

December 15, 2015

The Marion Public Library Board of Trustees met Tuesday, December 15th, at 6:00 p.m. in the Israel Conference Room. Present were Dr. Case, Mr. Cline, Ms. Sumpter, Mr. Holderead, Mrs. Enyeart and Mrs. Cline. Mrs. Eckerle and Ms. Riddle were also present. Mr. Ott was absent.

Dr. Case called the meeting to order at 6:00 p.m.

By consensus, the minutes of the November 17th meeting was unanimously approved.

The Treasurer's report showed a balance of \$1,540,716.01 in all funds as of November 30, 2015.

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

New Business:

Travel, meeting attendance: On motion of Mrs. Cline, seconded by Mrs. Enyeart, attendance, travel, and related expenses were unanimously approved for the following meetings: 1) January 8th, Mock Caldecott Workshop (Wells County Public Library), Bluffton, Tylanna Jones, Kristen Gioe, Amy Reel.

Policy Review: On motion of Mr. Cline, seconded by Mr. Holderead, the following policies were reviewed and affirmed without changes: Board Bylaws, Sick Bank policy, Circulation policy and Computer Use and Internet policy. A Bed Bug policy draft was presented and discussed.

Library Improvement Reserve Fund: At this meeting, it is the Board's decision whether or not to transfer \$25,000 into the Library Improvement Reserve Fund. No action was taken on this matter.

Election of officers for 2016: The following slate of officers for 2016 was presented: President – Dr. Case; Vice President – Mr. Cline; Secretary – Mrs. Enyeart, and Treasurer – Mr. Holderead. On motion of Mrs. Cline, seconded by Ms. Sumpter, the slate of officers was unanimously elected by the Board.

Approval of Board meeting dates for 2016: On motion of Mrs. Cline, seconded by Mrs. Enyeart, the Board meeting dates for 2016 were unanimously approved by the Board.

Salaries for 2016: The 2016 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 2016 receipts and anticipated expenditures. It is hoped that the 2016 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 still puts the Library in a precarious position this year, and it would not be prudent to set the new salary scheduled and approve raises before knowing what the actual budget will be. For the present time, it is recommended that the 2015 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 early 2016.

Finance information:

- Property Tax Fall settlement: \$545,793.20
- License Excise Tax: 28,374.31
- CVET: \$3,837
- FIT: 5,088.03

Insurance information: Mary Eckerle and Jonie Riddle met with Trent Dailey on December 9 to go over the Library's insurance plans for the next year. Insurance Management will wrap the Directors & Officers Liability in with other insurance.

Treasurer's Bond: The Treasurer's Bond for 2016 for \$27,500 has been prepared and, after signatures and notarization, will be recorded at the Grant County Recorder's office. On motion of Mrs. Cline, seconded by Mrs. Enyeart, the Board unanimously accepted this Bond and it will be recorded at the County.

History Made Here project: 1) The contracts are being readied for this project; 2) The Library received a \$10,000 grant from the Community Foundation for this project. Grant applications have been submitted to the Moorehead Family Foundation and to Star Bank's Corporate Giving Fund; 3) Staff members are touring the Museum and receiving information about the project so that they can answer patrons' questions.

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

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

Staff: Helga Wiesmann began work on December 8th as the morning custodian.

Property: 1) Museum lighting is being upgraded; 2) Maintenance is prepared for snow; and 3) Nan Levin and her "alert" dog, Lisa, will visit the Library on Monday, December 21st at 7 a.m. to check the building for bedbugs.

Children's/Youth Services: 1) The Children's Department will offer two make-it-take-it crafts and two movies over Christmas break; 2) Tylanna Jones and Amy Reel visited Riverview this past month; 3) Liz Day visited during Preschool & Elementary! Tales. She read the story and dressed as *Little Red Riding Hood*. She brought cookies and loaned the Library her Red Riding Hood Collection for the display case; 4) The Community Foundation brought in additional Passport Grant County booklets. The passport activity for December is #358 – decorate a gingerbread house; and 5) The practice for Battle of the Books will be Wednesday, December 16th at 4 p.m. The Battle for this year will include Marion Community Schools and two teams from Mississinewa. The actual Battle of the Books will take place on Saturday, January 30th at 11 a.m.

