

## North Manchester Public Library Board of Trustees

October 20th, 2022 @ 6:30pm in the Blocher Room

**Present:** Mike Leckrone, Diane Randall, Heather Winger, Jeanna Hann, Kevin Walter, Kathy Garber, Vicki Smith, Eileen Sklar, Tim Brauch

**Absent:**

**Other:**

I. Call to Order - Eileen called the meeting to order at 6:13pm.

II. Adoption of Agenda - Motion to approve by Kevin; second by Vicki. All in favor.

### III. Perusal and Approval of Reports

A. Secretary Minutes - Motion to approve by Kevin; second by Kathy. All in favor.

B. Presentation of Claims & Financial Reports - Missing information on Page 2 needs to be fixed; motion to approve with correction by Kathy; seconded by Mike. All in favor.

### IV. Director's report -

#### A. Friends of the Library

a. FOL met October 11th for their monthly meeting.

b. The book sale generated \$2,296.49 in sales and the Night Market generated \$503.13 in sales.

#### B. Programs

a. The Children's Department will be partnering with Jessi Hudson of Purdue Extension of Wabash County. Together, they will offer Chef University so kids in our community can learn how to prepare delicious recipes while exploring connections to agriculture, science, and healthy eating. Purdue Extension will also present at several upcoming Homeschool Science sessions, giving participants the opportunity to learn about plant biology, bots, electrical circuits, and hatching caterpillars.

b. Cassandra Gohn, Assistant Professor of Biology at Manchester University, has reached out to the library about scheduling Science outreach programs for kids at the library. NMPL is excited to explore the possibilities with her. She suggested a session on the cardiovascular system for a first program, which would be a great tie in with the healthy eating theme we will be offering through Chef University.

c. Santa's Workshop is about a month away and the staff is busily prepping ornaments and gifts in down time. Volunteers are also making or donating handmade items for NMPL to "sell." Kids will be given NMPL bucks to shop for gifts for family and friends. Adults can purchase additional bucks for their children or themselves to spend as well. This event typically raises several hundred dollars for FOL. Additional activities (scavenger hunt, gift wrap decorating station, craft stations, etc) are being planned so there will be a little something for everyone.

- d. NMPL's first annual Night Market was on Sept. 23rd. 320 patrons showed up and raised over \$2,000 that will go towards programming through the FOL. NMPL had Chillz selling their donuts (which sold out) and had free popcorn. NMPL had merchandise, books, and items such as paintings, bookends, homemade potholders and hats available for purchasing. As well as LED glow in the dark cornhole set up, GID badminton, GID rock painting, GID make your own slime, GID tattoos, GID puzzles, a GID putt-putt course, and a GID balloon arch. NMPL is already planning for the 2023 Night Market event.
- e. NMPL's Electric Halloween Party was Thursday, Oct 6th. 639 patrons showed up for this program, making it one of the highest attendance for a program. There was a costume contest with 8 different categories: Best Duo, Best Show, Scariest, Funniest, Best Baby (Cutest), Most Electric, Most Creative, and Director's Choice. Going along with the electric theme, NMPL purchased a Van De Graaff Generator where the kids could actually feel the static and some even had their hair stick straight up! Along with the generator, NMPL had a lava lamp, plasma ball and some science experiments set up teaching kids about what electricity and the static it creates. There was a scavenger hunt set up throughout the library, a spider web obstacle course in the children's department along with scratch art and tattoos, a spooky egg hunt, and face painting was set up in the Makerspace. In the BCR, there was a mystery box game, cornhole set up, witches hat ring toss, and GID hopscotch. Tacos Los Gordos was set up selling their delicious food again, too.
- f. Adulting 101 is back for round 2, this time partnering up with Mindy Mays from the Purdue Extension. Sessions have included gifts on a budget, fraud bingo, and freezer pleasers.

#### C. Buildings & Grounds

- a. The library had a false fire alarm Thursday, October 6th. The issue was addressed.
- b. A defective smoke detector caused a false fire alarm October 10th. Cottage Watchman replaced the smoke detector the next day.
- c. The new boilers are up and running.

#### D. Personnel

- a. Jeanna, Cody, and Diane will be attending the Indiana Library Federation annual conference November 15th and 16th in Indianapolis.

#### E. Technology

- a. The Traf-Sys counter is up and running. Staff will now be able to get more accurate counts and utilize hourly, weekly, and monthly reports.
- b. The electronic message center has been installed and is working well. Thank you to the FOL and Shepherd's center.

#### F. General Information

- a. Diane attended the Indiana Library Law Refresher Webinar on October 17th.
- b. Santa's Workshop is November 19th from 1-4 pm. Any board members wishing to volunteer, please let Diane and Jeanna know.

V. Old Business

1. N/A

VI. New Business

1. Jeanna Hann presentation - Jeanna gave an overview of her job and responsibilities. She broke her job duties down into 6 categories: Management, Marketing, Circulation, Admin Tech, and Programs. She then presented her responsibilities in each category and took questions from the board.
2. Public Comment Policy Discussion - Addition of "or presiding officer" to the Public Policy. Change policy to say "It is encouraged that notification is given of intention to speak" instead of "As a courtesy". There will need to be an addition of "Public Comment" section to the Agenda. Change VI on agenda to "Board Questions and Comments." Tabling vote until next month due to policy edits.
3. Metzger Lawn and Snow Service Yearly Contract Renewal 2023 - Motion to approve by Heather; seconded by Kathy. All in favor.
4. IDEP Health Insurance Renewal review

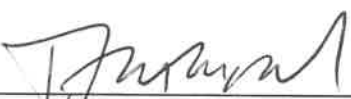
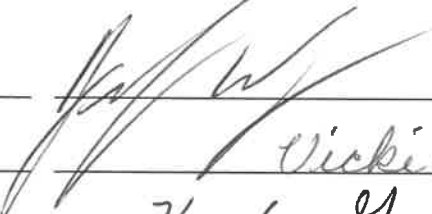

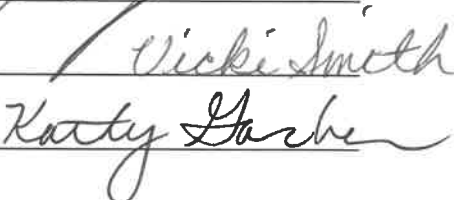

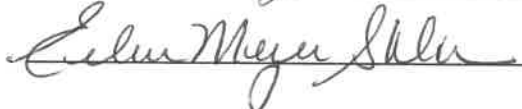
VII. Questions & Comments

VIII. Adjournment - Motion to adjourn at 7:32pm by Kathy; seconded by Heather. All in favor.

Next Board Meeting - Thursday, November 17th at 6:30pm in the Blocher Community Room

Approved by the Board on 11/17/22

Signed:

**Mission Statement:** The mission of the North Manchester Public Library is to provide materials, programs, and services necessary to meet the recreational and educational needs of the community in a comfortable and easily-accessible facility, which is a community center of activity and information.

Library Board Terms:

Heather Winger-Secretary	12/31/2023	2nd Term	School Board
Kathy Garber	6/30/2024	2nd Term	Town Council
Eileen Sklar-President	6/30/2024	3rd Term	County Commissioners
Kevin Walter-Treasurer	6/30/2025	4th Term	School Board
Tim Brauch	8/25/2024	1 <sup>st</sup> Term	County Council
Vicki Smith-Vice President	6/30/2026	5th (4th Full) Term	School Board
Michael Leckrone-Assistant Treasurer	6/30/2024	2nd Term	Town Council