

September 15, 2020

The Marion Public Library Board of Trustees met Tuesday, September 15, 2020, at 6:00 p.m. in Meeting Room B the Marion Public Library. Present were Ms. Sumpter, Dr. Case, Mr. Breen, Mr. Cline, Mrs. Nicholson, and Mr. Lutton. Mrs. Cline was absent. Also present were Jonie Riddle and Mary Eckerle.

Ms. Sumpter called the meeting to order at 6:00 p.m.

The first item of business was the **Public Hearing** on the 2021 budget. No members of the public were present. At this time, by motion of Mr. Cline, seconded by Mr. Breen, the Public Hearing meeting was unanimously adjourned.

The meeting was called to order at 6:04 p.m.

On motion of Mrs. Nicholson, seconded by Mr. Breen, the minutes of the August 18th meeting was unanimously approved.

On motion of Mr. Breen, seconded by Mr. Cline, 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 \$1,516,349.92 in the Library Operating Fund as of August 30, 2020.

New Business:

Travel, meeting attendance: On motion of Mr. Breen, seconded by Mr. Cline, attendance, travel, and related expenses were unanimously approved for the following meeting: 1) September 23, Indiana State Library, Indianapolis, Retrieval of Weaver Exhibit, Sue Bratton, mileage; and 2) October 14. Middlebury Community Public Library, NICCL presentations for a vendor; Paul Burritt, mileage.

Declaration of Fiscal Body: Public libraries within the State of Indiana must have a Resolution declaring their Fiscal Body completed and on file at the State Library by October 1, 2020. There is a Resolution that declares the Marion City Council as the Fiscal body which would give binding review of the budget, if necessary. This same Resolution will be presented to the City Council at the 7 p.m. Board meeting on September 15th. On motion of Mr. Breen, seconded by Mr. Cline, the Board unanimously declared the Marion Common Council to be the Fiscal Body of the Marion Public Library.

LSTA grant: On August 10, Marion Public Library was notified that it had received a 2020 LSTA technology sub-grant in the amount of \$2933 for a project entitled *Cricut Innovations*. Barbara Dixon wrote this grant and it will be utilized in adult, teen and children's programming as well as become part of MPL's Makerspace. The Library board must approve the contract (which has not yet been received) at an agency board meeting and authorize the agency director to sign the contract. On motion of Mr. Breen, seconded by Mrs. Nicholson, the Board unanimously adopted the LSTA grant application.

CARES Act mini-grant: The Library has received a mini-grant of \$1,400 for COVID-19-related purchases between May 6, 2020 and April 1, 2021. Jonie Riddle submitted the grant on September 9th and received notification of success that same day! Mary Eckerle is still looking into County funds that might be available as well as FEMA money.

Budget 2021: Jonie Riddle and Mary Eckerle met with Ryan Burke of the Department of Local Government Finance on August 19th. He assisted on the needed forms to be filled out on the Gateway system. Form 3 of the Budget was submitted on August 19th and has been available on the Gateway site as well as on the Library's website and Facebook page.

Back on Track 4.5: Jonie Riddle and Mary Eckerle reported on COVID items as they relate to the Library. By consensus, the Board wishes to keep the mandate of having patrons wear masks in the buildings.

Policies: 1) Criminal Background Check policy; and 2) Public Health Emergency Policy. The Board requested that these policies be given to attorney Michael Hotz for his review.

Indiana Truck: Ruthann Sumpter has volunteered to go with Mary Eckerle to visit Fire Chief Paul David about the Indiana Truck.

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 staff changes to report.

Directors' Roundtable: Mary Eckerle hosted a Directors' Roundtable via Zoom on September 10th. Discussion included 1) The INSPIRE (database) budget was cut \$500,000. Some of the resources offered on INSPIRE will no longer be available; 2) Just about every library saw drops in numbers of adults, teens and children who participated in Summer Reading Clubs this summer; 3) Libraries in North Central Indiana have also seen fewer patrons coming into their buildings. Most still have not returned to their longer hours (exceptions are Anderson, Adams County, and North Manchester libraries); and 4) Libraries continue to worry about future revenue.

Properties: 1) A rooftop condenser fan motor has been replaced. Three other fans are also going out and Mr. Marx will work to extend their service-life too; and 2) There were issues with some equipment as well as the fire panel after the series of storms over Labor Day. Fortunately, everything was fixable.

Children's/Youth Services: 1) Virtual Programming on FB – During the month of August, we recorded 12 storytimes and had 33 other online programs; 2) Programming – The Children's Department is now offering storytime on Fridays at 10:30 a.m. in the parking lot entrance courtyard; 3) At the Library – During the month of August, there were 38 curbside orders in the Children's Department. 400 grab and go crafts were taken home by patrons. This will continue to be offered; 84 participated in the Family, food, & Fun to-go lemonade activity; 4) Outreach – 275 flyers for Little Giants Preschool about Library services were distributed. There are Ninja Kits that Justice students can pick up when they sign-up for a new library card. 14 students have picked up their Ninja kits; and 5) Other – Kristen Gioe and Tylanna Jones attended the Virtual ILF Youth Services Conference. It covered many wonderful topics and gave them useful resources.

Indiana History & Genealogy: 1) The Virtual Genealogy Club is meeting on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month. The meeting on September 10th had Renee Bissell-Cole presenting a program on researching the history of a house. On September 24th, the program will be a sharing session; 2) Indiana Room staff are pleased with the number of appointments they are having. They continue to work on several ongoing projects and are making good progress; and 3) Sue Bratton created a PastPerfect training on search strategies for the Indiana Room staff. It was great and very much appreciated.

