

February 15, 2022

The Marion Public Library Board of Trustees met Tuesday, February 15, 2022, at 6 p.m. in the 2<sup>nd</sup> floor Library Program Room of the Marion Public Library. Present were, Ms. Sumpter, Mrs. Cline, Ms. Ketcham, Mrs. Nicholson, Mr. Lutton, Mr. Cline and Dr. Case. Also present were Jonie Riddle and Mary Eckerle. This meeting was zoomed with no viewers. Library Network Manager Paul Burritt attended the meeting.

Mrs. Cline called the meeting to order at 6 p.m.

On motion of Mr. Cline, seconded by Ms. Ketcham, the minutes of the January 18, 2022, meeting was unanimously approved. On motion of Mr. Cline, seconded by Ms. Ketcham, the minutes of the January 18, 2022 Board of Finance meeting was unanimously approved.

On motion of Mr. Cline, seconded by Mrs. Nicholson, the payment of the docket was unanimously accepted and payment authorized. The register of claims is made a part of these minutes. Ms. Riddle will review the Treasurer's Report and submit it again at the March meeting.

The Treasurer's report showed a balance of \$2,335,059.54 in the Library Operating Fund as of December 31, 2021.

**New Business:**

**Financial Information:**

**Salary Plan/Salary Schedule:** A plan and schedule was submitted to the Board. On motion of Mr. Lutton, seconded by Mr. Cline, a 4% raise for all staff, including the director, was unanimously approved to take effect at the end of March pay period. There will be an Executive committee meeting following the March Board meeting for purposes of discussion of personnel.

**Policies:** Capital Asset Policy. On motion of Mr. Lutton, seconded by Ms. Ketcham, a revised Capital Asset Policy was unanimously approved. Ms. Ketcham and Mrs. Eckerle will check to make the books depreciation number should stay at ten years.

**Library attorney:** Michael Hotz will be presenting an "Agreement for Legal Services" for 2022. The Board may choose to retain his services again this year. On motion of Ms. Sumpter, seconded by Mr. Lutton, the Board unanimously voted to retain Mr. Hotz at the same fee as 2021.

**Non-resident fee:** IC 36-12-2-25 © Except as provided in subsections (d) and (e); a library board must set and charge a fee for a local library card issued under subsection (b) (2). The minimum fee that the board may set under this subsection is the greater of the following: 1) The library district's operating fund expenditure per capita in the most recent year for which that information is available in the Indiana State Library's annual "Statistics of Indiana Libraries". 2) Twenty-five dollars (\$25). Marion Public Library's Operating Fund Expenditures per capita was \$51.72, according to the 2021 Annual Report. The current non-resident fee is 60. The Library Board can keep the fee as is or lower it. The non-resident fee was not raised or lowered last year. New figures reflect latest census information. On motion of Dr. Case, seconded by Mr. Cline, the Board unanimously voted to retain the \$60 non-resident fee.

**Webster Gift Fund:** For the past few years, the use of the Webster Gift Fund has helped ease the burden of the Library's Operating Fund. On motion of Mrs. Nicholson, seconded by Ms. Sumpter, the Board unanimously passed the Resolution on use of Webster Funds for items pertaining to the Children's/Youth Services Department. Excluded in this Resolution are items pertaining to the Jay House.

**Mileage:** The State mileage reimbursement rate went to \$0.41/mile starting February 1. On motion of Ms. Ketcham, seconded by Mrs. Nicholson, the Board unanimously adopted the new State mileage reimbursement rate.

**COVID:** The Library is following CDC guidelines for COVID cases and quarantines. Staff members are holding off on much of the inside programming and are anxious to resume. Quite a few meetings have been cancelled due to COVID.

**American Rescue Plan/City of Marion:** Mike Cline reported that although there are many ideas/suggestions in the works, MPL's items are being well received.

**Board Building Committee:** Roger Marx, Head of Properties, has several items on the "building repair agenda" for 2022. Mrs. Cline suggested having one or two board members meet with him and bring the items to a future meeting. Cindy Ketcham has volunteered for this.

**Library In-Service:** As soon as the COVID numbers go down, a staff In-service will be planned. The last in-service was in 2019. This is very overdue.

**State Legislative session:** Board members discussed the Legislative session and the status of some of the bills that librarians have been tracking. There were no updates.

**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) Kristen Gioe is the new Head of Technical Services. She will continue her positions as a Children's staff assistant and the Teen librarian for a 90 trial period at which time new staffing positions will be analyzed; and 2) The Museum Assistant position is still open.

**Snow:** MPL closed on Wednesday, February 2 at 2:30 p.m. due to the deteriorating weather conditions. The Library remained closed Thursday and Friday and opened again on Saturday, February 5. The City and County were also closed during this time. Dick Bragg does snow removal for the library. Roger Marx clears sidewalks and entrances.

**Properties/Network Manager:** Mr. Burritt and Mr. Marx are doing the installation of the equipment purchased as part of the ARPA grant.

