

**September 20, 2022**

The Marion Public Library Board of Trustees met Tuesday, September 20, 2022, at 6 p.m. in the 2<sup>nd</sup> floor Library Program Room of the Marion Public Library. Present were Mrs. Nicholson, Mr. Cline, Ms. Sumpter, Mrs. Cline, Mr. Lutton and Dr. Case. Ms. Ketcham was absent. Mary Eckerle was also present. Jonie Riddle was absent. This meeting was zoomed with no viewers. Collen Cramer was present at the beginning of the meeting.

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

The first item of business was the **Public Hearing** on the 2023 budget. No members of the public were present. At this time, by motion of Mr. Cline, seconded by Ms. Sumpter, the Public Hearing meeting was unanimously adjourned.

Mrs. Cline called the meeting to order at 6:05 p.m.

Collen Cramer came to the meeting to report on museum initiatives. He presented a vision statement and a values statement for the museum. Previously, the mission statement was approved. In addition, he showed a logo for the History Center. The Board approved all by consensus.

On motion of Mr. Cline, seconded by Mr. Lutton, the minutes of the August 16, 2022, meeting was unanimously approved with three changes.

On motion of Mrs. Nicholson, seconded by Mr. Lutton, 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 \$2,529,979.03 in the Library Operating Fund as of August 30, 2022.

#### **New Business:**

**Technology:** EdgeIT Technology continues to refigure the new server. It is not on site yet. Mr. Burritt is purchasing the needed new licenses for the servers. CAL licenses are Client Access Licenses that give users or devices the right to access services, such as printing or access to a file share, from a server running the Windows Server operating system (OS). The two licenses for the Server are \$2,129.64 and 70 CAL licenses for patron/staff computers are \$3,207.70 totaling \$5,337.04. Mr. Burritt shopped around for pricing. On motion of Mr. Cline, seconded by Mrs. Nicholson, the Board unanimously approved this item. This should be a one-time license until another server replacement (according to EdgeIT).

**Budget 2023:** The advertised budget was posted on the Gateway site on August 30. The advertised budget is also available on the Library's website and was also on the Library's Facebook page. The Public Hearing on the budget will also be available on Zoom.

**NaloxBoxes:** A patron inquired about having a NaloxBoxes placed on library property. These thick acrylic boxes, similar to AED boxes, are intended to be mounted on the outside so that anyone, regardless of background, has 24/7 access to the overdose reversal medication naloxone. Overdose Lifeline, due to funding from the Division of Mental health and Addictions, has the ability to place NaloxBoxes in every Indiana county free of charge, as well as provide the kits to fill the boxes. Each "Kit" contains one dose of NARCAN, instructions, a card listing recovery resources and info about Aaron's law, and a card that show how to report the use of the kit. There was Board discussion but no resolution. Mary Eckerle will investigate this further.

**Properties:** Roger Marx submitted information on three projects for review and approval.

## **Building projects:**

### **Elevator phones and phone lines:**

Our elevator emergency phones use POTS lines which are being made obsolete and will be eliminated (specific date not known yet). Two of our three elevators have telephones which do not meet current ADA standards.

We need to replace the POTS lines and the two telephones. Oracle will replace the phones for \$2,500 ea. (\$5,000 total); however, we have checked with the State elevator authority and found that:

- a) We are allowed to do this work ourselves
- b) A permit is not required.

We can purchase the ADA- compliant phones and associated equipment for less than \$700 and install them ourselves Approval required

A cellular POTS line replacement device is the best option available because it will provide an individual phone line for each elevator phone AND it has a built-in battery backup – meaning the elevator phones still work when power is out

Cost to have a Cellular POTS line replacement device installed (self-install is not an option) is \$435 to \$600 (depending upon required equipment for our specific situation). The ongoing, recurring monthly cost for the cellular option is \$135 (for all 3 phones together – not each).

Compare this to \$195 monthly for 3 POTS lines On motion of Ms. Sumpter, seconded by Mrs. Nicholson, the Board unanimously approved these items.

### **Parking lot lights AND exterior pressure washing:**

Two of our six parking lot lights are out of order

The remaining four lights have a limited amount of service life remaining

We can replace all 6 lights with LED fixtures that are about 13% brighter and use 20% less electricity for a cost of about \$1,300 Approval required.

The lower portions of the Library and Carnegie building have been pressure washed (in-house labor and equipment)

The upper portions of both building need to be pressure washed

Working on the parking lot lights and pressure washing the upper portions of the buildings require a lift

We can rent a lift for \$1,600 for two weeks (plus about \$100 transport fee) and we can complete both the pressure washing and replacement of parking lot lights within that timeframe Approval required. On motion of Mr. Lutton, seconded by Mrs. Nicholson, this project was approved.

