

December 20, 2016

The Marion Public Library Board of Trustees met Tuesday, December 20th, at 6:00 p.m. in the Israel Conference Room. Present were Dr. Case, Mrs. Cline, Mr. Cline, Mr. Ott and Ms. Sumpter. Mrs. Eckerle and Ms. Riddle were also present. Mrs. Enyeart and Mr. Holderead were absent.

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

On motion of Mr. Cline, seconded by Ms. Sumpter, the minutes of the November 15th 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 \$1,676,664.60 in all funds as of November 30, 2016.

New Business:

Travel, meeting attendance: On motion of Mr. Cline, seconded by Ms. Sumpter, attendance, travel, and related expenses were unanimously approved for the following meetings 1) January 20th, Mock Caldecott Workshop, Bluffton, Tylanna Jones, Amy Reel and Kristen Gioe, Jess Holland, registration, mileage; and 2) April 7th and 8th, Indianapolis, Indiana Genealogical Society Conference, Rhonda Stoffer, registration, lodging, mileage.

Policy Review: On motion of Mr. Cline, seconded by Ms. Sumpter, the Board unanimously approved the following policies with changes made as necessary: 1) Board Bylaws; 2) Circulation policy; 3) Collection Development policy; 4) Computer Use & Internet policy; 5) Sick Bank policy; and 6) Snow procedure/policy.

Internal Control Policy: The Internal Control policy was presented and a few changes were suggested. 100% of the staff and almost all Board members have signed off on viewing the State Board of Accounts webinar. On motion of Mr. Cline, seconded by Ms. Sumpter, the Board unanimously passed the amended Internal Control policy. This policy will be reviewed on an annual basis.

Library Improvement Reserve Fund: The transfer of funds from the Library Operating Fund to the Library Improvement Reserve Fund was discussed. On motion of Mrs. Cline, seconded by Ms. Sumpter, the Board unanimously voted against the transfer of money from the Library Operating Fund to the Library Improvement Reserve Fund due to the uncertainty of property tax revenues during the next year.

Financials: The Library has still not received the fall property tax draw nor has it received the approval for the 2017 budget. There was discussion on the possibility of closing on Sundays from January through May of 2017. On motion of Mr. Cline, seconded by Ms. Sumpter, the Board unanimously voted to remain open on Sundays through May in 2017 and revisit this issue again when the spring property settlement is received.

Audit/Review: An exit conference was held on November 16th. Jerry Holderead, Jonie Riddle and Mary Eckerle met with two State Board of Accounts auditors. The review went well with no findings. Because of staffing issues, the State Board of Accounts said they would probably return in four years unless the Library took on debt.

Election of officers for 2017: The following slate of officers for 2017 was presented: President – Mr. Cline; Vice President – Ms. Sumpter; Secretary – Mrs. Cline, and Treasurer – Mr. Holderead. On motion of Ms. Sumpter, seconded by Mrs. Cline, the slate of officers was unanimously elected by the Board.

Approval of Board meeting dates for 2017: On motion of Mr. Cline, seconded by Ms. Sumpter, the Board meeting dates for 2017 were unanimously approved by the Board.

Salaries for 2017: At this time, there is not enough information to determine if staff raises can be done within the parameters of actual 2017 receipts and anticipated expenditures. Preliminary estimates of property tax income and circuit breaker impact are not encouraging. Until the 2017 figures come in, it is recommended that no changes be made at this time. This will be revisited in the new year.

Insurance information: Mary Eckerle and Jonie Riddle met with Trent Dailey on December 13th to go over the Library's insurance plans for the next year.

History Made Here project: 1) The ribbon cutting for the exhibit was Monday, November 28th. Dr. James Glass gave a presentation about the gas boom in Marion and Central Indiana. More than 50 people attended his presentation; and 2) Karen Vincent and her collections team from Minnetrista visited the Museum on Tuesday, December 13th. Minnetrista and the Museum have a long relationship dating back to the start of the Museum. Minnetrista staff has been very helpful with advice and exhibits. This Museum has also loaned several objects for Minnetrista exhibits.

