michelle Morgan.

Library Improvement Reserve Fund: On motion of Mrs. Enyeart, seconded by Mr. Cline, the Board unanimously approved the transfer \$25,000 from the Library Operating Fund into the Library Improvement Reserve Fund.

Election of officers for 2014: The following slate of officers for 2014 was presented: President – Mrs. Cline; Vice President – Dr. Case; Secretary – Mr. Cline, and Treasurer – Mrs. Turner. On motion of Mr. Owen, seconded by Mrs. Enyeart, the slate of officers was unanimously elected by the Board.

Treasurer's Bond: The treasurer's bond for 2014 will be recorded at the Grant County Recorder's office. On motion of Mr. Cline, seconded by Mr. Owen, the Treasurer's Bond for Mrs. Turner was unanimously approved.

Approval of Board meeting dates for 2014: On motion of Mrs. Turner, seconded by Mr. Cline, the Board meeting dates for 2014 were unanimously approved by the Board.

Salaries for 2014: The 2014 advertised budget includes spending authority for staff raises. At this time, however, there is not enough information to determine if staff raises can be done within the parameters of actual 2014 receipts and anticipated expenditures. It is hoped that the 2014 budget will be approved by the State soon to give us additional information so that projected receipts can be determined and expenditures planned accordingly. The uncertainty of the tax draw and the circuit breaker puts the Library in a precarious position this year, and it would not be prudent to set the new salary schedule and approve raises before knowing what the actual budget will be. For the present time, it is recommended that the 2013 salary schedule and individual staff salaries stay the same. When additional information is received from the state and further analysis is completed, the new salary schedule and setting of staff salaries can be decided in 2014. According to Charlie Pride, "You could wait until next year to set salaries for 2014. There is no deadline in the statutes."

Circulation policy: A Circulation policy was presented. On motion of Mr. Owen, seconded by Mr. Cline, the Circulation policy was unanimously approved.

Computer Use and Internet Policy: This plan must be reviewed and adopted annually. There were a few revisions made to the existing policy. On motion of Mrs. Enyeart, seconded by Mr. Owen, the revised Computer Use and Internet Policy was unanimously approved.

December 26th meeting: On motion of Mr. Cline, seconded by Mr. Owen, the Board unanimously voted not to have an end of year meeting on December 26<sup>th</sup>. Mrs. Eckerle will notify the newspaper.

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

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

Staff: 1) No changes this month.

Board appointments: Dwight Ott has been approved by the Marion School Board to serve a fourth term on the Library board. Jerry Holderead was appointed by the Grant County Council to replace Mike Owen whose last meeting is this evening (16 years = 192 meetings).

Sick Bank: The Sick Bank policy was reviewed by Staff (this is done on an annual basis). No changes were needed.

Power outage: The power was restored in the buildings on Tuesday, November 19th at approximately 7:05 p.m. (right after the board meeting).

Property: 1) The tree stumps in the Courtyard have been ground down to 8" below grade. Concrete repairs still need to be done and this might have to wait until spring; 2) People can enjoy Christmas carols as they enter the building from the parking lot; and 3) Mr. Marx replaced a fire sprinkler valve. The valve failed due to improper installation when the building was first built. The new valve should last a long time.

Snow procedure: A revised snow procedure based on the Grant County travel ordinance will be presented for discussion.

Children's/Youth Services: 1) The Children's Department completed Passport #713, "Prepare an Indoor Picnic" on December 10th; 2) Children attending storytimes will receive a wrapped book and so will some children who visit the Library and who might be forgotten at Christmas. The Children's Department is trying to encourage the tradition of children awakening at Christmas and finding a wrapped book at the foot of their beds; 3) The Children's staff will read at the Garden House on Friday, December 13th from 7 to 9 p.m. It is part of the Walkway of Lights Family Night; 4) Breezy Brookshire had a book signing at the Library on December 10th. She is the illustrator of the book, *Audrey Bunny*. Ms. Brookshire has been a library patron since birth! and 5) The Children's staff continues to meet with John Butcher as they reach out to all the third graders in the Marion Community Schools.

Battle of the Books: The Children's Department wishes to coordinate a Battle of the Books program for the Grant County Schools.

