

**July 16, 2024**

The Marion Public Library Board of Trustees met Tuesday, July 16, 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 attended via Zoom. Jonie Riddle was also present. There was one viewer on Zoom.

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

On motion of Mr. Cline, seconded by Mrs. Pogue, the May 21, 2024, and June 18, 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 \$3,733,342.22 in the Library Operating Fund as of June 18, 2024.

**Business:**

**Finances:** The State Board of Accounts audit continues. No update.

**ARPA Funds:** Jaime Pitt provided an update on the Marion Common Council's allocation of ARPA funds for the library. She outlined a proposal from a few years ago, which included \$300,000 for the following initiatives: replacing the museum roof, restoring the Carnegie Room, and upgrading meeting rooms with new sound equipment.

**PPS Grant:** Jaime Pitt reported on the progress of the PPS project, noting that it remains in the early design phase. The committee recently had a productive meeting with the site team and is now awaiting the conceptual designs for the outdoor space.

**Strategic Planning:** We received 125 responses to our recent community survey. The library staff is currently engaged in developing goals, objectives, and action items based on the survey feedback. Our aim is to finalize the strategic plan by the end of July and present it to the Board at their upcoming meeting.

**Animals in the library policy:** Jaime Pitt reported two recent incidents involving animals in the library, which highlighted the necessity for clearer guidelines and a comprehensive review of the current policy. She recommended updating the policy to explicitly permit service animals while discouraging the presence of other animals. This update would include providing staff with the appropriate documentation to support the enforcement of these changes.

Jaime proposed that the revised policy should outline specific criteria for service animals, including understanding the nature of the animal's training and ensuring that the owner maintains control of the animal's behavior to prevent disruptions. She emphasized that

service animals, which are trained to perform specific tasks, should be accommodated as long as they comply with the updated policy.

This approach aims to balance the needs of library users with the operational requirements of the facility. A motion to approve the changes to the policy was made by Mr. Cline seconded by Mrs. Pogue; this motion was unanimously approved.

**Computer Purchase:** Director Jaime Pitt proposed the acquisition of 10 new computers with a quote from CDW totaling \$14,147. The board discussed the cost and the possibility of requiring additional funds. Mr. Cline made a motion to approve funding up to \$15,000 for the purchase, which was seconded by Mr. Case. The motion was unanimously approved.

**E-rate Resolution:** Director, Jaime Pitt, presented a Resolution to continue in the Indiana State Consortium for Public Library Internet Access for Funding Year July 1, 2025, through June 30, 2026. This is an annual renewal. The Consortium provides e-rate services for Indiana libraries. On motion of Mr. Case seconded by Mrs. Pogue, this motion was unanimously approved.

#### I. Director's Report

1. **Materials and Services:** Statistics will be presented at the meeting.
2. **Staff** – We are in the process of hiring a Collections Manager for the Museum and 2 part time positions for the library. We also have 2 staff out for major surgeries.
3. **Travel & Meetings:** Jaime will attend New Director's workshop in Indianapolis.

#### **Children's/Youth Department:**

At the Library:

We offered two grab and go crafts for the month of June, a Summer Adventure Journal, and a Fishbowl Craft.

Programs:

We offered 22 programs during the month of June. We had a great turnout for *Hedgehog Hannah* and moved the program indoors into the Carnegie Room. We really appreciate Linda Taylor from Services for the Visually and Hearing Impaired coming to offer the *Sign Language Class* each summer.

Summer Reading:

We have over 700 total readers signed up. Many readers have completed their goals and are entered for the grand prizes.

Other:

I was on the radio with Jaime in June. I talked about summer reading and summer programs.

The Training Center visited on June 26. Two groups came to visit the library and play games that they had created.

### **Circulation**

In June, we issued a total of **100 new library cards**, which includes:

- **72 Adult Library Cards**
- **28 Kid's Library Cards**

Additionally, we processed numerous card updates, ensuring that our members' information remains current and accurate. This increase in library card issuance highlights our community's growing engagement with the library and its resources.

We noted Garfield's Birthday on June 19th and intend to organize a celebration next year. Garfield received numerous visitors from various locations, including South Africa, North Carolina, Florida, Georgia, South Carolina, Massachusetts, as well as several from Ohio and Indiana.