Jay House: 1) The Jay House was treated for termites on December 11th and Orkin will return for another treatment; 2) A condensate pump for the first floor furnace failed, which caused the furnace not to run. This has been remedied; and 3) While working to prepare for the Brain Kitchen, Mr. Marx determined that the current water heater is not sufficient for this project so he is replacing it.

Brain Kitchen: The pilot program for the Allen Elementary students went well. The Downtown Design group students gave a presentation on the Brain Kitchen on December 13th. Ruthann Sumpter, Debbie Enyeart and Mary Eckerle attended the presentation and will bring back information to the Board.

Neighborhood: The Ed Blinn Boots Street apartments had a fire and have been closed down for the time being.

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) Gerald Fleece, part time evening maintenance person, will retire on December 30th after 9 ½ years at the Marion Public Library. Prior to working here, Mr. Fleece retired from Tulox Plastics. A part-time maintenance position is available; 2) Jess Holland joined the MPL staff as a Children's Department Assistant. She is a graduate of IWU and also has a part time job at the Refinery; 3) A part-time position is open in the Circulation Department to fill needed hours; and 4) Micah Hoeksema, adult page, is one of the Lilly Foundation recipients this year!

Board reappointment: Jeremy Case has been reappointed by the Marion City Council. His third term will run from January 1, 2017 to December 31, 2020.

Property: 1) The north elevator was having problems that seemed to be resolved but now is out of service again. The elevator repair man finally thinks he has found a fix and is awaiting parts; and 2) Snow and ice preparations were made and maintenance was prepared for the first snow storm.

Children's/Youth Services: 1) During Christmas break, the Children's Department will offer a make-it, take-it craft each day, two movies, Read to the Dogs, and Upper Wabash Interpretive Center is doing a program which will include live birds; and 2) Barbara Salveter and Mary Eckerle had a Bicentennial storytime on December 7th celebrating Indiana's 200<sup>th</sup> birthday.

Battle of the Books: Amy Reel reports: "The Battle of the Books is a reading incentive program for our local 4<sup>th</sup> grade students. Teams of up to 10 students read 5 books and come together to demonstrate their abilities and test their knowledge of the books they have read. This is our 4<sup>th</sup> annual Battle of the Books. The first two years we had a team from each of the four Marion elementary schools. The third year we wanted to expand the program and approached the Gas City Library and Northview Elementary about joining. This year we have expanded again and

are joined by a team from St. Paul Catholic School and a homeschooled team for a total of 8 teams. We had a mock battle on Dec. 12<sup>th</sup> to prepare the kids and help with any nervousness they have about our actual battle that is on Jan. 28, 2017. We had over 300 people at the battle last year with only 6 teams so this year with 8 teams we will be holding the battle at St. Paul Catholic School. “

Indiana History & Genealogy: 1) Sue Bratton and Rhonda Stoffer attended the Cultural Fair at Ivy Tech in November. They spoke to people about genealogy and the museum; and 2) The Indiana Room staff will be receiving genealogy research from two longtime local researchers, Wanda Stirnetzke and Neva Scott. Both are older and unable to continue to house their research. The IH staff will compile what can be used and pass anything else on to the Allen County Library.

Museum Services: 1) Visitors from many places visit the Museum and comment on the Gas Boom exhibit; 2) The knitters have moved to the Forrest Room due to the Brain Kitchen being in the Jay House; and 3) Plans are underway for the annual AARP tax help starting in February.

Reference Services/Adult Programming: 1) Clare’s December craft of making apple cinnamon jelly drew a kitchen full of crafters; 2) 36 people attended the first Saturday movie; 3) Helen Keller’s *The Story of My Life* will be the Barb Wilson Book Discussion book in January; and 4) 351 people have participated in knitting and fiber arts this year.

Teen Programming: 1) Teens will make memory Mason Jars in the teen room on January 11th.

Circulation: 1) An I pad/I pod class was held on December 8th with 6 participants.

Marketing: 1) Sue Bratton and Tylanna Jones were guests on WBAT on December 1st and they promo’d the *Discover Earth* exhibit; and 2) Both the *News Herald* and the *Chronicle-Tribune* have covered recent events at MPL.

