

September 18, 2018

The Marion Public Library Board of Trustees met Tuesday, September 18th, at 6:00 p.m. in the Israel Conference Room. Present were Mrs. Enyeart, Mr. Cline, Dr. Case, Mrs. Nicholson, Mrs. Cline and Ms. Sumpter. Mrs. Eckerle and Ms. Riddle were also present. Mr. Breen was absent.

Mr. Cline called the meeting to order at 6:00 p.m.

The first item of business was the **Public Hearing** on the 2019 budget. No members of the public were present. At this time, by motion of Ms. Sumpter, seconded by Mrs. Enyeart, the Public Hearing meeting was unanimously adjourned.

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

On motion of Mrs. Enyeart, seconded by Ms. Sumpter, the minutes of the August 21st meeting was unanimously approved.

On motion of Mrs. Cline, seconded by Ms. Sumpter, 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 \$821,116.38 in the Library Operating Fund as of August 31, 2018.

New Business:

Travel, meeting attendance: On motion of Mrs. Cline, seconded by Mrs. Nicholson, attendance, travel, and related expenses were unanimously approved for the following meetings: 1) September 5th, NICCL Workshop, Allen County Library, Fort Wayne, Paul Burritt, Joy Burritt, Christina Rowland, Roger Marx, mileage.

2019 Budget: The advertised budget was posted on the Gateway site on August 29th. The advertised budget is also available on the Library's website and was also on the Library's Facebook page.

Roof Replacement: The roof project was re-advertised. On Wednesday, September 13th, the bids were opened. There were two bids – 1) McGuff Roofing, Muncie @ \$123,000; and 2) Foster Contracting, Greenwood \$147,800. On motion of Ms. Sumpter, seconded by Dr. Case, the board unanimously awarded the roofing project to McGuff Roofing for \$123,000.

Accounting system: AVC systems (replacing CompuTrain) has scheduled a "data pull" on Thursday, November 15th. The new accounting software will be installed on Thursday, November 29th.

E-Rate: Mary Eckerle, Jonie Riddle and Paul Burritt met with Lynn Duhamell, AdTec's E-Rate consultant about possibilities in funding the 2019-2020 year. Options have been discussed regarding Library needs that might be eligible for E-Rate.

Brain Kitchen: The Brain Kitchen has received about \$1500 to put together a reading area/sensory room. Their vision is for this space to serve a dual purpose in it being a place where students can quietly read and take AR tests, and also be a space they can calm down with the help of a listening station and sensory tools. They wonder if they could potentially convert one of the rooms upstairs in the Jay House for this purpose. Ideally, they would like to have this ready to go by after winter break at the very latest.

Early Headstart library cards: Robyn Culley, Early Headstart Coordinator at Carey Services requests that the Board consider allowing Early Headstart families to have free library cards such as given to the Marion Community School Children and other students. This program is similar to the Little Giant program, but for infants and toddlers. There are about 10-15 families that have a Marion address but are not within the City limits. On motion of Dr. Case, seconded by Mrs. Cline, the Board unanimously voted to allow Early Head Start children to have student library cards.

Alleys on library property: Mary Eckerle has had a few conversations with the City of Marion Building Department about the alleys that are on Library property. Currently, the Library owns all but 9 feet of each alley. Discussion followed as to whether to petition the City to vacate the alleys.

Computer Replacement: Mary Eckerle brought a request for computer replacement to the Board. Last year, the Computer Lab's computers were replaced. Before that, there were two servers that needed replacement. Now, staff computers need replacement. On motion of Mrs. Cline, seconded by Mrs. Nicholson, the Board unanimously approved purchase of ten staff computers using the SWOPE Gift Fund and four staff computers using the Webster Gift Fund.