**Children's/Youth Services:** 1) Storytime continues to meet in Meeting Room A on Fridays at 10:30 a.m.; 2) In January, the Children's Department partnered with the Family Resource Center for their drive thru Winter Wonder event. MPL provided 30 STEAM kits for families to explore. MPL provided two activities, a science journal and information about the library; 3) The community read, in partnership with the Giant Reading Program will be, *Marcus Vega Doesn't Speak Spanish* by Pablo Cartaya. The virtual author visit will be on Tuesday, April 5 at 6 p.m.

Battle of the Books titles for 2022:

4<sup>th</sup> grade books:

Contest by Gordon Korman  
by Liesl Shurtliff  
Treehouse by Andy Griffiths

5<sup>th</sup> grade books:

Mission Unstoppable by Dan Gutman  
Nim's Island by Wendy Orr  
Penderwick's by Jeanne Birdsall

Rump  
13-Story  
Three Times

Lucky by Sheila Turnage  
Rosanne Parry

Song for a Whale by Lynne Kelly  
Terrible Two by Mac Barnett

Wolf Called Wander by

**Circulation:** 1) Curbside services has been busier than usual. There were 21 appointments in January; and 2) It's wonderful to have the new Zapp Bug baker box. This was part of the recent ARP grant. Staff is now baking all children's, adult print and AV materials.

**Reference Services/Adult Programming:** 1) Saturday movies are not doing well – most likely due to Covid restrictions. January's movie had three in attendance. February was a no-show but that was probably due to the weather; b) Barbara Dixon's craft group made a scherenschnitte heart in January; 2) Christina Rowland's Cricut group made a perpetual calendar; 3) the Library Programming room is still a work in progress. Currently, the board meetings and some small programs are taking place in the room. A group is working on a future makerspace concept for the room; and 4) Library displays included teapots, old toys, Martin Luther King, jr. and soup/soup making.

**Indiana History & Genealogy:** 1) The Virtual Genealogy Club meets on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month. The February 10 meeting is a sharing/question time. The February 24 program will be on Lustron Homes; and 2) Indiana History staff are continuing to work on the county records digitization project. As of the end of January, staff has completed 1,046 estates in 54 boxes.

**Museum:** 1) The Library intern created two social media pages for the History Center; and 2) Collen Cramer gave two museum tours in January; and new displays in February include a *Kingdoms of West Africa* display for Black History month (on library side), An additional Black History month display on the library's second floor, a Telecom history exhibit on the library's second floor, and continued work on the Natural History exhibit in the museum.

**Teens:** 1) Teen Tuesday continues; 2) Expecting arrival of couches for Teen room; 3) Teen nonfiction will soon be located in the Teen room. The collection is getting a good weed; 4) Teen audio books are also being weeded; and e) Tentative summer reading dates are June 1 to July 16.

**Head of Technical Services:** Kristen Gioe is in training for her new position. She is catching on quickly to placing orders, importing MARC records, and cataloging. She will continue to work with Kristie Fuller and Olena Wash to make the department run smoothly. She also has generated reports needed by Mary Eckerle for the annual reports.

**Marketing:** Mary Eckerle was on the radio on February 4 She highlighted the ARPA grant and the library's partnership with Justice Middle School.

**American Rescue Plan:** Most of the materials from the ARPA grant have been ordered and received. Paul Burritt and Roger Marx will be installing them when there is time.

**AARP Tax Preparation:** AARP volunteers are taking appointments again this year. 1) The Tax-aides are in the Carnegie Room Monday through Wednesday from 10 a.m. to 3 p.m. and Thursday from 10 a.m. to 6 p.m.; 2) Library staff members have been helping people access and print a variety of tax forms; and 3) MPL still has not received any federal forms and a very limited supply of state forms. Tech Services was kind enough to barcode four of the state booklets so that patrons can check them out.

**Save our Stories (SOS):** SOS has recently undertaken a project of acquiring the Firestone on S. Washington through the help of Indiana Landmarks with the intention of turning it over to interested buyers who SOS believes will develop the property and turn it into a business. SOS is also in the early stages of planning out a large scale project centered around a "Samuel Plato Trail" that will serve the end goal of creating tourism and grass roots economic development for local contractors.

**Community Outreach:** 1) Tylanna Jones and Mary Eckerle participated in a book discussion of *White Fragility* by Robin DiAngelo with staff from Family Service Society. MPL has been invited to share in this EDI initiative; 2) Red Cross Blood Drive. Wednesday, March 23 from 9:30 a.m. to 2 p.m. in Meeting Room B; and 3) The Grant County Art Association will hold a Spring Art Show at the Library during the month of May.

**Adjournment/Next meeting:** Tuesday, March 15, at 6 p.m.

Jane Clark President \_\_\_\_\_ Secretary

[Signature] Member [Signature] Member

Cynthia Ketchum

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Jerry Cox