

December 18, 2018

The Marion Public Library Board of Trustees met Tuesday, December 18, 2018, at 6:00 p.m. in the Israel Conference Room. Present were Mrs. Enyeart, Mr. Cline, Mr. Breen, Mrs. Cline, Mrs. Nicholson, and Ms. Sumpter. Mrs. Eckerle and Ms. Riddle were also present. Dr. Case was absent. Tylanna Jones and Kristen Gioe attended the first part of the meeting.

Mr. Cline called the meeting to order at 6:01 p.m.

Kristen Gioe and Tylanna Jones from Children's/Youth Services presented two new programs – 1000 Books before Kindergarten and Passport. They also told of other activities in the Children's department.

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

On motion of Mrs. Enyeart, seconded by Mr. Breen, 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 \$545,519.37 in the Library Operating Fund as of November 30, 2018.

New Business:

Travel, meeting attendance: On motion of Mrs. Cline, seconded by Mrs. Nicholson, attendance, travel, and related expenses were unanimously approved for the following meetings: 1) December 14th, Taylor University, discussion of joint digitization project, Rhonda Stoffer, Sue Bratton, mileage; and 2) January 25th, Mock Caldecott workshop, Bluffton, Tylanna Jones, Amy Reel, Kristen Gioe, Sharon Vodraska, Christina Rowland, registration, mileage.

Library budget: The Department of Local Government Finance approved the 2019 budget and sent the 1782 form on November 20<sup>th</sup>.

Finance information: The Library received the fall settlement of property taxes. Property tax money collected was less than last year. Total tax money received was higher than last year. Statistics are attached to the minutes.

Roof Replacement: Work continues on the roof. It is about 2/3rds complete. Mary Eckerle will consult with the Department of Local Government Finance regarding the payment of the project and use of funds appropriated for the 2018 budget year.

Library In-Service: The Library In-Service was excellent. Assistant Police Chief Stephen Dorsey led the group through a robbery scenario taking place at the Circulation desk. Assistant Police Chief Alex Kenworthy answered questions and discussed the current crime situation in the area. Paula Newcom from the Indiana State Library had presentations on "Communication in the Library", "Compassion Fatigue", and "Teen Programming". Finally, Rhonda Stoffer introduced staff to Library Workplace.

Policy Review: 1) The Bylaws of the Board of Trustees are to be reviewed annually.

On motion of Mrs. Cline, seconded by Mrs. Enyeart, the Board unanimously voted to amend Article V, Section 1 and Section 2: Strike Section 1, change Section 2 to Section 1 and strike the first 5 lines up to "Nepotism Policy".

On motion of Mr. Breen, seconded by Ms. Sumpter, the Board unanimously voted to amend Article VII to the following: Section 2. New board members appointed after Jan. 1, 2019, shall pass a criminal background check as outlined in "The Policies, Plans, and Regulations of the Marion Public Library." Specific criminal offenses include any felony or misdemeanor involving moral turpitude, such as theft, or other serious offense as designated by the board in the policy.

On motion of Mr. Breen, seconded by Mrs. Nicholson, the Board unanimously voted to amend Article 8, Section 2 to the following: The following sentence was deleted: Officers may serve for two years in each office.

On motion of Mrs. Nicholson, seconded by Ms. Sumpter, the Board unanimously voted to amend Article 8, Section 9 to the following: In addition to duties outlined in IC 36-12-2-22, the Treasurer shall be responsible for oversight of receipts and expenditures and shall be responsible for reviewing monthly reports and the annual report of receipts and expenditures.

2) Collection Development policy; 3) Circulation policy. On motion of Mr. Breen, seconded by Mrs. Nicholson, the Board unanimously accepted both the Collection Development policy with format changes and the Circulation policy with the addition of some wording about the Grant County Rescue Mission.

AVC Accounting system: Jonie Riddle has been working with AVC to change accounting systems for the Library. She presented the new forms which will be distributed at each Board meeting. The accounting system with AVC will be installed on December 27<sup>th</sup>.

Library Improvement Reserve Fund: At this meeting, the transfer of funds from the Library Operating Fund to the Library Improvement Reserve Fund was discussed. By consensus, the Board agreed that there would be no transfer to LIRF this year.

Approval of Board meeting dates for 2019: On motion of Mrs. Enyeart, seconded by Mr. Breen, the Board meeting dates for 2019 were unanimously approved by the Board.

Board officers for 2019: The slate of officers for 2019 was discussed and presented. On motion of Mr. Breen, seconded by Mrs. Nicholson, the Board unanimously voted to retain the present set of officers. They are the following: Mike Cline, President; Ruthann Sumpter, Vice President; Jane Cline, Secretary; and Debra Enyeart, Treasurer.

Erate: AdTec has filed a wireless system maintenance proposal on MPL's behalf. There will be proposals submitted for service.

