

June 18, 2013

The Marion Public Library Board of Trustees met Tuesday, June 18th, 2013, at 6:00 p.m. in the Israel Conference Room. Present were Mrs. Turner, Mrs. Cline, Mr. Owen, Mr. Cline, Mr. Ott, Dr. Case and Mrs. Enyeart. Mrs. Eckerle and Ms. Riddle were also present. Jerry Holderead was also present for the first 35 minutes of the meeting.

Mrs. Cline called the meeting to order at 6:02 p.m.

Attorney Jerry Holderead was present to give an overview of the 2001 annexation of part of Mill Township by the City of Marion. Following discussion, it was determined that Mr. Holderead will draw up a letter and transfer resolutions for consideration by the Marion Public Library Board and the Gas City-Mill Township Library Board.

On motion of Mr. Ott, seconded by Mr. Owen, the minutes of the May 21st, 2013 meeting were unanimously approved.

The Treasurer's report showed a balance of \$1,810,964.76 in all funds as of May 31st, 2013.

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

Travel, meeting attendance: No meetings this month.

Additional Financial/Budget preparation information:

- The final installment of the spring property tax draw was received on June 14th in the amount of \$305,872.53.
- Jonie Riddle and Mary Eckerle will meet with the representative from the Department of Local Government Finance on July 24th to prepare the budget.
- The Growth Quotient for the 2014 budget year will not be released until around July 1st, 2013.
- The County Council non-binding review of the budget will take place September 18th.

Copiers: The three-year contract with Van Ausdall & Farrar has ended. Van Ausdall & Farrar and Office Concepts submitted proposals for the next contract cycle. On motion of Mrs. Enyeart, seconded by Mr. Owen, the Board unanimously voted to keep Van Ausdall & Farrar as the vendor.

Renewal of AdTec Agreement: The agreement with AdTec Administrative & Technical Consulting, Inc. for E-rate services will be renewed for the Funding Year 2014. The agreement cost is \$1,320 which is the same as last year's agreement. AdTec provides E-rate services for other Indiana libraries, including Anderson Public Library, Muncie Public Library, the Indiana State Library, and the Indiana Department of Education. The E-rate process is very complex and AdTec's service is invaluable. On motion of Mr. Ott, seconded by Mr. Cline, the Board unanimously voted to renew the agreement with AdTec.

Credit/Debit cards: The need to accept credit cards for circulation transactions and online payments has become apparent and the Office is still trying to come up with the best way to accomplish this. This was an informational item. After researching the best practices, Ms. Riddle and Mrs. Eckerle will present results and recommendations to the Board.

Museum: The Library is seeking an Organizational MAP Grant for the Museum. As part of this process, the Mission Statement for the Museum was distributed and reviewed. In addition, Mike Cline agreed to serve on an Assessment Team for this grant.

Fax machine: FAX 24 is a public fax service that provides faxing without a cost to the Library and without special staffing. This service is provided at area libraries including Wells County, Anderson and New Castle. By consensus, the Board agreed to a trial run of this service.

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 staff changes this month. Karen McKinney officially retired from the Library. She retired over a year ago but continued to sub when needed.

Personnel: Salary adjustments have been made for Margaret Wagner who is now an LA II. Tylanna Jones recently received her Associate degree. Natalie Hawkins is now a full time employee and has prior library experience at the Marion Public Library.

Property: 1) The basement water level has fallen to about ½ inch below floor level and all areas are dry; 2) Havel Brothers will soon install a replacement compressor on one of the chillers. Also, in the near future, Havel is changing out some main water valves and this will require that the entire water supply be shut off for several hours. No date is set yet; and 3) Mr. Marx is generating cost estimates for some of the building projects that were discussed at the May meeting.

Neighborhood: 1) Since the City is unable to tear down dilapidated houses or mow lawns, two men have stepped up and volunteered to mow the overgrown property at 117 S. 7th. They will contact City Hall regarding liability. The house is a blight in the neighborhood; and 2) The property at the corner of 5th and Boots (602 S. Boots) is for sale. Ed Blinn, Jr. has indicated an interest in purchasing it. It is next door to the Community Garden.

Jay House: Mrs. Eckerle presented some thoughts for future use of the Jay House.

Children's/Youth Services: 1) One of the new guinea pigs had babies and this caused quite a bit of excitement in the Children's Room. Children come in to check on the guinea pigs and see the babies; 2) Lunch on the Lawn began June 4th with Tim George and Ed Breen as guest readers. It was excellent. Lunch on the Lawn in the Children's courtyard is an event that is staying popular and crowded each summer. Lunch on the Lawn is followed by a Dig into Summer Fun program; 3) The Summer Reading Club in the Children's Department is off and running. Children keep track of time read, not number of books or pages; 4) Sign language classes, taught by Linda Taylor from Services to the Visually and Hearing Impaired, will be taught Monday, June 17th through Friday, June 21st; 5) Stevens Puppets presents "Rumpelstiltskin" on June 27th; 6) Storytimes and crafts continue throughout the summer; and 7) The Lego Club has begun. It is a huge success. There will be a display of the children's creations in the Children's Department.

Circulation/Audio Visual/Computer Lab: 1) Due to the recent theft of compact discs, Mrs. Morgan purchased a file cabinet that now contains the popular music genres. Patrons will bring up the empty case and the disc will be placed in the case at checkout. This seems to be the most cost effective way to secure our music collection. A police report was filed for the stolen CD's from April.

Indiana History and Genealogy Services: 1) Mrs. Stoffer will be a guest reader at the June 18th Lunch on the Lawn; and 2) For the month of May, there were 11,848 unique searches on the Library's Ancestry Library Edition's database. This database is accessible only in the Library so this is excellent usage.