### **Parking lot repair:**

The new storm drain has been installed

City Engineer, Mike Graft, has recommended that we proceed with parking lot repair in three stages:

- a) Make repairs to sunken and “alligatored” areas of parking lot by having them cut, excavated to firm layer, filled and compacted to flush with adjacent surfaces. He suggested contacting Bragg, Sullivan, and Dave’s (all excavators) to get bids. ***This should be done before winter so that we can eliminate many low, uneven spots which are trip/slip hazards.*** If you decide to proceed, I will prepare scope of work, etc. and send to at least these 3 contractors so that you can award a contract at your October meeting By, consensus, this was approved.
- b) Replace the “right-of-way” approaches at all 3 alley entry/exit points with 6” concrete over compacted base. He suggested 3 contractors for this (Massingale, Yeakle, and Nottingham). HOWEVER – because these areas lie within the city “right-of-way”, there is a possibility that this could be done using 50/50 funds whereby the City writes the specs, chooses the contractor, and oversees the project. We would have to pay our portion (50%) of the total ***in advance*** and then the City would pay the remaining 50% when the work is done. This is dependent upon funds availability, and as we approach the end of the year, those funds are nearly gone. I should get an answer from him this week regarding funding amounts/availability. If funding is only available to do one or two of the approaches, we could

do part this Fall and the remaining part in the early Spring using available 50/50 funding for 2023 Future approval required pending cost details.

- c) *After the repairs and approaches are complete*, we would then bid out having the top 1.5” of asphalt milled (removed) and replaced with new asphalt, flush with all adjacent drive and walk surfaces Future approval required.

**Director’s Report:** The following report was approved by consensus of the Board.

**Materials and Services:** Statistics for August will be presented at the October meeting.

**Staff:** The Children’s/Teen Assistant job was split into two positions because there was not any interest in the position’s hours. There are two new staff members who will be starting the week of September 19. They are Peggy Briggs and Madisyn Timmons. They are energetic and have lots of ideas!

**Board terms:** 1) Board member Jane Cline will complete her 16<sup>th</sup> year/fourth term at the end of 2022. She was appointed by the Marion Community School Board. The Board will be notified to begin the process for a new appointee; and 2) Board member Ruthann Sumpter will complete her second term on December 31, 2022. She is eligible to serve two more 4-year terms. She is appointed by the mayor of Marion.

**Properties:** After waiting for nearly a week for a response from IMI regarding concrete for the storm drain project, Roger was informed that, due to a recently developed Portland cement shortage, there would be a 10–14-day lead-time for concrete. This would have meant that the alleys would have been closed for that much longer. Therefore, the decision was made to rent a mixer and purchase bags of concrete mix. Paul Burritt and Roger Marx then spent a day mixing, pouring, and finishing seventy-five 80-lb bags of concrete. I am now making an official declaration that 6,000 lbs. of concrete are a lot!

**Children’s/Youth Services:** 1) Tylanna Jones and Kristen Gioe attended the ILF Youth Services Conference. This is always a great conference to attend to get reenergized and get great ideas. Two of Mrs. Gioe’s favorite ideas are the non-traditional Services we could offer. One thing, she would like to implement is a Teen Comfort Cabinet that would provide teens in the community with basic hygiene products. The second idea is to launch a Library of Things, such as board games, during International Games month in November; 2) Tylanna Jones and Kristen Gioe met with the four Marion elementary librarians and the Justice librarian. It was really great to let them know what MPL has to offer and talk about how we can help them. Battle of the Books was also introduced to much excitement; 3) The Grab and Go project for September is a Fishing Game; The 1<sup>st</sup> Saturday movie attendance is picking up; and c) There is a new program premiering in September – it is STEAM and Stories for K – 6<sup>th</sup> graders where STEAM will be explored through books; 4) the Book Clubs are back for the fall – there will be three of them – 3<sup>rd</sup> and 4<sup>th</sup> grade, 5<sup>th</sup> & 6<sup>th</sup> grade, and 7<sup>th</sup> and 8<sup>th</sup> grade.

**Reference Services/Adult Programming:** 1) The Grant County Art Association held a Members Art Show on the second floor during July. It was well-received and there were beautiful art pieces on display; 2) MPL has offered We-Fi printing for several months now and the demand for it continues to grow. There are many repeat users and fewer patrons needing help. This was a much-needed service and patrons are grateful for it. In addition, the Fax service in the Connector is used by patrons. While they cannot receive faxes, it is handy for patrons to send faxes using their credit cards; and 3) Barbara Dixon was out for most of August and her staff stepped up in filling the schedule, assisting patrons, and keeping this department running smoothly.