The demand for care kits remains high, and they are highly valued by our community. In June, we distributed thirty kits and received generous donations that were greatly appreciated.

### **Indiana History Department:**

County Records Digitization Project Update: To date, 4,689 record books and probate files have been successfully uploaded to FamilySearch.org. Although FamilySearch expressed interest in digitizing additional records, the County Clerk declined to expand the project scope. We await final decisions from FamilySearch's legal team regarding the items they will proceed to digitize.

Newspapers.com has now made Marion papers available online. At the library, researchers can access all papers spanning from 1867 to 2020 for free. Additionally, library card holders can access select papers both in the library and remotely through our database subscription. Please note, some papers are categorized under a premium tier not covered by our subscription, requiring individual subscriptions for home access.

The screening of the Pettiford/Weaver family documentary "Rooted in Love, Lifted in Strength" was a success with approximately 60 attendees at the screening and subsequent panel discussion.

### **Museum:**

In June, our efforts at the library were multifaceted and productive. We continued our search for a Collections Manager, completing a second round of in-person interviews to find the right candidate for this crucial role. Additionally, we were delighted to welcome Heather as a summer volunteer, whose dedicated support has proven invaluable to our operations.

Throughout the month, we reviewed and accepted new donations, enriching our collection with significant contributions from the community. We also engaged with local quilters to discuss plans for Celebration 2024, ensuring our involvement in this upcoming community event.

Collaboration with Bill Munn and Emily focused on exploring and documenting significant historical sites along the Mississinewa River, contributing to our ongoing efforts in historical preservation and education.

The highlight of our programming efforts was the Pettiford-Weaver documentary screening, where we supported the event with meticulous preparation, effective promotion, and comprehensive setup.

Heather and I dedicated time to enhancing the Weaver exhibit, refining captions, and rearranging artifacts in preparation for the documentary screening. We also participated in the Children's Hedgehog Hannah event held in the Carnegie Room, fostering engagement with our younger patrons.

Looking ahead, we continued planning for the Olympics event, with tentative confirmation from local Olympic athlete Latrese Moffitt as a guest speaker. Our involvement extended beyond programming as well, with attendance at the Grant County Strategic Plan meeting at Ivy Tech, where we contributed to community-wide strategic initiatives.

In support of local historical research, we assisted amateur historians in examining several historical moccasins, furthering our commitment to preserving and sharing local history. Additionally, we applied for an extension on our Heritage Preservation Grant through the Indiana Historical Society, aiming to safeguard and document the Beck Bible and account book.

Heather spearheaded a significant project in June, reorganizing our office space to streamline operations and enhance accessibility to resources and materials. Her efforts included categorizing and relocating objects, laying a foundation for more efficient workflow moving forward.

In terms of our PPS Grant activities, Kelsey attended the International Placemaking Week conference in Baltimore, where she gained valuable insights into designing public spaces that are safe and welcoming through intentional planning and community engagement. The project also saw strong community support, with 487 votes received across our pop-up boards in the Children's Department, Circulation area, and online platforms, underscoring the community's enthusiastic participation in our initiatives.

### **Networking:**

Over the past month, several operational enhancements have been implemented at the library and museum. First, we acquired and successfully integrated three additional security radios to bolster our safety and communication capabilities. Second, Paul assisted Kelsey and Heather in reorganizing the museum office layout to optimize space and improve efficiency for staff members. Looking ahead, plans are underway to replace a total of ten computers this year, prioritizing six for staff use and four for patrons. Additionally, progress continues in planning for the establishment of a Makerspace, which aims to provide innovative resources and opportunities for our community. Lastly, we have initiated training sessions focused on supporting homeless individuals, demonstrating our commitment to fostering inclusivity and support within our community.

### **Properties Department:**

During a recent heat wave, our chillers faced challenges due to temperatures exceeding their designed operating conditions. Previously, we had installed a roof sprinkler system to aid the condenser units, enhancing cooling capacity. However, this system was removed during a roof renovation a few years ago, which initially did not pose issues until the recent heat wave. After redesigning and reinstalling the sprinkler system in a manner that maintains roof integrity, we incorporated a water timer for semi-automated operation. The system effectively managed temperatures during the high heat period and was subsequently deactivated.