Copiers: Jonie Riddle and Mary Eckerle discussed the renewal of the copier contract. Currently, the Library is serviced by Van Ausdall & Farrar. This company is a member of U.S. Communities which sets the best rates for company contracts. By belonging to U.S. Communities and choosing one of its vendors, the Library can forego taking RFP's on the open market. Because of the good service of Van Ausdall for this past year and because of a proposal which actually reduces monthly costs for the Library, Ms. Riddle and Mrs. Eckerle recommended staying with this company. On motion of Mrs. Enyeart, seconded by Mrs. Nicholson, the Board unanimously voted to remain with Van Ausdall and enter into a 48 month contract.

Meeting Room policy: 1) Mary Eckerle indicated that the Library has been approached recently by both For-Profit and Non-Profit entities to hold Job Fairs. After discussion, Job Fairs would be allowed depending on availability of meeting rooms. For-profit businesses would be required to pay the standard fee for meeting room use. The Library Director would have the final approval for allowance of Job Fairs; and 2) The Board discussed and made suggestions as to how to handle meetings that go beyond the time that the Library closes. Mrs. Eckerle will work the comments into the Meeting Room policy for future board approval.

In-Service request: The Library staff usually has a staff in-service on a morning in November. Neighboring libraries are invited to attend to receive current information on libraries and various topics. By consensus, the Board agreed to have an in-service and Mrs. Eckerle will advise them of the date at the next meeting.

Trash collection: Mr. Boggs, long-time trash and recycling hauler for the Library, is retiring. Currently, Mr. Marx and Mary Eckerle are securing bids for trash/recycling from other vendors. Quotes were collected from three vendors: Marion Utilities - \$82.80 a month; Republic - \$100 a month; Central Waste uses dumpsters instead of trash bins and this would not work.

Non-smoking: There is a move to have a county-wide non-smoking ordinance in bars and restaurant. Library staff is currently reviewing its non-smoking policy:

Non-Smoking Policy

The Marion Public Library is a smoke-free facility. Because both smoking and its secondary effects are known to be health concerns, the Library prohibits smoking in all buildings, including the Library, museum, connector, and Jay house as well as on Library grounds excluding personal vehicles.

Members of the community are asked to comply with and to enforce these policies. Complaints or questions should be directed to the Library Director.

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) Rob Striker is the new morning custodian. He began work on Saturday, September 8th; 2) Natalie Hills is the new page in the Children's Department; and 3) Karen Converse and Alexandria Christman have been hired as library assistants in the Circulation Department.

Properties: 1) Mr. Marx is preparing to install the new exterior lighting which will replace the pedestal lights. The pedestals will be removed; and 2) Dick Bragg from Bragg Excavating will fill and grade the areas of the gravel lots where there is always standing water. He will then compact the stone. The cost is \$780.

Neighborhood: 1) Police have been checking our building grounds during the night shift; and 2) There was an overdose in the parking lot and drug paraphernalia was found on Library property.

Children's/Youth Services: 1) *Talk Like a Pirate Day* is Wednesday, September 19th from 10 a.m. to 8 p.m. in Children's/Youth Services. There will be craft and other activities. This special day has been celebrated in libraries over 15 years; 2) Fall programming is back in full swing with Books, Bites & Beyond, STEAM Stations, Read to the Dogs, Lego Club, Family, Food, & Fun and Pokémon Club. This does not include the regular storytimes that are held three times a week; and 3) The Battle of the Books program for 2019 will now include 5th graders. In addition, Faulkner and Justice will join the school line-up. The Mock Battle is set for Thursday, November 29th.

Garfield Ribbon Cutting: The Ribbon Cutting of the new Garfield statue took place on August 28th. John Lightle and Ed Breen gave short speeches. It was well attended.

Indiana History & Genealogy: Rhonda Stoffer attended the FGS conference in Fort Wayne August 21st-25th. Over 1,000 people attended the conference. There were many excellent speakers and so many great sessions, it was hard to choose what to attend.

Reference Services/Adult Programming: 1) Clare's craft class has resumed with a full house on Thursday, September 6th; 2) The Barb Wilson book discussion group will discuss *Mrs. Lincoln's Dressmaker* by Jennifer Chiaverini; 3) The Frankenstein theme is back for September and October in line with the grant from Indiana Humanities. *Abbot and Costello Meet Frankenstein* was shown on September 1st and *The Bride of Frankenstein* will be shown in October; and 4) There were 38 people attending the weekly knitting/crochet group with five sessions in August. Members of the group contributed items for the display cases in the Library lobby.

