

September 17, 2013

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

The first item of business was the **Public Hearing** on the 2014 budget. No members of the public were present. On motion of Mr. Owen, seconded by Mrs. Turner, the Board unanimously voted to adjourn the Public Hearing.

Mrs. Cline then called the regular meeting to order at 6:05 p.m.

Mrs. June Felton, Museum Curator, took the Board to the Museum where she showed the upcoming Manufacturing Exhibit in its early stages. There are displays/products from about 25 local manufacturers. The Exhibit will open with a Business Before Hours on Friday, October 4th from 7 a.m. to 8:30 a.m.

On motion of Mr. Owen, seconded by Mrs. Enyeart, the minutes of the August 13th, 2013 meeting were unanimously approved.

The Treasurer's report showed a balance of \$1,826,845.54 in all funds as of August 31st, 2013.

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

Annexation: Roger Bainbridge sent an email acknowledging an error made by the Auditor's office regarding the 2001 annexation and he will, going forward, funnel Mill Township's property taxes to the Gas City-Mill Township Public Library.

Travel, meeting attendance: On motion of Mrs. Turner, seconded by Mr. Ott, attendance, travel, and related expenses were unanimously approved for the following meetings: 1) September 20th, SAMS Conference, Pendleton, Michelle Morgan, Mary Eckerle; 2) September 25th, Rochester, Social Media Use By Libraries workshop, Paul Burritt, Joanne Hix; 3) September 24th, Drop off bottle caps, pick up bench, pick up Net Literacy computers, Evansville, Indianapolis, Roger Marx; and 4) October 21st-23rd, 2013, ILF Annual Conference, Sue Israel; Indianapolis, registration, mileage.

2014 Budget: The Grant County Council will give its nonbinding review of the Marion Public Library budget on September 18th.

Credit/Debit cards: Credit card machines have been installed at three public desks. Training has begun. Also, a PayPal account is being set up on the website. Before going live, all staff must feel comfortable about taking payments. A target date of October 1st has been set for going live with this new service.

Security Camera Policy: A draft of a Security Camera Policy was presented and discussed. Mrs. Eckerle has asked the Indiana State Library attorney some questions concerning the policy and is awaiting a response.

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

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

Affordable Care Act: Jonie Riddle is preparing notices for employees to receive in accordance with provisions in the Affordable Care Act. Also, librarians will have front line responsibilities when people come in with questions about the Act and how to sign up for the marketplace. Staff members are attending webinars and, hopefully, someone from the State Library will be able to come for training.

Staff: 1) Angel Rea is the new hire in Indiana History and Genealogy; and 2) Eve Decker cut back her hours in the Reference area and Sue Israel will be the new part-time librarian in that department.

Property: 1) A-1 Concrete came on September 10th and leveled the uneven areas of concrete in the sidewalk leading to the parking lot. Five year guarantee and material used is a concrete mix that will harden up and be impervious to water, etc.; and 2) Several of the HVAC wall units in the Carnegie Building have failed and options are being researched.

Digitization of yearbooks: Three boxes of Marion High School yearbooks have been sent to OCI in Oklahoma to be digitized.

Children's/Youth Services: 1) Three staff members attended the Children's and Young People Conference and they came back energized with new ideas; 2) There has been a renewed interest in the children's Spanish language materials; 3) The Stories to Go kits are being upgraded and a sample kit will be shown at the meeting; 4) Passport activities have resumed with the new school year; and 5) The Children's Department kicked off fall with an Apple reading club.

Circulation/Audio Visual/Computer Lab: 1) Cabinetry is being rearranged for better visibility of the audio-visual collection; and 2) The VHS collection is being weeded again to purge items no longer circulating.

Indiana History and Genealogy Services: 1) Rhonda Stoffer attended the Federation of Genealogical Societies national conference in Fort Wayne in August. She participated in Librarian's Day; and 2) Librarians will be viewing a demonstration of digital computer based microfilm systems during the next few weeks. Consideration is being given to purchasing this new technology.