Progress continues on the partition in the Program room, with framing, electrical work, and drywall installation completed. Currently, the focus is on finishing the drywall with mudding and preparing for painting.

We encountered a malfunction in Air Handler 2 (AH-2) due to a failed electrical component. To restore functionality promptly, the faulty part was bypassed temporarily until a replacement could be sourced and installed by Havel. AH-2, serving the library's second floor, is now operating normally.

During an unexpected power outage, I took the opportunity to troubleshoot a suspected weak circuit breaker on one of the chiller units. By swapping it with the breaker from the other unit, I confirmed that the issue lies with the breaker itself. Given the specialized nature of the chiller unit breaker, priced significantly higher than standard residential breakers, we are working with Havel to find a suitable replacement at a reasonable cost.

### **Reference:**

In June, we launched our Summer Reading Program with 233 adult participants. Those who completed their challenge were able to choose from a wide selection of prizes including a book bag, State Fair ticket, eclipse t-shirt, and also enter a drawing for a gift

card or book basket. Feedback indicates positive reception, and participants have the option to substitute a coupon for a book from our upcoming sale.

Sheri successfully hosted a book discussion group attended by 10 individuals on the 12th. With Indiana Humanities operational again, we now receive timely delivery of book sets and have secured orders well in advance. Sheri also manages our social media posts and adult program advertisements.

During the month, I conducted two craft classes with 5 patrons each, where participants created tool-themed keychains for Father's Day gifts. Additionally, the Borland's organized an extra movie day on the 20th, aligning with our "Adventure Begins at Your Library" theme, screening "Ernest goes to Camp" with 10 attendees.

Our library featured several thematic displays throughout June, including Dolls, Father's Day, Dinosaurs, Juneteenth, Insects, Pride Month, Giraffes, Gardening, Seashells, Picnics, Yoga, and commemorating the anniversary of the Civil Rights Act. We also offered two passive programs: a puzzle table and adult coloring sheets, which were well-received by our patrons.

#### **Technical Services:**

In June, considerable progress was made in the Children's Department to enhance our offerings and streamline operations. To prepare for a potential shift, I conducted a thorough inventory and weeding of the Beginning to Read and older fiction collections, ensuring our resources are current and relevant.

We expanded our VOX book collection by ordering 23 new titles through Baker & Taylor, simplifying the procurement process. VOX books remain highly popular among our young patrons, and this order includes longer chapter books to assess circulation patterns.

Additionally, I submitted orders for Book Depot to facilitate book giveaways, refresh the Teen room, and procure items for the upcoming Glow Party, enhancing engagement and excitement among our adolescent audience.

Key accomplishments include finalizing Battle book lists and preparing ballots for distribution to coaches. Furthermore, all paper survey responses were meticulously inputted into our system, centralizing valuable feedback, and ensuring comprehensive data management.

#### **Teens:**

June was a dynamic month for our library, marked by the kickoff of our summer Reading program. We're excited to announce plans for a new library card design for kids, following feedback from our voting process throughout July. Our aim is to unveil two new designs in time for National Library Card Sign-Up Month in September.

In the Children's Department, initiatives included engaging activities like a guessing jar and scavenger hunt. Website updates were completed, and a volunteer checklist and guide

were developed. Orders were placed for both departments, and assistance provided with mending and numbering tasks.

In the Teens Department, efforts focused on enhancing the Teen Lounge with new signage and updated policies. Contacts were made with potential partners for Fall programs, including Radiant Health, Ivy Tech, and Lark's Song. The Teen Lounge continued to be accessible for public use, with ongoing efforts to refresh its decor.

Attendance highlights included successful sessions such as Teen Takeover, Dungeons & Dragons gatherings, and painting classes, showcasing strong community engagement.

Displays throughout the library featured themes such as Pride Month and emotions (Inside Out), enhancing our commitment to diversity and cultural celebration.

**Adjournment/Next meeting:** Motion to adjourn made by Mrs. Pogue, Seconded by Mr. Cline Tuesday, August 20, 2024.

Cynthia Kettle President \_\_\_\_\_ Secretary

Cici Member Angela W. Walker Member

[Signature]

M. Pogue

Jeremy Cline