

September 17, 2024

The Marion Public Library Board of Trustees met Tuesday, September 17, 2024, at 6 p.m. in the second floor Library Program Room of the Marion Public Library. Present were Ms. Ketcham, Mrs. Pogue, Mr. Case, Ms. Sumpter, Mr. Gilmore, and Mrs. Nicholson. Jonie Riddle and Jaime Pitt were also present.

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

The first item of business was the Public Hearing on the 2024 budget. No members of the public were present. At this time, by motion of Ms. Sumpter, seconded by Mr. Gilmore, the Public Hearing meeting was unanimously adjourned.

On motion of Mr. Gilmore, seconded by Mrs. Pogue, the Aug 20, 2024, minutes were unanimously approved with minor edits.

On the motion of Ms. Sumpter, seconded by Mrs. Nicholson, 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 \$3,592,161.58 in the Library Operating Fund as of August 20, 2024.

Business:

Budget Update: The advertised budget was posted on the Gateway site on September 3, 2024. The advertised budget is also available on the library's website. The Public Hearing on the budget will also be available on Zoom.

The director requested a transfer of \$250,000 from the operating budget to the Rainy-Day fund in preparation for creating a Capital Strategic Plan for the library. Ms. Sumpter made a motion to transfer \$250,000 from the operating budget to the Rainy-Day fund, which was seconded by Mrs. Pogue. The motion was unanimously approved.

The director requested a reduction in appropriated LIRF funds by \$75,000 leaving a balance of \$25,000 appropriated for the 2024 Budget Year. A motion was made by Mr. Gilmore to reduce the 2024 appropriation by \$75,000, which was seconded by Ms. Sumpter. The motion was unanimously approved.

Finance: Typically, staff are asked to cut spending in the last part of each year so the year can end with a healthy balance, typically mid to late October. This does not include purchase of books and other materials, nor does it include necessary expenditures.

Purchase Request (Properties): Jaime proposed the purchase of a new chiller part. The estimate came in at just under \$6,000. A motion was made by Mr. Gilmore to approve the spending of \$6,000 for the chiller part, which was seconded by Ms. Sumpter. The motion was unanimously approved.

Museum: Jaime discussed potential issues in the museum, specifically mold found in the east storage room caused by leak in the pipes. She mentioned that this area stores historically significant documents and objects. A restoration expert has been called in for testing and to provide a report for remediation.

Board Appointments: Jaime discussed the departure of two board members and the process of selecting new members, which is up to the City Council and the County Commissioners. Ms. Sumpter suggested that it might be appropriate to suggest having an attorney on the board in the notification to the City Council. Lastly, Jaime mentioned the possibility of having a conversation with Nick McKinley (Marion City Council President), and Mr. Cline about the board selection process.

MPL Mission Statement: Jaime led a discussion about the library's mission statement, suggesting a potential change to include "history center" and to make it more succinct. The current mission statement does not mention the museum or history center, and Ms. Sumpter questioned whether this was a legal issue. The group agreed to consider the proposed changes and to not rush the decision. Jaime also mentioned that she had emailed the proposed statement to staff for feedback.

Board Role: There was an idea proposed to shift the board's role from a purely governance-focused to a more active, working board. It was suggested the board could oversee subcommittees or participate in projects and emphasized the importance of leveraging the unique skills and abilities of board members. It was made clear that the director should feel free to ask for assistance from board members if there was a need that specifically suited their skill set. It was suggested that the board should give the director permission to request specific involvement.

Director's Report

1. **Materials and Services:** Statistics will be presented at the meeting.
2. **Staff:** a) We have hired a Collections Manager. b) We have two people out for injuries/surgeries
3. **Director Community Engagement:** Radio Spotlight; Community Foundation 40th anniversary; Grant County Literacy Taskforce; Partnering with IWU on literacy workshop.
4. **Every Child Ready to Read Workshop hosted at MPL** – We hosted 16 library employees from nearby counties to improve Story times and Early Literacy Learning.
5. **Properties (Roger):**
Paul and I have reconfigured the Children's service desk and adjusted some items in their work area, and I have started working on shelving reconfiguration. I also completed repair work in Jaime's restroom, addressing a leak caused by a faulty toilet drain inside the wall, and reattached loose wallpaper in her office. Although I intended to paint the partition wall in the Program Room by now, other pressing tasks have delayed this project; however, I have procured the paint and plan to proceed soon. Additionally, I repaired a failed seal in Paul's restroom toilet that was causing leakage. We have identified several areas where the caulk seal between the building and sidewalk has deteriorated, notably

affecting the Carnegie building's basement with plaster degradation from moisture infiltration. I will begin replacing the caulk to address this issue

6. Childrens (Tylanna):

In August, the Library's grab-and-go craft project was a Handprint Crayon Box. We hosted a total of 10 programs throughout the month. We are pleased to welcome Callie Shaffer to the Children's team as our new page. In our ongoing effort to enhance the space, we are transitioning from high to low shelving for picture books and reducing the number of shelves to create additional seating areas. Additionally, the play area has been updated with an Apples and Pumpkins theme, where children can engage in activities like apple shopping, leaf raking, and pumpkin wagon pulls. Jaime and I also met with Keenan Davis to plan an early learning workshop for parents, which we aim to hold in November.

7. Circulation (Michelle):

August was a busy month for issuing library cards, with 76 Adult cards and 23 Children's cards issued, along with numerous card updates. The Garfield Trail continued to attract visitors, reinforcing our reputation as a popular destination for Garfield fans. Our visitors came from a variety of locations, including Ohio, Florida, Texas, Michigan, New Jersey, and New York.