Circulation/Audio Visual/Computer Lab: 1) One on one computer sessions are being scheduled on a regular basis as patrons need assistance using their devices.

Museum Services: 1) 102 people signed the Museum guestbook in November. There were two tours, four meetings, and a total of 165 people; 2) The wedding gown display is in the Forrest Room through the end of December. The gowns date from about 1870-1993; and 3) The Museum is ready for Christmas.

Reference Services/Adult Programming: 1) The magazine and Teen room moves have been completed. The new set up is working very well; 2) *Planes* was shown on Saturday, December 7th to 75 people; 3) Tax forms for the public should arrive soon; 4) A new database has been added to the Library's website. It is called *AtoZ databases*. It is a great tool for job searching, business profiles, and phone and email lookups; and 5) Knitting continues to be very popular. The yearly total, thus far, of knitting attendees (both adult and teens & tweens) is 425 participants which is 33 more than last year at this time.

Teen Programming: 1) Teens will decorate cookies on December 17th; b) Otakus meets December 20th; 3) Teens will join the adult book discussion group in January when *Hunger Games* is to be discussed; and 4) The Teen browsing collection was weeded and remaining books were added to the general teen collection. The Teen room now has additional seating.

Indiana Room: 1) There were 90 logins on the new microfilm computer in November, so it is being used. Staff and patrons like it; and 2) November had more queries than any time since 2001 with 46 research questions completed. Most of the payments were through PayPal. The Indiana Room also received its first foreign payments, one from Mexico and one from Wales.

Technical Services/System Administrator: 1) Large print books are increasing in popularity. The section has been weeded and Karen Blinn has signed the Library up for two standing order plans, "Christian Fiction" and "Clean Reads". These titles should be popular with patrons.

Network Manager: 1) Computers were purchased for three staff members in need. Those staff computers are being re-purposed as OPAC (card catalog) computers for the public; 2) Wireless AP and antennas for the Jay House will be placed as weather allows. E-rate money should pay for this; and 3) Two cooling fans on the Firewall had to be replaced after the power outage. Otherwise, no damage was done.

Marketing: 1) Karen Blinn and Mary Eckerle were on WBAT on December 5th. This was Ms. Blinn's first time on the radio and she did a great job talking about books and what she does; and 2) The Library was featured in three newspaper articles during the past month.

Library In-Service: The Library's in-service, held on November 26th, was informative and successful. Those in attendance learned more about Google apps, doing Reference interviews, and assisting those who are extra legally challenged. Also, Bryce Coryea and Laura Lester gave an overview on the Trustee's office. 27 staff members attended and there were five people from other Grant County libraries.

English as a second language classes: Mary Eckerle met with Renata Kantaruk from Taylor University regarding the ESL classes. The classes have gone well and community support has been huge. The tutors are going to add a third evening to the class schedule. They feel that the Library's central location is ideal and having the lessons in the Children's Room is also helpful because many of the people taking lessons bring children. Taylor University provides tutors and babysitters.

Museum Assessment Program (MAP), American Alliance of Museums: The Museum Assessment Team completed its self-study and turned in a report on December 13th.

Marion High School yearbook digitization project: The Library is sending OCI another set of Marion High School yearbooks to digitize. This has been a successful and inexpensive project.

SOS: The SOS group will host two window restoration webinars on Saturday, January 18th at the Library.

Community Involvement: 1) Library staff and two Friends volunteered at the Walkway of Lights on November 24th; 2) Rhonda Stoffer participated in the Multi-cultural Fair at Ivy Tech on November 20th; 3) The Children's Department staff will be storytelling at the Garden House in Matter Park on December 13th; and 4) The Library will partner with Purdue Extension again and present "Small Steps to Health" an indoor walking and nutrition program which will take place in January 2014.

Appreciations: 1) Thank you's from the Grant County Art Association for use of the art standards. They also gave the Library a donation of \$50 and donated more art standards for Library use; and 2) Thank you from Hands of Hope for staff/patron collection of items for the domestic violence shelter.

The meeting adjourned at 7:05 p.m. The next meeting will be on Tuesday, January 21, 2013 at 6:00 p.m. This will also be the annual meeting of the Board of Finance.

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

\_\_\_\_\_ Member \_\_\_\_\_ Member