

April 17, 2018

The Marion Public Library Board of Trustees met Tuesday, April 17, 2018, at 6:00 p.m. in the Israel Conference Room. Present were Mr. Cline, Mr. Breen, Mrs. Cline, Mrs. Nicholson, Mrs. Enyeart and Ms. Sumpter. Mrs. Eckerle and Ms. Riddle were also present. Dr. Case was absent.

Ms. Sumpter called the meeting to order at 6:00 p.m.

On motion of Mrs. Cline, seconded by Mr. Breen, the minutes of the March 20th meeting was unanimously approved.

On motion of Mrs. Nicholson, 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 \$523,322.07 in the Library Operating Fund as of March 31, 2018.

New Business:

Travel, meeting attendance: On motion of Mrs. Enyeart, seconded by Ms. Sumpter, attendance, travel, and related expenses were unanimously approved for the following meetings: 1) NICCL Meeting, Huntington, May 4th, Paul Burritt, mileage.

Telephone issues: ENA representatives have been at the Library a few times to work on the phone transition. They are drawing up the procedures that will be followed. They will also work with AT & T during the switchover. Staff is excited to complete this project.

Roof issues: Specifications have been written for the roof repair and replace project. As soon as Roger Marx adds the Library's information, the specifications will be advertised and sent for bidding.

Cybersecurity: Last month Trent Dailey discussed Cybersecurity insurance. Mary Eckerle brought additional information to the meeting from other libraries. On motion of Ms. Sumpter, seconded by Mrs. Enyeart, the Board unanimously approved the purchase of this insurance.

Policy review: Supervised Visits at the Library were discussed. Mary Eckerle will bring a policy to the next board meeting.

Brain Kitchen: Amanda Drury and Ryan Wagers from the Brain Kitchen met with Tylanna Jones and Mary Eckerle about the possibility of summer programming in the Brain Kitchen this summer. It is hoped that something can be worked out that is within the budget and capabilities of both organizations.

Director's Report: The following report was approved by consensus of the Board:

Materials and Services: Statistics will be presented at the meeting.

Staff: Alex Hornett at Circulation gave two-week notice. This position might be filled internally for a short time.

Neighborhood: The Blinn properties on Boots Street have "For Rent" signs in front.

Properties: Roger Marx has been working on the buildings' sinks, motors, chillers, shelving and Book Sale related set-up and take-down.

Children's/Youth Services: 1) Spring Storytimes have begun and will run through May 18th; 2) During the month of March, the Boy Scouts, Early Head Start and First United Methodist preschoolers visited the Library; 3) Tylanna Jones visited Justice Middle School's Pi Night; and 4) The Spring Break movie, *Wonder*, was well attended with 70 patrons.

Literacy: Justice 5<sup>th</sup> graders will visit the Library on May 11th.

Circulation: The Circulation Department has made the following changes to the Circulation policy:

#### **4k Transients**

**Part 1** Persons who do not yet have a permanent local address (either in Marion or outside) should not be issued library cards. Please be careful not to issue cards to motel addresses. It is sometimes difficult to determine what a "permanent" address is; for instance, some that rent apartments or sleeping rooms by the week near the downtown area may stay in Marion only a short time. There is, of course, no way to determine how long a person will stay in town. Require proof of residence as usual and refer any doubtful cases to the director.

Occasionally an applicant will know exactly how long he will be staying in town: for instance, missionaries at the World Gospel mission. In such cases, cards may be issued with a shorter expiration date. A nonresident card should be issued to those staying outside the city limits.

Occasionally there are applicants who live at motels and manage or own them (i.e. Courtesy Motel)

#### **4 K Part 2 (Revised as of April 3, 2018)**

##### **Agency-Sponsored Temporary Residence Cards**

Residents in an agency-sponsored residence must present a letter from the sponsoring agency stating residency status and the approximate date of the end of that status.

Patrons must also produce a picture form of identification in order to qualify for a library card.

Temporary cards may be renewed based on recertification by the sponsoring agency.

Temporary residence cardholders are limited to four items at any one time.

Temporary residence cardholders may not check out Wi-Fi Hotspots.

Grant County Rescue Mission will provide 3 different forms as proof of sponsoring agency:

1. One form will be issued to individuals staying short-term. These individuals' cards will stay at New Borrower Status and will expire in 30 days. If they stay longer the Mission will issue another letter upon expiration
2. For men who are signed up for the 1 year Life Change Program, they will present a form that indicates they are enrolled in this program. We will consider them a regular resident adult borrower with normal borrowing privileges.
3. For individuals who are leasing a My Home Apartment, they will bring a copy of their lease and will have full borrowing privileges.