Museum Services: 1) 145 people visited the Museum in August. 68 visited the photo exhibit on Automobiles; 2) Two quilts were donated by Rosalind Perry of Detroit. They have the Jay name on them. Additionally, a coverlet made by Rhoda Cooper Jay (wife of Abijah Jay) was also donated; and 3) David Wilson, Arizona, is donating boxes of materials on the Macon and McKay families.

Reference Services/Adult Programming: 1) The Reference collection has been weeded. Some of the upstairs reference area is being reconfigured to make more room for teen materials in the Teen room; 2) 27 people attended a showing of *The Great Gatsby* on September 7th; and 3) The Barb Wilson book discussion group discussed *In the Lake in the Woods* in September and the next book to be discussed is *Sweet Hereafter* by Russell Banks.

Teen Programming: 1) The Otakus group met on September 13th; 2) A movie just for teens will be shown on September 14th; and c) Kristen Gioe is making plans for Teen Read Week, October 13th-19th.

Teens and Tweens Knitting: The Teens & Tweens knitting program has been changed to "Handy Arts" in order to broaden the scope of the classes. The first session will begin on October 1st. The group will start on a project using fun yarn and future sessions will include paper crafts, jewelry making, fabric crafts, and basketry. Group goals are to ensure that each participant completes a project and to expand the projects beyond knitting in order to draw new participants.

Network Manager: 1) Mr. Burritt and Mr. Marx did cabling and installation of the new security system; 2) Mr. Burritt and Mr. Marx also did cabling for the credit card scanners; 3) Old computers and printers are being recycled at Goodwill store (no hard drives); 4) Working on wireless to the Jay House; and 5) The Library will receive three computers through the Net Literacy program and these will replace the OPAC (public circulation) terminals.

Marketing: 1) The average open rate for the two eNewsletters sent in August was 32.9%. The MPL Facebook page had 28 posts in August and there were 102,496 unique users who saw content associated with the page; 2) Sue Bratton and June Felton were guests on WBAT on Thursday, September 5th; and 3) The *Chronicle-Tribune* did a cover article on the Lego Club on September 12th.

Manufacturing Day: June Felton previewed Manufacturing Day, October 4, and the upcoming exhibit. A Breakfast Before Hours will be held from 7 a.m. to 8:30 a.m. The radio station will remote from the Carnegie Room. The exhibit will be available during the month of October.

Museum Assessment Program (MAP), American Alliance of Museums: The MAP team has had two productive meetings. Mike Cline shared some comments made by staff about knowledge of the Museum. It is clear that awareness needs to be increased.

Friends of the Library & Museum: The Friends will hold a mini-booksale in the Reference Department on October 12th and 13th.

Community Involvement: 1) Natalie Hawkins, Sharon Vodraska and Mary Eckerle represented the Library at the Taste of Marion at Indiana Wesleyan University on September 6th; 2) The Grant County Literacy Council has a display in the circulation area during September; and 3) Kristen Gioe and Tylanna Jones represented the Library at Kendall's Ice Cream Social on August 29th.

Appreciations: 1) Thank you to June Felton from Joanne Wentz for research on Robert Thompson; 2) Minnetrista Theatre sent two thank you notes for the two presentations this summer and they hope to perform again at the Library; 3) The Department of Local Government Finance thanked the Library for use of Meeting Room B for a training session; and 4) Karen Blinn received this compliment from Steven Christensen at Sirsi Dynix, "I so appreciate the good news. Let me begin by saying that I so appreciate your knowledge, coordination skills, and professionalism. You have been extremely helpful in the feedback you have provided me. You are incredibly professional, diplomatic, and extremely excellent to work with. Have a wonderful day! Thanks again. Steve C. "

The meeting adjourned at 7:12 p.m. The next meeting will be on Tuesday, October 15th, 2013 at 6:00 p.m. At this meeting, the 2014 budget will be adopted.

_____ President _____ Secretary
_____ Member _____ Member