Reference Services/Adult Programming: 1) The Knitting group has enjoying meeting at Matter Park this past summer but will move inside to the Forrest Room or the Carnegie Room in October. The display cases at the entrance to the Library are filled with knitted and crocheted projects from the group; 2) Work on the Seed Library continues with the hopes of opening it to the public in March 2021; 3) New displays in the adult area are on canning, the Constitution and uplifting titles; and d) The Computer Lab is now upstairs and patrons have discovered it. More computers could be opened, but for the time being, social distancing prevents this. The Reference staff continues to try to stay up with the demand.

Teen Programming: The Teen room move is completed! Plans are for signage and ways to attract teens to the room.

Circulation: There were 50 curbside adult circulation pickups in August. At the Washington Street entrance, there are now signs and yellow stripes to indicate Curbside Pickup spaces.

Museum Services: 1) Mrs. Felton continues to catalog and photograph new artifacts, scan photos, and add new items to the museum collection and the Historic Photo collection; and 2) Historic photos are posted every Friday. The August topics included Marion Community Schools photos from the James Hulce collection, family reunions, and the Octogenarian Club.

Head of Technical Services/System Administrator: 1) During the month of August, 27th orders were placed with vendors; 2) Joe Fox updated department heads on the budget breakdown as of the end of the third quarter; 3) Reviewed the large print and browsing collections; d) Assisted in management of discarded materials and researched a possible third party solution for the backup of discarded material in-house; Developed a new three-month card; 4) Mr. Fox job shadowed other departments and will fill in as needed; and 5) Mr. Fox is assisting in the research of digital cards.

Marketing: a) Rhonda Stoffer was the guest on WBAT on September 3; and the *Chronicle-Tribune* provided good coverage of the Women’s Suffrage event on August 26th.

Indiana Humanities: There is a new grant opportunity from Indiana Humanities, INcommon, that is being reviewed by staff. The grant deadline is September 30.

Women’s Suffrage: 1) The Daughters of the American Revolution (General Francis Marion Chapter) partnered with the Library to present a program on Women’s Suffrage on the Courthouse Square on August 26th. It was well attended and well received.

Community Outreach: 1) The Library staff continue to promote Voter Registration; and 2) Tylanna Jones will read to children at Matter Park as part of WonderSpace Learning week.

Adjournment/Next meeting: Tuesday, October 20, 2020 at 6 p.m. At this meeting, the 2021 Budget will be adopted.

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



Rhonda Stoffer, Renee Bissell-Cole, and Debbie Ruth from the Indiana Room will be attending these free classes:

With millions of people exploring their family histories, providing genealogy and family history resources is an important part of patron services. To assist libraries and librarians, experts in genealogy have come together to create this education series specifically designed for Genealogy Librarians and Patron Services.

All classes are free, thanks to our speakers and sponsor, Vivid-Pix.  
Live events are limited to 500 attendees. All classes will be recorded.  
Register for live events, and view recorded events, at: [vivid-pix.com/Librarian](http://vivid-pix.com/Librarian)

**Presenters**

This 12-part webinar series is taught by leading experts:

**Drew Smith**, MA LIS, Genealogy Librarian, USF Libraries

**Sue Kaufman**, MLIS, Sr. Manager, Houston Public Library - Clayton Library Center for Genealogical Research

**Allison DePrey Singleton**, MA, MLS, Sr. Librarian, Genealogy Center, Fort Wayne

**Amy Johnson Crow**, MLIS, Host, Generations Café podcast

**Cherie Bush**, Deputy Chief Genealogical Officer for FamilySearch Intl

**Cyndi Ingle**, An active member of several genealogical societies. Cyndi's List

**Tom Neel**, MLIS- CPL Ohio Genealogical Society Library Director

**Judy G. Russell**, JD, CG, CGL The Legal Genealogist

**Rick Voight**, MBA, CEO, Co-Founder, Vivid-Pix

### Schedule

Note: All webinars are held on Thursdays beginning at 2 PM Eastern Time

**September 24 - Introduction to genealogical research and the role of the genealogy librarian (Drew Smith)**

**October 1 - The genealogical reference interview, orientation to library resources & services (Sue Kaufman)**

**October 8 - Marketing the genealogy library: traditional marketing strategies (Allison DePrey Singleton and Amy Johnson Crow)**

**October 15 - Marketing the genealogy library: social media marketing strategies (Amy Johnson Crow and Allison DePrey Singleton)**

**October 22 - Working with local genealogical and historical societies (Cherie Bush, Sue Kaufman, and Tom Neel)**

**October 29 - Making appropriate referrals - repositories, online resources, professional genealogists (Cyndi Ingle)**

**November 5 - Collection management, affiliate programs, community, digitization, preservation (Sue Kaufman, Tom Neel, and Allison DePrey Singleton)**

**November 12 - Working with volunteers and non-paid interns - existing policies, creating policies (Tom Neel)**

**November 19 - Ethical and legal issues for genealogy librarians (Judy G. Russell)**

**December 3 - What librarians need to know about DNA testing (Drew Smith)**

**December 10 - Vivid-Pix *RESTORE* Patented, AI photo and document improvement software (Rick Voight)**

**December 17 - Library programming creating / developing events (Allison DePrey Singleton, Cherie Bush, Sue Kaufman, and Tom Neel)**

**Drew Smith**

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