In addition, Jonie has expanded our offerings by adding new museum passes for patrons. We now provide passes to the Fort Wayne Museum of Art, Indiana Historical Society, Muncie Children's Museum, Wabash County Museum, Fort Wayne Botanical Conservatory, and Eiteljorg Museum. These passes are available for a 3-day checkout period and admit 2 adults and 4 children.

The demand for Care Kits remains strong in our community. We distributed 41 Care Kits in August and received several donations from patrons, which will support the continuation of this essential service.

8. Indiana History (Rhonda):

The county records digitization project has made significant progress, with 5,187 record books and probate files uploaded to FamilySearch.org. We anticipate completion of the scanning by the end of the year and are awaiting final details from FamilySearch's legal team regarding additional items from the library collection. The digitized newspapers continue to gain popularity, with remote and in-library usage of the Newspapers.com database significantly increasing—searches grew from 33 in May to 431 in August. We are also advancing our call number standardization project with TS, thanks to Kristen and Olena for their support. In August, the Indiana Room team effectively managed staffing during multiple vacations and sick leaves. Looking ahead to September, we are excited about regular meetings with the History Center to enhance our collaboration and programming. The Indiana Room will feature a lobby display case for Family History Month in October, and I will be joining Kelsey on WBAT for a monthly History Center segment on the morning radio show.

9. Museum (Kelsey):

In August, we continued our search for a Collections Manager, conducting a promising in-person interview and scheduling two more. We engaged with several organizations

regarding potential future exhibits and secured a source of funding. Plans are underway to revamp the Natural History installation in the History Center lobby and to further develop the Black Businesses exhibit. Additionally, we hosted a field trip group from the YMCA and Heather curated an impressive August connector display, which received positive feedback.

We also focused on reporting for our grant from the Indiana Historical Society and promoted the History Center on the radio. A virtual lecture on Miami People and Miami Land, presented by Logan York, Tribal Historic Preservation Officer for the Miami Tribe of Oklahoma, was well-received with around 10 attendees. The lecture recording has been uploaded to our YouTube channel for wider access.

At the Jay House, we hosted the monthly Historic Marion board meeting, a baby shower rental, and the inaugural meeting of the Grant County Silent Book Club, which saw an attendance of approximately 15 people. We also conducted three tours for prospective events, with Jaime's assistance.

For the PPS Grant, we met with Project for Public Spaces and received updated renderings for the project. We gathered feedback from Department Heads to refine our direction and narrowed down options for several of the amenities to be purchased.

10. Networking (Paul):

All six new computers are now operational. Staff training on security radios and building safety will be scheduled soon. Additionally, we will be providing computer assistance for both patrons and staff. If there are any other updates or needs, please let me know.

11. Reference (Barb Enslin):

We had three programs in August, each of which had 12 or more participants. The Bob Ross style painting class was a great success, and we have Teresa Boucher booked again for November for another class. The next one will be a winter scene. We hosted the Art Show for the Marion Art Association members then reconfigured some of the standards afterwards for a display commemorating 9/11.

I recently met with Deb Geyer from the Quilter's Hall of Fame Guild. We talked about partnering with them on getting some sewing machines for our Makerspace. Deb is currently working on a grant proposal to get six machines for us that can be used for classes. She also wants to add fabric and various other items to create kits for a variety of programs where participants can come in, learn a technique or other useful information, make something, and take it home with them. Deb was impressed with the Program Room, the availability of the tables with built-in outlets, storage space for the machines when not in use, etc. The current plan is to set up a particular day/time on a regular basis and have Guild members come in to teach patrons about sewing in general and quilting in particular.

12. **Technical Service (Kristen):**

Kristen is continuing the weeding process for picture books, having shifted almost all of them to facilitate the removal or relocation of the old shelving. Additionally, we have added a few new hotspots to our collection for Paul and introduced new museum passes, which are a fantastic resource for our community. These passes, which check out for 3 days and come with comprehensive information, include:

- Fort Wayne Museum of Art
- Botanical Conservatory - Fort Wayne
- Muncie Children's Museum
- Wabash County Museum
- Indiana Historical Society
- Eiteljorg Museum (previously available)

A large order of new video games has been placed, and these will be available to patrons within the next week. This order includes reorders of popular games as well as new titles. I also assisted Barbara E. in getting the Makerspace Survey online.

Finally, the Battle of the Books selections have been announced.

13. **Teens (Madisyn):**

In August 2024, the Teen Department hosted a total of 7 events, with an overall attendance of 21 participants. This month marked the debut of Open Hours in the Teen Lounge, a new initiative that has allowed for more informal interactions with teens who frequent the library. This setup has been beneficial for reader advisory, getting to know the patrons better, and observing their preferences and interests. Although attendance for other programs was lower than usual, this is not unexpected given the start of the school year and the increase in extracurricular activities. We anticipate a more robust turnout as we move into our Fall Rotation. Additionally, our displays included "What's Scariest than Going Back to School" featuring horror books and an "August Favorites" Spotify playlist.

Adjournment/Next meeting: Motion to adjourn made by Mrs. Pogue, Seconded by Mrs. Nicholson Tuesday, October 15, 2024.

Cynthia Ketcher President Rachana Sampath Secretary

Alex Nicholson Member W. Z. Member

[Signature]

Jeremy
MSBye