

August 20, 2024

The Marion Public Library Board of Trustees met Tuesday, August 20, 2024, at 6 p.m. in the second floor Library Program Room of the Marion Public Library. Present were Ms. Ketcham, Mr. Cline, Mrs. Pogue, Mr. Case, Ms. Sumpter, Mr. Gilmore, and Mrs. Nicholson. Jonie Riddle and Kelsey Winters were also present.

Library Board President Cindy Ketcham called the meeting to order at 6:00 p.m.

On motion of Mr. Cline, seconded by Ms. Sumpter, the July 16, 2024, minutes were unanimously approved.

On the motion of Mr. Cline, seconded by Mrs. Pogue, the Treasurer's report and payment of the docket were unanimously accepted and payment authorized. The register of claims is made as a part of these minutes.

The Treasurer's report showed a balance of \$3,668,254.98 in the Library Operating Fund as of July 16, 2024.

Business:

Finances: The State Board of Accounts audit was completed as of July 22, 2024.

ARPA Funds: The status of the ARPA City grant was reviewed, with funds expected to be deposited soon for project initiation. MOU with Mayor/Marion Common Council was signed.

PPS Grant: Kelsey provided an update on the community placemaking grant aimed at enhancing the Marion Public Library's Courtyard space, with a particular focus on the children's area. She presented design ideas and shared feedback received from staff. Kelsey noted that the project is currently in the design phase and highlighted the need to prioritize funds. Additionally, she discussed potential improvements to other areas of the courtyard, such as turfing a section and incorporating mural artwork. Kelsey clarified that while the grant may not cover the entire upper section of the courtyard, it is included in the design to illustrate potential expansion opportunities if further funding becomes available.

Strategic Planning: The MPL Long Range Plan was reviewed and discussed. It was noted that a few areas require attention in the 2025 annual review, including assessing the need for a welcome desk to be in the connector area. Mr. Cline made a motion to approve MPL's Long Range Plan for 2024-2028, which was seconded by Mrs. Nicholson. The motion was unanimously approved.

2025 Budget Update: Jaime reviewed the public notice to taxpayers (Form 3), which will be submitted in Gateway 10 days prior to the public hearing. The board requested that this notice be posted on the library's website as well. The budget was increased 4% over last year in accordance with the Maximum Levy Growth Quotient

Furniture Purchase: Jaime proposed a new seating arrangement for the second level of the library, which included study rooms, computer chairs, and tables. She presented a quote from a reputable company for the furniture. Mr. Gilmore made a motion to approve funding up to \$20,00 for the purchase of new chairs, which was seconded by Mrs. Pogue. The motion was unanimously approved.

Director's Report

1. **Materials and Services:** Statistics will be presented at the meeting.
2. **New Director's Meeting in Indianapolis** – Update & Information
3. **Staff:** a) Ami Brainard and Katie Singleton have been hired to fill two part-time positions. Ami formerly worked here and has previous library experience. Katie worked at Wabash Public Library and in the school system as a sub-librarian b) We have three people out for injuries/surgeries c) We have re-opened the search for Collections Manager
4. **Director Community Engagement:** Kiwanis guest/spotlight; Marion Common Council – MPL Spotlight (Council members received library cards); Tour of Library w/Council member; Attended NICCL Meeting; Radio Spotlight.
5. **Every Child Ready to Read Workshop to be hosted at MPL** - This workshop will introduce attendees to the Every Child Ready to Read program, as well as the basic tenants of the Reimagining School Readiness program and will discuss ways to encourage reading and school readiness during story time.

6. Properties (Roger)

- **Chillers and Exhaust Fans:** Functioning effectively in July and early August.
- **Toilets and Urinals:** Addressed several issues; partition in Program Room nearly complete, with painting upcoming.
- **Events:** Quilt Celebration and Carnegie Olympics event were successful and well-received.
- **Little Free Library:** Assembled, painted, installed, and stocked with books, thanks to Madisyn.
- **Bushes Removal:** Completed at the west sidewalk end.
- **Lighting:** Replaced several burned-out track lights around the main stairway, including outdated LEDs from 2020.
- **Museum Entry Alarm:** In the process of sourcing and modifying a replacement as the original model is no longer available.

7. Childrens (Tylanna)

- **Crafts:** Offered two grab-and-go crafts in July—Leaf Puppet and Campfire Handprint craft. Volunteer Cat assembled 500 craft bags.
- **Programs:** Hosted 17 programs in July. Notable event: Glow Dance Party with DJ Tappan That Sound and face painting by Monna Black.
- **Summer Reading Prizes:** Awarded to participants.

8. Circulation (Michelle)

- **New Staff:** Welcome Katie Singleton, who will split time between Circulation and Youth Services. Previously with Wabash Public Library.
- **Garfield Trail:** Gained popularity; featured on Facebook and attracting visitors from various states and countries.
- **Library Cards:** Issued 56 adult cards and 21 children's cards in July, with numerous updates.

9. Indiana History (Rhonda)

- **Social Media:** Active on Facebook and Instagram. Promotions welcome.
- **Digitization Project:** 4,850 record books and probate files uploaded to FamilySearch.org; completion expected by year-end.
- **Newspapers and Collection:** Digitized newspapers aiding queries and article location. Progressing with call number standardization project.

10. Museum (Kelsey)

- **Collections Manager:** Still in search.
- **Events:** Quilters Hall of Fame annual celebration and Olympics at the Carnegie successfully organized with Children's Department.
- **Promotion:** History Center promoted on WBAT as part of a new monthly segment.
- **Exhibits:** Retrieved Beck Bible and Account Book, visited local museums for exhibit ideas, pursued funding, and finalized plans for next major exhibit.
- **Meetings and Rentals:** Hosted meetings for SOS, Historic Marion, and Grant County Historical Society; two large rentals scheduled for August.

11. Networking (Paul)

- **New Computers:** Four of six new computers set up; diagnosing issues with two additional staff computers not included in original batch.
- **Children's Circulation Desk:** Rearranged with Roger's assistance to enhance staff visibility.
- **Support:** Ongoing support for patrons and staff with computer-related needs.

12. Reference (Barb Enslin)

- **Summer Reading Program:** Concluded with over 200 adult participants. Prizes awarded for 30 hours of reading and entries into a drawing.
- **Programs:** Sheri led a book discussion group; Angie and Sean managed interlibrary loans; Aurora organized popular seed donations for seed library.
- **Craft Sessions and Contests:** Hosted two craft sessions with 14 participants, 10 displays, and four passive programs including puzzle tables, adult coloring pages, and gummy worm contest.

13. Technical Service (Kristen)

- **Cataloging Records:** Transitioned to OCLC; holdings reconciliation forthcoming.
- **Battle of the Books:** Choices to be announced with coaches.
- **Patron Requests and Record Cleanup:** Handled patron requests in Joanne's absence, continued record cleanup, reordered materials for mending in children's section, and prepared to weed picture books.

14. Teens (Madisyn)

- **Fall Rotation Preparation:** Adjusted open hours, relocated fridge and snacks, updated game systems, and set up a sign-out system with new signage.
- **D&D Program:** Last session with Rachel; new DM to start in September.

- **Lounge:** Added bean bag chairs and neon open sign; teen volunteer Addy assisted every Wednesday.
- **Office Setup:** Desk and open hours area set up, thanks to assistance from Roger.

Adjournment/Next meeting: Motion to adjourn made by Mrs. Pogue, Seconded by Mr. Cline Tuesday, September 17, 2024.

_____ President _____ Secretary

_____ Member _____ Member