

May 19, 2020

The Marion Public Library Board of Trustees met Tuesday, May 19, 2020, at 6:00 p.m. in the Connector of the Marion Public Library. Present were Ms. Sumpter, Mr. Cline, Dr. Case, Mrs. Cline, Mrs. Nicholson and Mr. Breen. Also present were Jonie Riddle and Mary Eckerle. Mr. Lutton was absent.

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

On motion of Mr. Cline, seconded by Mr. Breen, the minutes of the April 21st 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 \$1,090,304.091 in the Library Operating Fund as of April 30, 2020.

New Business:

Travel, meeting attendance: None to report

Elevator maintenance selection: Three bids for elevator service were received. a) American – Basic Service- \$435 monthly, Full Service-\$600 monthly; b) Murphy-Basic Service - \$360 monthly, Full Service \$1,050 monthly; and c) Oracle -- Basic Service - \$235 monthly; Full Service - \$390 monthly. On motion of Mr. Breen, seconded by Mrs. Cline, the Board unanimously voted to award the one-year contract to Oracle.

COVID: 1) Staff began returning to work on a gradual basis the week of May 4; 2) Staff received health a PPE training as they returned. Olena Wash from Technical Services is also a nursing assistant at the VA, and she did the health training. Staff will wear masks in the building when in common areas but may remove them when they are working alone. Gloves, sanitizer, and wipes are available throughout the building (but sanitizer and Clorox wipes are still in short supply). Central Indiana Ethanol donated four gallons of sanitizer to the Library. Agricor donated 200 face masks to the Library; and 3) Maintenance and staff have stepped up cleaning of high touch areas.

Webster Gift Fund: Jonie Riddle and Mary Eckerle discussed the use of the Webster Gift Fund with Attorney Michael Hotz. If needed, the WGF could be used if it becomes necessary to borrow from another fund if property tax distributions are late. At that time, Mr. Hotz can assist in preparing a resolution to that effect.

Library attorney: Michael Hotz has presented an "Agreement for Legal Services" for 2019 The Board may choose to retain his services again this year. He has already been consulted this past year regarding the Webster Gift Fund and the Elevator project. On motion of Mr. Cline, seconded by Mr. Breen, the Board unanimously voted to retain Mr. Hotz as Board attorney.

Re-opening discussion: Discussion of when to safely reopen the buildings. It was discussed and decided to reopen the Library on Monday, June 1. Here is additional information: 1) Hours will be Monday through Friday from 9 a.m. to 6 p.m. Staff will work until 6:30 p.m.; 2) During June, the Library will be closed on Saturdays and Sundays; 3) There will not be any outside meetings and library programs during June;

AARP: June Felton, Sue Bratton, Rhonda Stoffer and Mary Eckerle worked out a possible plan for AARP tax services to return to the Carnegie Room of the museum. If services resume, they would be by appointment only with strict social distancing. With the IRS extending the deadline to July 15, it might be reasonable to bring back AARP in mid-June under Phase 4 of the Governor's plan for reopening Indiana. A meeting is set with Rich Hagy from AARP to go over logistics.

Jay House reopening: There will not be any outside meetings in the Jay House during the month of June. This includes Brianna's Hope

Blood Drives: Two Blood Drives are scheduled. A Red Cross Blood Drive will be held on Tuesday, June 16th in Meeting Room A. This was set up before COVID. South Bend Medical Foundation will have a Blood Drive in the Library parking lot on Friday, July 31st.

COVID, part two: Since there is a chance of a COVID outbreak again in the fall, Library staff hope will work on having plans and policies in place.

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) Alice Bennett from the Circulation Department resigned her position after almost ten years of employment; and 2) Sharon Vodraska from the Children's Department resigned.