Museum Services: 1) Mrs. Felton has emptied the display cases in the lobby in preparation for painting; 2) The Museum is ready for Christmas; and 3) The AARP tax people will have training in the Carnegie Room in January.

Reference Services/Adult Programming: 1) 81 patrons attended the 1st Saturday movie; 2) The second adult coloring program had good attendance; 3) Sheri Sharlow reports a successful NANO month. This is the writers' group. The group met several times and discussed creative writing and worked on their novels; and 4) As always, Mrs. Clare's Crafts continue to be a success.

Teen Programming: 1) The teens will be making candy on December 15th; and 2) The OTAKUS group will meet December 11th for an evening of Anime and Manga.

Indiana Room: 1) Rhonda Stoffer and Sue Bratton scanned yearbook photos of Marion students Harry Mitchell and Don Smith to <http://www.vvmf.org/Wall-of-Faces/> online memorial of Vietnam casualties. All Grant County casualties have a photo at this time; 2) the Newspaper Archives database has been well received. There were 741 page views in November and 36 searches in Fold3+. HeritageQuest Online had 395 searches and Ancestry Library Edition had 4622 searches; and 3) The Wabash County Genealogy Society met in the Indiana Room on November 16th for their monthly meeting. Rhonda Stoffer gave a short talk on resources that MPL has and the members were able to spend time researching. There were 18 people in attendance, and all were pleased with the resources. Several found family information they had not seen before, or had been looking for. Rhonda Stoffer met a new cousin. A couple of attendees have returned for further research.

Circulation: 1) The Circulation Department, Technical Services and Friends of the Library started a mini book sale for December. The Sale is going well. Profit as of December 9th was \$210.86.

Network Manager: 1) The Children’s Department and Technical Services have been upgraded to a faster speed cable; and 2) The wireless network is running slow. As part of the Erate process, the wireless will be upgraded and Mr. Burritt and Mrs. Eckerle are reviewing proposals from several vendors.

Marketing: 1) Karen Blinn and Tylanna Jones were guests on WBAT on December 3rd. They discussed Holiday books; and 2) Several eblasts have gone out this past month to update the public on Library programs.

Indiana Humanities Next Indiana Bookshelf: Marion Public Library has been awarded the Next Indiana Bookshelf. The Library was one of 55 organizations chosen from across the state. Staff will design programs as part of this grant and these will be included in our bicentennial projects.

Coding program: The “One Hour of Code” program was held on Wednesday, December 9th with seven participants. This introduction to coding was presented by Dr. Joe Hoffert and Dr. Chris Devers from Indiana Wesleyan University. They are hoping to get more students at the high school level interested in Computer Science.

Keith Rea: Mr. Rea will have his free concert in Meeting Room B on Friday, December 18th from 7 to 9 p.m.

Thinking Money Exhibit: The Library will apply to host this exhibit on Financial Literacy geared toward tweens, teens, and their families.

Carey Services: Mary Eckerle met with Yolanda Kincaid and Dan Kaufman of Carey Services to explore ways that their adult clients can participate in activities here at the Library.

Community Involvement: 1) Staff, Friends, and Board members Jane and Mike Cline volunteered at the Walkway of Lights on November 22nd.

Appreciations: 1) “We appreciate you letting us use the Marion Public Library all year long for our various meetings and events on the Second Floor and in the Basement. We want to give you this small token of our appreciation.” Judith A. Keilholtz, Grant County Art Association.

The meeting adjourned at 6:35 p.m. The next meeting will be on Tuesday, January 19th at 6:00 p.m. The Board of Finance will convene immediately following the regular meeting.

_____ President _____ Secretary

_____ Member _____ Member