Teen Programming: 1) In August, the teens had a game day at the Library. This has become a new popular program that teens like; 2) Teens also had an Otaku meeting with 20 in attendance which was wonderful; and 3) The movie, *Ready Player One*, was shown on September 8th.

Museum Services: 1) The museum received a large donation from Martha Russell. Her husband was Grant Russell, a long time realtor in Marion. She donated his uniform, many books, and other items connected to his time as a pilot during World War II; 2) Tanya Marshall loaned the museum two albums with Pettiford and Weaver photos and other information. She gave permission to scan all the material in them; and, 3) 108 people attended meetings in the Forrest Room. In addition, 108 people visited the museum.

Circulation: 1) Downloadable magazines are now available from Overdrive. Overdrive has curated a collection of 50 popular magazines. Magazines have unlimited checkouts, and simultaneous use; 2) Marion High School IT students are back this year. They are available to provide technical assistance to patrons and staff. They will also be able to install, modify and repair computer hardware and software on individual's computers/devices; and 3) Voter registration forms are now available to for staff and patrons to fill out. Completed forms will be delivered to the Voter Registration office. Deadline to register for the November election is October 9th. The form is available at the Circulation Department.

System Administrator: The Circulation system received an upgrade this past month. With this, came memory issues and other problems that are being worked through.

Marketing: 1) The Library's Social Media presence continues to be analyzed and promoted; 2) Sheri Sharlow continues to work on the new webpage. It is hoped that it will be up and running soon; 3) Tylanna Jones was on WBAT with musician Glenn Welch on September 6th. Mr. Welch sang an original song,

Reading Rocks; and 4) The Garfield grand opening was covered by both the *News Herald* and the *Chronicle-Tribune*.

NICCL conference: Four staff members attended a conference on security and cyber security. They returned with good information.

Indiana Humanities Grants - Frankenstein: 1) There is one remaining *Write Your Story workshop* with Bekah Shaffer on Saturday, October 6th. The workshops have been very well attended; 2) Adrienne Provenzano will be at the Library on Thursday, September 20th. She portrays the author of *Frankenstein* for *An Evening with Mary Shelley*; FRANKENFEST is Saturday, October 27th. It will feature a read-a-thon of Mary Shelley’s novel. The novel will be read aloud by volunteers beginning about 9:15 a.m. The day will be filled with activities for all ages including a cartooning workshop, craft and science activities, a TED talk about Frankenstein, and food for purchase.

Discover Downtown: Sue Bratton and Mary Eckerle are participating on the steering committee for an event celebrating downtown Marion on Friday, October 12th from 5 – 9 p.m. There will be walking tours of available buildings as well as a beer garden, food trucks, family fun and a pop-up history center in the lobby of the former Regions Bank at the corner of 4th & Washington.



Main Street Marion

We are excited to feature a Historical Exhibit by [Marion Public Library](#) and Save Our Stories in the historic National Bank building (402 S Washington St).

The Historical Exhibit will feature historic photographs of downtown Marion in the downtown's most historic structure!

Mark Oct 12th in your calendars!...

Community Involvement: 1) Barb Salveter, Tylanna Jones and Mary Eckerle represented the Library at IWU’s Taste of Marion on September 7th; 2) The Children’s Department will be at various elementary schools’ PTO meetings and school fairs during the next few months. First up is Allen School’s Community Fair on Thursday, September 20th; 3) The Library is working with the Community Foundation and the United way to have a strong collection of books on leadership available to those who are attending the Non-profit Leadership Course; and 4) Library people will volunteer at the Walkway of Lights on Sunday, November 18th.

Adjournment/Next meeting: Tuesday, October 16th at 6 p.m. At this meeting, the 2019 budget will be adopted.

_____ President _____ Secretary
_____ Member _____ Member