Sirsi/Dynix bill: MPL has been in a consortium with Anderson for several years with regards to the Horizon Circulation system. Each year, Anderson receives a bill from Sirsi/Dynix and it is divided up between the two libraries. Anderson, of course, pays a larger portion of the bill. This year, MPL will pay \$25,086.11 and this must be paid by year-end.

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) Danielle Shigley will be working part-time in the Children's Department; 2) Patty Vair will work part-time in Circulation and the Children's Department; and 3) Micah Hoeksema's last day will be Friday, December 21st.

Board Reappointments: Signed and notarized documents for Ruthann Sumpter's and Jane Cline's reappointments are now on file with the Clerk of the Circuit Court.

Properties: 1) All rooftop exhaust fans are repaired and working; 2) Roger Marx has repaired and primed the Forrest room and intends to have it painted before the quilt show in July; and 3) The Library's safe was having closing issues. Roger Marx was able to repair it thus saving the Library money for a locksmith.

Children's/Youth Services: 1) During the month of November, the Children's Department staff visited Lakeview Preschool. First United Methodist Church Preschool and McCulloch Life Skills Class visited the Library; 2) Harry Potter Night and Harry Potter Family Day were both successful. The Mock Battle of the Books at St. Paul's also turned out well. Read to the Dogs continues to be popular; 3) The Children's Department is offering many events during the month of December. One will be held in the Carnegie Room. Minnetrista Theatre Preserves will present *A Christmas Carol* on Friday, December 21st. Cookies

and cocoa will be served afterward; and 4) One of the Children's Department's guinea pigs, Garfield, was put to sleep on December 7<sup>th</sup>.

Indiana History & Genealogy: Rhonda Stoffer has worked on an internal communication plan for the Library Staff which is accessible online at Workplace.

Reference Services/Adult Programming: 1) The January *First Saturday Movie* is *Freaky Friday* and will be shown on January 5th; 2) *Clare's Crafts* was well attended. Sara Pohlman will no longer be offering her painting class. The attendance has fallen lately. She still continues to teach at the Senior Center and at Hobby Lobby; 3) The Library, through Karen Blinn, has won a set of books from BookMovement and the Barb Wilson book discussion members are invited to join a BookMovement group discussion in January. This will be a great opportunity to connect with other book discussion groups and talk with an author; and 4) Patrons are already asking about tax forms for next year.

Teen Programming: 1) Otaku remains a well-attended teen program. Eleven teens attended in November. The group will meet again in December. Jeffery Tomlinson, Circulation staff member, often helps with this program and it is much appreciated; 2) A breakout box was hosted and this was also well-attended; and 3) A teen movie and a game tournament are also scheduled for this month.

Museum Services: 1) The Senior Art Show students had about 50 people visit their show on November 30th and December 1st. They were very pleased with having the Forrest Room as a venue; and 2) There was one tour of the museum in November and 100 people attended meetings in the museum during that month.

System Administrator: MPL has received an enormous number of book donations, primarily from one person. The vast majority is quite nice and will probably sell at the book sale.

Network Manager: Paul Burritt has been installing new computers, upgrading computers to Windows 10, and working on the Erate maintenance proposal.

Marketing: 1) Karen Hiemstra was a guest on radio on December 6th. She talked about new books and favorite books; and 2) Mikayla Marazzi from the Grant County Economic Growth Council presented information on Facebook marketing to the Social Media team on December 13th.

Health Navigator: Sherry Sweet, the Health Navigator from Open Door Health Services, has been at MPL on Thursdays for almost a year. She will continue to be in Marion on Thursdays, but will be working out of Family Service Society, Inc. instead of MPL. With the services that FSSI offers, this might be a better match because therapists can immediately send clients needing insurance right out to the navigator.

Thad Reynolds: Local author Thad Reynolds presented a program about the Gas Boom and he also signed copies of his new book, *Consider the Rock: An American Family* in the museum on Tuesday, December 4th. About 18 people attended the program.

Indiana Humanities: Indiana Humanities has made substantial changes to their grants program. They will continue the smaller \$2,500 & \$3,000 grants but have added a couple of much larger grants. They are holding workshops around the state to share information about the changes. Rhonda Stoffer, Sue Bratton, Karen Hiemstra and Mary Eckerle attended one of the workshops.

Digitalization project: Mary Eckerle discussed a possible collaboration with Taylor University. Both MPL and Taylor are hoping to purchase a book scanning station. Rhonda Stoffer, Sue Bratton, and Mary Eckerle met with Lana Wilson at Taylor's library to discuss collaborating on grants and other possible projects. The group will meet again in January.

Community Involvement: 1) American Red Cross Blood Drive is December 28th in Meeting Room B; and 2) The Library sponsored two children for the Salvation Army Angel Tree.

Appreciations: Flowers were delivered to Circulation along with a card saying “Dear Librarians. Many thanks for all your work! Jeff & Cathy”.

Adjournment/Next meeting: Tuesday, January 15<sup>th</sup> at 6 p.m. The Board of Finance will meet immediately following the regular meeting.

_____	President	_____	Secretary
_____	Member	_____	Member