**Circulation:** 1) Michelle Morgan represented MPL at IWU’s Taste of Marion along with Jen Meyer, Barbara Dixon, Jamie Beck, Ami Brainerd, and Mary Eckerle. Author and IWU Professor Lori Reaves joined them at the table to introduce her book, *Kiss Lori For Me* to the attendees; and 2) There is an exhibit of “Banned Books” across from the Circulation desk; and c) Garfield continues to bring in visitors from

around the country. This month, visitors came from Utah, California, Wisconsin, Idaho, Oregon, and Pennsylvania.

**Indiana History & Genealogy:** 1) The Virtual Genealogy Club met for a Sharing/Question time on September 8 and will meet on the September 22 for another Sharing/Question time. Going forward, there will be special programs on a quarterly basis; 2) The first special program will be on October 13 with Janis Thornton, author of *The 1965 Palm Sunday Tornadoes in Indiana*. This might be a hybrid zoom program; and 3) Update on the county records digitization project: work on the project is continuing with 2,803 packets completed – in the 1920 period currently.

**Museum:** 1) Created a Summer Hat display and a Cooking display in the Library; 2) Held a successful Carnegie Lecture on August 26; 3) Collen Cramer is creating a display on the Montford Point Marines; and 4) Collen Cramer is also researching the history of the Firestone Building and the Weaver community in Marion; and d) Collen Cramer will present a paper, “Pharaohs in Middle Earth: The Egyptological influences on Tolkien’s Lord of the Rings” in St. Louis on Oct. 14-15. He will present at the Fourth Annual ARCE-Missouri Egyptological Symposium that takes place in Sint Louise at Washington University. This is a great opportunity for him to network with museum professionals.

**Technical Services:** 1) Kristen Gioe is cleaning up some of the DVD series records in order to make it easier for patrons and staff to find titles; 2) Baker & Taylor (many of MPL’s items come from there) is finally back up in working order after more than two weeks after a ransomware attack; and 3) Mrs Gioe is taking a cataloging class so she can keep up to date on new developments in that field. She also attended an INSIRSI conference at the Johnson Public Library. This conference was for users of the Sirsi-Dynix system.

**Teen Department:** 1) Teen Takeover and Anime Club are continuing to be very popular. There is a really good group of teens coming in again; and 2) Mrs. Gioe checked out a Virtual Reality kit from the State Library in August and the teens really enjoyed it.

**Network Manager:** 1) Mr. Burritt has assisted Mr. Marx in outdoor installations; and 2) The Erate window for July 1, 2023, until June 30, 2024, is opening soon and Mr. Burritt is working with Mary Eckerle and Jonie Riddle to figure out eligible technology needs.

**Marketing:** Collen Cramer and Jennifer Meyer were on WBAT on September 2. They discussed upcoming museum initiatives and events.

**ARPA Grant:** Rhonda Stoffer is completing the final report for the ARPA Grant that is due on September 30.

**Marion High School Tech Students:** These students will be at the Library on Wednesdays, Thursdays, and Fridays from 9 a.m. to 11 a.m. Mary Eckerle met with Paul Burritt, Barbara Dixon, and Sheri Sharlow to line up assignments for the students. The Senior Center might take one of those mornings.

**WorkOne/Chamber/Growth Council Partnership:** Mary Eckerle, Sheri Sharlow and Barbara Dixon met with Kylie Jackson from the Chamber of Commerce and a representative from WorkOne on August 26 to discuss better ways of working with patrons who need to do resumes and fill out job applications. Different types of virtual and on-site training were discussed.

**Housing Kiosk:** Indiana Legal Help is offering libraries a kiosk that will provide free legal help around housing issues. This will be a statewide network of computer kiosks placed in a variety of community locations offering the public the ability to talk to a remote legal hosing navigator, gain access to legal information and resources, and apply for rental assistance.

**Manufacturing Day:** MPL is hoping to revive Manufacturing Day which was last held here in 2016. It will be smaller this year, but the hope is to build it up again.

**Friends:** The Friends will have a Fall Book Sale on November 11 and 12.

**Community Outreach:** 1) Mary Eckerle, Collen Cramer, and Michelle Morgan staffed the Library table at Grant-Blackford's Mental Health Fair on September 14; and 2) MPL will participate in the Veterans' event at the YMCA on October 7.

**Appreciations:** 1) The Allen School librarian sent a thank you note to Tylanna Jones and Kristen Gioe after the area librarians meeting; 2) A dad of a Teen grand prize winner came in to thank staff for the award won by his child.

**Adjournment/Next meeting:** Tuesday, October 18, 2022. At this meeting, the 2023 budget will be adopted.

\_\_\_\_\_ President \_\_\_\_\_ Secretary

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