\*There are also employees of the Mission who reside at the Mission who will have full borrowing privileges.

Indiana History & Genealogy: Rhonda Stoffer will attend the Indiana Genealogical Society Annual Conference and Seminar in New Albany on April 27<sup>th</sup> and 28<sup>th</sup>.

Reference Services/Adult Programming: 1) Local wellness educator Sandy Wilson presented a class on essential oils on Monday, April 3rd. There was good attendance; 2) Clare's craft class has a waiting list - it is popular; 3) The Wilson book discussion group discussed *Slaughterhouse 5* by Indiana author Kurt Vonnegut on April 11th; 4) Tax season is coming to an end. The Reference Department is completely out of all state forms; and 5) Summer reading plans are underway. The theme will be the same for all ages and it is *Libraries Rock*.

Teen Programming: Kristen Gioe was busy with Teen events in March. Teens participated in Trivia night, OTAKUS, a teen game day and a movie afternoon. Everything was well attended.

Museum Services: 1) The Museum was the venue for seven meetings during March. 530 people met with the AARP Tax volunteers; 2) The Museum also had three tours; and 3) Samantha Collins, a sophomore from Taylor, is interning with the Museum people this semester. Her project is to create an exhibit about African-American baseball teams in Marion and Grant County. She has selected artifacts and talked with both Bill Munn and Ed Breen about the community during the 1920s and 1930s. She has also utilized files in the Indiana Room for some of her research to help tell the story.

System Administrator: 1) Gifts have continued flooding in for the Book Sale. There was a donation of about 100 very nice older best-sellers that were swapped out for the Library's worn copies; and 2) Karen Hiemstra's Title Talk continues to do very well. This past week, it had a reach of 1000+ for the first time ever. Author Irene Hannon reacted to the mention of her new book in this week's edition as a result of a hash tag included in the post on Twitter.

Network Manager: Paul Burritt is running cable for the telephone installation and working with ENA on all of the details involved in this transition.

Marketing: Jane Cline and Sharon Vodraska were on WBAT on April 5th.

National Library Week: National Library Week is scheduled for the week of April 8th to 14th. Besides the Book Sale, there will be an Open House for patrons on April 9th, a Bike Repair program and some other activities. The theme this year is "Libraries Lead".

Friends: The Friends Book Sale has been very successful. Friends of the Library and National Honor Society students assisted at the Sale. It will go for another week or two at the Library entrance. Sales total so far is \$2,637.40. The Friends will feature the Paula Monsalve Quintet at the May 14<sup>th</sup> annual meeting.

National Library Week: April 8th – 14th was National Library Week. During this week, patrons were given Amnesty from fines for overdue books. This did not wipe out previous fines or amounts for lost books. On Monday, April 9th, Glenn Welch performed in the Children's Department and in the Circulation area. Punch and cookies were served to patrons. Thursday, April 12th was a Drop Everything And Read Day to encourage people to take time to read. Michael Mathias from Curfman's Cyclery gave a bike repair program on the 12th as well.

Indiana Library Federation District meetings: Five staff members attended the ILF District meeting in Allen County and four more will attend in Kokomo next month. Staff who attended the Allen County meetings were very pleased with the meetings.

Indiana Humanities Grants: The Frankenstein Community Read is beginning during May and publicity is out. Also, Philip Gulley will be at the Library on May 19th. Publicity was passed out at the meeting.

Community Involvement: 1) Tylanna Jones, Sharon Vodraska, Natalie Garner, Kristen Gioe, and Mary Eckerle attended the Prevent Child Abuse Conference. The topic at the Conference was Teen Suicide; 2) The Library will be present at the YMCA Health Fair and at Earth Day at Matter Park; and 3) Ten people registered to vote at the Library this past month. The Library is now distributing information on absentee voting.

Appreciations: Karen Hiemstra has received positive comments on her weekly book presentation on Facebook. Pam Gould Smith wrote "Thank you so much for doing this. I look forward to it." Irene Rudra wrote, "I liked your comments as you were showing the "mass market paperbacks", Karen! :) Oh, the titles on them :)... You managed to keep a straight face :)... But it's great - you want to show that the library caters to ALL tastes :)..."

Adjournment/Next meeting: Tuesday, May 15th at 6 p.m.