Properties: During our facility closure, several tasks were completed (or are currently in-process) by Rob Spiker, Jason Shearer, and Roger Marx –

- 1) The tops of all shelving units were vacuumed
- 2) Ceiling tiles near air vents were vacuumed, as were the air vents and the nearby smoke detectors
- 3) All bathrooms were detail-cleaned and disinfected top-to-bottom
- 4) The Connector area and library Lobby floors were stripped and re-waxed
- 5) All departments received the "nook and cranny" vacuuming treatment
- 6) The book drop area had its carpet heat treated and the foam was vacuumed and treated for bedbugs. This was done as a preventive measure – there have not been any reports of bug activity in there any time recently
- 7) The Jay house is getting a detail cleaning inside
- 8) Barriers were constructed (or will be soon) at all public service desks in anticipation of re-opening to the public at a not-yet-determined future date
- 9) The "drive-up" window has been modified and activated as a "walk-up" window for curbside service for pedestrians.
- 10) Barricades and signage were installed on the East side of the building for curbside pickup services

In addition, Havel Brothers has submitted a Planned Maintenance agreement to service the chillers and boilers for the facility. Havel has worked with MPL since the new building was constructed.

Children's/Youth Services: 1) Tylanna Jones will continue with her online storytime each week; 2) Children's staff are working on videos for a craft each week, STEAM activities, book recommendations, and more. They will pre-record these but then they will appear as Live on the MPL Facebook page; 3) Battle of the Books questions will be sent out by Google Form this week to the teams. There are 14 4th grade teams and 9 5th grade teams; 4) The new Summer Reading dates will Monday, June 15th to July 18th. Patrons can track their reading through the Reader Zone App or by paper. The theme is *Imagine Your Story*; 5) Book Bundle will be available for checkout starting May 18th. These will include four picture books, a non-fiction book, an activity sheet with songs and crafts or activities, and a coloring sheet and/or printable activities; and 6) The Children's staff are also working on Grab & Go bags with everything one needs to make a craft for Summer Reading.

Indiana History & Genealogy: 1) With the new reality, social media has become even more important to MPL. The Social Media Committee has been very busy since the library closure keeping the public informed of virtual programs and services available from MPL. The social media stats have been outstanding, and this service will continue; 2) The Indiana History & Genealogy staff have started a Virtual Genealogy Club using Zoom. The first meeting was on April 30th with ten participants. The second meeting was May 14th and the topic will be *Using Historic Newspapers for Genealogy Research*, highlighting the MPL databases Newspapers.com and Newspaper Archives; 3) the Indiana State Library is facilitating virtual round table meetings on different topics. Rhonda Stoffer volunteered to host a

Genealogy services round table which will be held on May 20th; and 4) Indiana Room staff are currently working a split schedule to allow for social distancing, working both in the Library and from home. They will be gradually increasing the time in the Library.

Reference Services/Adult Programming: 1) Barbara Dixon completed an LSTA grant proposal for a Cri-cut and a Cri-cut Press along with the needed accessories so that the Library can partner with Carey Services to start a Maker Space and programs for adults with developmental delays. There will also be programming opportunities for patrons of the local Senior Center as well; 2) Outdated books in the Reference area were weeded. Many of the volumes have been replaced by online versions; 3) Computers are being moved upstairs and should be ready by the time the doors are reopened; and 4) Barbara Dixon joined an Adult Services Roundtable and the first meeting is May 18th.

Circulation: 1) Curbside Service officially started on Monday, May 11th. There were 24 pickups that day and staff have been busy filling reserves all week. Patrons are very appreciative of this service; 2) The outside drop box is now open for returns. Since the drop box was closed during the quarantine, many items are coming back. All returns in the drop box are being heat treated and quarantined for 72 hours; and 3) Hoopla and Overdrive have been very popular with patrons. With Hoopla, 1176 items were downloaded in April. Overdrive had 1959 downloads.

Teen Programming: 1) Kristen Gioe reports that she has attended a couple of virtual teen roundtables and more are coming up in the next couple of weeks; 2) She attended a webinar about ReaderZone, the new online reading tracker that will be used this summer for the reading program; She is brainstorming some virtual teen programs; and 3) She is starting to weed the teen collection in preparation for any moves that might happen.

Museum Services' Historic Photo Collection: a) The museum maintains this collection. This project started 20 years ago with a few photos, a computer that regularly crashed – as they did then, and some luck. As the collection grew, museum staff has learned about cataloging the images so that they are accessible to researchers. They are now reexamining the catalog records for consistent use of descriptors and information; b) Historic photos about the Carnegie Building and its staff while it served as the library were posted every day during National Library Week; and c) Historic photos are posted every Friday. So far, the topics have included tornadoes in Marion, the VA in Marion, gas wells, and the York Inn.

