

## North Manchester Public Library Board of Trustees

December 15th, 2022 @ 6:30pm in the Blocher Room

**Present:** Mike Leckrone, Diane Randall, Heather Winger, Jeanna Hann, Kevin Walter, Vicki Smith, Tim Brauch, Becky Warmuth, Molly Magnus

**Absent:** Kathy Garber, Eileen Sklar

**Other:** Heather Winger left around 6:50pm.

- I. Call to Order - Vicki called the meeting to order at 6:29pm.
- II. Adoption of Agenda - Addition of Resolution for Library Credit Card to New Business. Motion to approve by Kevin, Tim seconded. All in favor.
- III. Public Comment Period - N/A
- IV. Perusal and Approval of Reports
  - A. Secretary Minutes - Motion to approve by Tim, seconded by Heather. All in favor.
  - B. Presentation of Claims & Financial Reports - Motion to approve by Mike, seconded by Tim. All in favor.
- V. Director's Report
  - A. Friends of the Library
    1. The FOL Board met for their monthly meeting on November 15th.
    2. FOL is working on possible candidates to replace Bud Tully in 2023.
  - B. Programs
    1. The inaugural Science Lab collaboration with Manchester University's Biology Department was a success. 21 kids and adults showed up to handle sheep's hearts, view the cardiovascular system in 3D, challenge themselves to "pump" as much blood as their heart in one minute, and more. NMPL has begun planning our next science lab for February, when all the MU students will be back from January break.
    2. NMPL's collaboration of Chef University with Purdue Extension has been an excellent educational experience. The kids eagerly look forward to each session and learn a lot while getting to make and taste foods that may or may not be familiar to them.
    3. Austin Sammons, Marketing for Penguin Point, visited the library twice this month and made a generous donation of hundreds of free fry coupons, two kinds of Wally Bucks, and Junior Penguin
    4. Awards certificates. These coupons will be used for Winter Reading, Ugly Sweater Bingo, Blacklight Bingo, St. Paddy's Golden Egg Hunt, and volunteer appreciation. Along those lines, NMPL's Amazon Wish List for Giving Tuesday has brought in donations of construction paper, acrylic paint, pom poms, and sensory toys, eliminating several other requests.
    5. NMPL continues to partner with the community, promote area businesses, create avenues for greater access for our patrons and reduce library expenses. Molly and Sarah have visited nearly 60 local businesses in the lead up to the Winter Reading Program. 46 different businesses have donated items or gift certificates to Winter Reading, resulting in 50

different prize packs for winter readers. Patrons will have the opportunity to read and listen to books and enter drawings for oil changes, gas cards, groceries, fresh produce, eating out, auto detailing, gym membership, hair cuts, photo shoots, pet grooming and more. Winter Reading has many benefits and NMPL is excited to expand it this year.

6. Naomi Taddesse, a software engineering student at Manchester University, reached out to Dr. Stacy Stezel, Associate Professor of Education about connecting local girls with the Girls Who Code program. Dr. Stacy (who brings her students to the library each Fall) sent her to us. Naomi brought in a donation of four Girls Who Code chapter books (which will be added to the collection) and a coding board game (which will be added to the Homeschool Resource Center). Naomi also provided NMPL with information about how to start a Girls Who Code club. Sarah is going to look into this as a potential program for 2023.
7. Sarah and Molly went to Manchester Early Learning Center for storytime for the first time since Covid. They had 26 in attendance and the feedback we received was incredible and extremely positive. Their next visit is December 19th and their plan is to go on the 3rd or 4th Monday of every month.
8. The Wine Cork Reindeer program went well! Molly's goal for the next couple of months is to use up some of the supplies that have either been donated or saved up from down in the basement.
9. Molly has started Cozy-Up Storytime back up again for season 2. It started December 10th and will run until early March. The first run of the program last year was a huge hit and all during the summer and fall. Molly kept getting asked, "When will it start back up again? You're doing that again this year, aren't you? My kid LOVES cozy-up storytime!"
10. Paint by Number is a new program that started last Tuesday.

#### C. Buildings & Grounds

1. N/A

#### D. Personnel

1. Kayla Fletcher has been hired as a part time clerk.
2. Diane will be working on hiring a part time custodian after the first of the year, as Emily Redman will be transitioning to a full time job in 2023.

#### E. Technology

1. 2023 Project-Research and exploration for new Integrated Library System to replace Destiny.

#### F. General Information

1. Jeanna, Cody, and Diane attended the ILF Annual Library Conference 11/15-11/16.
2. Diane attended the ISL Annual Report webinar and SBOA webinar on November 11th.
3. Sarah and Diane attended the ISL webinar regarding how to count programming for the 2022 Annual Library Report.

4. Diane attended the quarterly North Central Library Directors Roundtable at Marion Public Library on December 8th.

VI. Old Business

1. Becky Warmuth presented a short discussion regarding the Yearly Summary of Disbursements, Receipts and Bank Balances for Fund 100 report in the monthly financial report.

VII. New Business

1. Molly Magnus presented on A Year In the Life of a Programming Coordinator, covering her transition into her new position. She talked about the way she's continued beloved ongoing programs, and has been working to add new programs to the schedule, specifically focusing on education and art. Molly has also partnered with Purdue Extension for some Adulting 101 classes. Molly has worked to expand the Storytime program to increase fine motor skills. She has prioritized supporting local businesses which she believes has impacted the amount of support NMPL has received BACK from the community with Winter Reading Donations.
2. Resolution to Establish Mileage Reimbursement - Motion to approve by Mike; seconded by Tim. All in favor.
3. Resolution to Transfer Funds within the Library Operating Fund Major Category - Motion to approve by Kevin, seconded by Mike. All in favor.
4. Assurance of Required Internal Controls Training for Library Personnel. The board acknowledges the assurance of library personnel and board compliance of this standard for the year 2022. Motion to approve by Tim, seconded by Kevin.
5. Resolution Authorizing Electronic Funds Transfer - Motion to approve by Tim; seconded by Kevin. All in favor.
6. Resolution for Library Credit Card - Motion to approve by Kevin, seconded by Tim. All in favor.

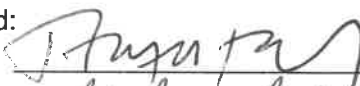
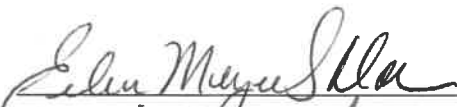




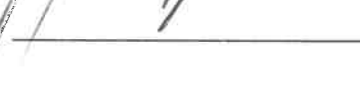

VIII. Questions & Comments from the Board - N/A

- IX. Adjournment - Motion to adjourn at 7:20 by Kevin; seconded by Mike. All in favor.

Next Board Meeting - January 19th at 6:30pm in the Blocher Community Room

Approved by the Board on 01/19/2023

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