Museum Services: 1) Visitors for May totaled 138 people; 2) Gerald and Ruth Bole of Van Buren made a large donation of political items to the Museum; and 3) New displays in May include ones on Coca Cola, milk bottles from local dairies and music boxes.

Reference Services/Adult Programming: 1) 40 people attended the 1st Saturday showing of *Brave*. July's 1st Saturday movie is *The Great and Powerful Oz*; 2) The Barb Wilson discussion group discussed *My Name is Asher Lev* in June and will discuss *A Lesson Before Dying* in July; 3) The Summer Reading Program is starting off successfully. Jennifer Hilgeman and Shari Sharlow organized the Adult club. There have been several positive comments; 4) Minnestrta will perform two live theatre shows for the SRP program. The performances are about human adversity and will challenge the audience's way of thinking. The shows will present a unique view of history and the characters that shaped it; 5) Sheri

Sharlow will lead a special discussion on Rock memoirs from the 70's, 80's and 90's on June 27th; 6) A Trivia Night is planned for June 21st at 6 p.m.; and 7) Weekly knitting continues to be popular with Adults.

Network Manager/Security: Mr. Burritt is gathering additional information on security camera systems before a final decision is made.

Teen Programming: 1) The Otakus group met on June 7th with six teens in attendance; 2) Teens will watch *The Avengers* and Mrs. Gioe has planned other teen movies every two weeks; 3) A Hobbit day is planned for June 22nd. Teens will watch the movie, *The Hobbit*, make a Hobbit craft and eat Hobbit food; 4) A special showing, teens only, of *The Fellowship of the Ring* will be held on June 26th; and 5) A Teen Game day was held on the last Saturday in May. Those who attended enjoyed electronic and board games.

Marketing: 1) Jennifer Hilgeman, Kristen Gioe and Clare Jozwiak were guests on WBAT on June 6th to discuss the Summer Reading Programs; 2) The open rate of the Constant Contact newsletters is 33.1% which is above the industry average of 20%; 3) 22,324 people visited the Library's Facebook page in May; 4) Library publicity continues to be sent to radio, newspaper and cable as well as placement of fliers in visible locations in town; and 5) New borrowers, both adults and children, receive welcome packets from the Library.

Hoosier Heritage Alliance and the Museum Assessment Program: The Indiana Historical Society and the Hoosier Heritage Alliance have received an Institute of Museum and Library Services Connecting to Collections implementation grant. Tamara Hemmerlein visited with June Felton, Sue Bratton, and Mary Eckerle on June 3rd and imparted valuable information. The Library will soon be applying for a Museum Assessment Program Grant.

Carnegie Building: The Indiana Department of Natural Resources celebrated the Carnegie Buildings in Indiana during Indiana Historic Preservation Month. The Library's Carnegie building was the site of a reception on May 29th. 30 people attended.

Friends of the Library & Museum: 1) The Friends group rented a Froggy costume (he is a children's character based on the books by Jonathan London). Froggy visited with children at First Friday, Lunch on the Lawn and was the guest at two storytimes.

Marion Community Gardens Association: 1) Visit one of the eight community gardens in Marion. Bruce Ruch will present a program at the Library on June 17th entitled, "Your summer garden. What is going right and what might go wrong." This is being co-sponsored by MCGA and the Library.

SOS: This historic preservation group celebrated National Historic Preservation Month in May with a reception in the Jay House on May 16th. Three essays were submitted for an essay contest; these were read and the authors were recognized. Thirty people attended the reception.

Kill-A-Watt EZ Meter Program: The Library applied for this program last fall. Hopefully, it will be ready by the end of July. This program will allow I & M to partner with public libraries to provide an opportunity to enhance library patrons' awareness of energy efficiency and energy consumption. Interested libraries will be provided with Kill-A-Watt EZ Meter box kits that will contain a Kill-A-Watt EZ Meter and information to help guide how the meter may be used to learn about energy consumption. The Kill-A-Watt EZ Meter is a device designed to measure kilowatt hours (kWh) that various household appliances and electronics consume. The device plugs into any standard wall outlet and will measure equipment electrical usage and electric voltage of equipment plugged into the meter. This device also allows consumers to calculate their electrical expenses by the day, week, month or even year. Library patrons should be permitted to checkout Kill-A-Watt EZ Meter kits in the same manner as they would check out library audio/video materials.

Summer Brain Drain: The Indiana Department of Education is trying to make it easier for students to keep up with the reading during their summer vacation. The DOE is making 3,000 books available online

through its website in a partnership with MyON. The reading program matches students' interests and reading levels with content to personalize their learning. The program is being promoted through Indiana's Hoosier Family of Readers summer reading initiative.

Community Involvement: 1) Joanne Hix, Paul Burritt, and Kristen Gioe taught a Nook/Kindle class at the Marion Senior Center on May 15th. 22 seniors attended; 2) Dana Gault, Children Protection Services, gave a presentation on reporting child abuse to Library staff on June 10th; and 3) The Library will partner with the Grant County Extension on a Walking for Health program that will begin in late July.

Appreciations: 1) "As a regular service to members of the Marion-Grant County Chamber of Commerce, we often refer Chamber members to individuals contacting our office for assistance. We recently referred your business as a result of a direct inquiry. We trust our action on your behalf will result in increased awareness of your business and boost your bottom line. Sincerely, The Marion-Grant County Chamber of Commerce."

The meeting adjourned at 7:18 p.m. The next meeting will be on Tuesday, July 16th, 2013 at 6:00 p.m.

_____ President _____ Secretary
_____ Member _____ Member