Network Manager: 1) Hardware and software for the wireless access point project has been ordered. Mr. Burritt will do the cabling himself. Anticipated end of project is February 1, 2017.

STEM grant/exhibit: 1) The STEAM exhibit *Discover Earth* arrived on December 1st and will remain at MPL until March 10, 2017. Kiosks are located throughout the Library. Mr. Marx and Mr. Burritt were extremely helpful in getting the exhibit up and running. MPL is the 5<sup>th</sup> library to host this exhibit and one of eight libraries chosen to host it; 2) The first program featuring natural history filmmaker Sam Orr was Thursday, December 8th. Orr is a graduate of Marion High School and actually worked at MPL for a short time; 3) On December 9th, Drs. Chris Devers and Joe Hoffert from IWU gave an intro to coding class as part of One Hour of Code Computer Education week; 4) Future December programming includes a Science Saturday on December 17th in the Children’s Room and a program on raptors from the Upper Wabash Interpretative Service at the Salamonie Reservoir on December 28th; and 5) January programs include a STEAM Festival. EcoBot Challenge, Karen Land and her sled dogs, and another Science Saturday. Sue Bratton and Tylanna Jones met with Marion Community School principals and some are setting up class field trips for January 2017.

Bicentennial: A final Bicentennial celebration, headed up by Ms. Sumpter, was held at the old Webb’s Hallmark downtown on December 11th. About 50 people were in attendance. County historical societies as well as the Marion Public Library Museum were represented.

Library PLAC card information: The Indiana Library & Historical Board unanimously voted on Dec. 2, 2016 to keep the cost of the Public Library Access Card (PLAC) at \$65 effective Jan. 1, 2017. The PLAC program allows library patrons to purchase a card which permits them to borrow materials directly from any public library in Indiana. Any individual who holds a valid Indiana public library card may obtain a PLAC card. The cost of the card is \$65 and each card is valid for 12 months after being used. The Indiana State Library collects the revenue from the sale of these cards and places it in a designated fund account for the PLAC program. After the end of the calendar year, the money is distributed back to libraries on the basis of net loans.

Staff development: Paula Newcom from the Indiana State Library will return on January 19th to train identified staff on these topics – Maker spaces, Apps, and Passive Programming. Staff from neighboring libraries will be invited.

SOS: Ball State University’s Professor Susan Lankford and her class gave a final report on their proposed South Washington Street historic district on December 14th. It was a good report with new ideas and will be shared with the Board when received.

Patron death: Longtime patron James Hollingsworth passed away on December 9th.

Community Involvement: 1) First United Methodist Preschool visited the Children’s Department. The Library has partnered with FUMC for over 16 years; 2) Children’s staff visited Riverview Elementary this past month; 3) The American Red Cross will have a Blood Drive @ the Library on Thursday, December 29th from 10 a.m. until 2:30 p.m.; and 4) The Downtown Design Company has been working on ideas for downtown Marion including the area around the Library. Mary Eckerle attended a presentation on December 14th. In addition, Main Street Marion is working with MPL and the Historic Marion Neighborhood Association on ideas for bringing neighbors, businesses and non-profits together in 2017.

Appreciations: 1) “James Walts lost his keys at Purdue. He had his Marion Public Library barcode on his key ring and the person who found his keys called MPL and MPL then contacted James...an answer to many prayers.” Jeannie Walts; 2) Larry Leach, Gas City Mayor wrote after receiving genealogy assistance, “MARY AND RHONDA, THANK YOU SO MUCH. CORK ATKINSON HAS TOLD ME THAT YOU ALWAYS FIND WHAT YOU ARE HUNTING IN THE LAST PLACE YOU LOOK. I SHOULD HAVE CALLED ON YOU FIRST.THANK YOU AGAIN, AND HAVE A MERRY CHRISTMAS. LARRY; and 3) Thank you for organizing and hosting the event last night. The speaker was very interesting and the audience seemed tuned in to his presentation. Thanks for including the CVB and for acknowledging the CVB. It was a very nice event! John Lightle.”

Adjournment/Next meeting: Tuesday, January 17th at 6 p.m. The Board of Finance will meet immediately after the regular meeting

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