System Administrator: 1) Karen Hiemstra had to make many changes to the public catalog with the ever-changing situation. Due dates were extended as were expired cards; 2) Orders for materials have continued throughout the closure; and 3) The Library has resumed receiving shipments of books from those vendors who had been closed and now have resumed services. There will be a lot of catching up in Technical Services.

Network Manager: 1) Mr. Burritt is still working on the adult computer move to Reference. Lots of data cable and electrical work has been completed; and 2) Has been learning Microsoft Teams for use with staff.

Marketing: Michelle Morgan and Mary Eckertle were on WBAT on May 6th (virtually) to discuss Library services during COVID and the new Curbside service.

Indiana Humanities: MPL was awarded four grants for programming this year; a writing workshop with poet Shari Wagner, complementary programming for the exhibit "Telling a People's Story"; a program about women's suffrage with Dr. Janine Giordano Drake; and a community-wide read. All four were supposed to be completed by December 31, 2021. Indiana Humanities has extended the completion date until June 30, 2021. MPL staff will meet to consider how to move forward.

Friends: The Friends group delayed the annual Book Sale and it might be held in August if it can be done safely. The May Annual meeting was also delayed, and the speaker is willing to come whenever it is rescheduled.

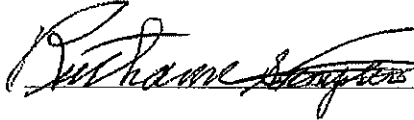
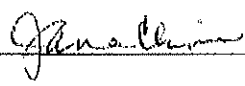
SOS: 1) SOS had planned to partner with the Growth Council, Main Street Marion, and Indiana Landmarks to host a downtown development day on Friday, May 8th to showcase available space

downtown including 917 S. Adams Street. Due to COVID-19, it has been postponed; 2) Jill Downs from Fort Wayne ARCH completed the application for the National Register of Historic Places for 917 S. Adams Street. It was submitted in mid-April; 3) SOS wants to put 917 S. Adams Street on the market as soon as possible. The roof on the main house has been replaced. The tuck-pointing on the main house is complete; and 4) Note: Indiana Landmarks has cancelled all its programming until January 1, 2021.

Library initiatives: As much as possible, virtual programming is being planned for the next few months. Librarians plan to use Facebook and zoom for storytimes, craft demos, Stem activities, and more in order to continue to connect with the public until it's safe to do so in person.

Appreciations: Tylanna Jones shared the following comments about Curbside Service: 1) **From Amanda Hanson:** I'm not sure who pulled books for us last week from the library, but we have had so much fun reading those children's books! There are so many I would never have chosen myself and they are absolutely adorable. My children are so excited to read every day... And is exciting to see fresh material, ha ha. Make sure you pass along that we are so thrilled with the service! 2) **From Mari Kae Walker Owens:** Love our local children's librarians! Picked up our curbside order (they did great picking out our books as I just gave a broad list of easy readers/picture books for Malea) Got home and they had some stickers and a pencil for each kid! It's the little things that make a huge difference! Thanks ladies! 3) **From Stefanie Thompson:** Stayed up late reading my new mystery I picked up via curbside service! Thank you so much for all you do! 4) **From Lori Brozo:** Many thanks to the MPL staff! Picked up my first curbside book today. Easy as can be! 5) **From Janet Clifford:** They are fantastic! They always were but they are making this crazy time special!! 6) **From Alison Schemmer:** You have always given us good suggestions and we all love coming in and getting to chat. The day that we came to pick up our books curbside I almost had tears in my eyes – the books have been PERFECT, but the fact that you all found a way to serve families from a distance, even with gloves & masks – that spoke SO loudly to us. The coloring sheets & stickers & each book picked for me and my girls specifically were SO thoughtful. Thank you. We love you and everyone who work with you. Alison, Naya, Vienna, & Zara.

Adjournment/Next meeting: Tuesday, June 16, 2020 at 6 p.m.

	President		Secretary
	Member		Member

