

North Manchester Public Library Board of Trustees

June 20th, 2024 @ 12pm in the Blocher Room

Present: Andrea Zwiebel, Heather Winger, Jeanna Hann, Kevin Walter, Kathy Garber, Eileen Sklar, Tim Brauch, LeighAnne Fitzpatrick

Absent: Mike Leckrone

Other: Mackenzie Coulter-Kern

- I. Call to Order - Eileen called the meeting to order at 11:58am.
- II. Adoption of Agenda - Additions: August meeting date and Intrasect Computer Kiosk quote. Motion to accept by Kevin, seconded by Heather. All in favor.
- III. Public Comment Period - Welcome to Mackenzie Coulter-Kern who will be officially joining the board in July.
- IV. Perusal and Approval of Reports
 - A. Secretary Minutes - Tim motion to approve, Kevin seconded. All in favor.
 - B. Presentation of Claims & Financial Reports - Kathy motion to approve, Tim seconded. All in favor.
- V. Director's Report -
 - A. General Updates
 1. Jenny Kobiela-Mondor from Midwest Collaborative for Library Services visited our library a few weeks ago. MCLS offers networking, professional development, and a handful of shared services with Michigan and Indiana libraries.
 2. Volunteered for IU Libby research on the role of rural libraries in social work.
 3. Eileen, LeighAnne, and I attended what we thought was a budget training. It ended up being annual announcements and updates from DLGF and SBOA.
 4. I am registered for actual, real deal budget training with ILF in July.
 5. Our Pre-Budget Worksheet is due June 30. I am the primary point person for the budget and will learn everything I need.
 6. I successfully ran payroll while LeighAnne enjoyed her vacation in Florida. Woohoo!
 7. I stepped in for a last minute reader for Spanish Storytime. It was more motivation to start using Mango Languages to brush up on my skills!
 8. Molly asked my daughter to volunteer during summer storytime. You'll find Emerson Zwiebel here on Tuesdays in June to assist!
 9. I attended a webinar presented by ALA to help navigate conversations regarding pride displays.

10. I toured the greenhouses and event space at Metzgers Landscaping. Leesa said it was the first time she ever hosted a library director at her location. We also discussed the idea for the reading patio.
11. My continuing education classes started back up in June. I am taking two this semester: Basics of Cataloging and Basics of Archives.

B. Friends of the Library

1. At the May meeting, they updated board terms to stagger retirements and added Anita Sautter as Vice President.
2. During the June meeting, the board voted to increase select book pricing to \$2 during the fall book sale. They felt that was a fair price for hardcover and large-format paperback books.
3. The board activated the nominating committee. Deb Manges is the FoL rep, Andrea is the membership rep, and Jeanna is the NMPL rep. The role of the nominating committee is to renew board member terms, select officers, and recommend new board members to join. FoL is looking to add two new members.

C. Building & Grounds

1. We haven't had any new issues with the roof leaking again, even with all the rain and wind this summer.
2. We received a revised invoice from Riverbridge regarding our water heater repair and payment has been made.
3. We are starting to prioritize projects identified during the annual walk through. We are getting quotes for the window seals/steam issues, dumpster fence, concrete repairs, Blocher Room door, etc.
4. Shambaugh had a serious miscommunication and sent a tech to perform our annual inspection on the sprinkler system. As you know, we failed the inspection last year and are on the list for repairs. They arrived unannounced on the day we had two busloads of kindergarten tours. It was a bit of a trainwreck. Needless to say, we failed the inspection with flying colors. They apologized for the confusion and we are still on the list to repair our system. (Thanks to Jeanna for handling the alarm issues!)
5. Two reps from Havel came to the library to discuss the estimate to replace our boards. Essentially, the computer chips that run our heat and chillers are from 1995 and need to be replaced. We had a critical issue this winter and the building wouldn't hold temp. The quote is \$55,000. \$10,000 to run new wiring to all of the mini command centers in the attic and \$45,000 to update the computer boards, tech in the attic, and new thermostats. The system is running fine as of today, but slowly the computer chips will fail and we'll need to replace each of them.
6. While Havel was here, we addressed other issues in the building. Our attic unit that controls Indiana Room and Conference Room is faulty. It needs to be replaced. The staff bathroom exhaust fan needs to be

switched to an occupancy signal instead of running nonstop. We have a really noisy rattle in the children's picture book room, but nothing mechanical is causing the issue. There's a sewer smell in the front entrance and no one can seem to pinpoint the issue.

7. I toured the attic with Havel. That feels like a milestone to be documented. It's quite a journey up there!
8. Per feedback on the long range plan survey, we increased the duration of the timer mechanism for our handicap doors. The open-assist timer is now on the longest setting, so the doors stay open longer.

D. Personnel

1. I conducted a 90 Day Check in with LeighAnne Fitzpatrick. Her onboarding is complete. The position doesn't have a manual, so LeighAnne has been creating one as she learns the role.
2. Marielle Van accepted a full-time teaching position in Huntington! We are so excited for our recent college grad. She plans to work at the library on weekends.
3. Lucy Redman's college plans changed and she will be able to work more than she thought.

E. Technology

1. We are still researching a charging station and 2 new catalog computers. They are taking a backseat to the server project.
2. The server warranty was updated and the new backup device was installed, per our contract with Intrasect Technologies.
3. Our Wifi mechanism stopped counting usage in mid-May. Good news, we have a new Wifi network to install and it should remedy the issue. For the time being, our counts will be skewed.
4. Speaking of Wifi, the new network is installed and provides bigger and better coverage! Nearly every location on our property is covered, even the basement!

F. Staff Report & Programs

Adult Department & Social Media, Jeanna Hann

ADULT DEPARTMENT:

- Mango Language Update: we have 24 registered users who have totaled 73 Mango sessions. The most popular language module is Spanish, followed by French, and ASL. We'll continue to promote and I hope to significantly increase our usage with the next school year!
- The director from North Webster Public Library reached out to me for advice on a Long Range Plan survey for his library, questions about our text alert software and general tech programs. I love that our reciprocal relationships continue to build connections with other professionals!

- Per feedback from our Long Range Plan survey, some patrons feel we aren't doing enough to showcase conservative authors. As such, I've started a new series of front desk displays where I'll take a general "political topic" and showcase books from all perspectives. We began with political commentary. The display wasn't as popular as some, but several books got checked out. I'll endeavor to keep this going, covering several "hot button" topics.
- James, Cody, and I have begun the process of cataloging the archive items in the Indiana Room. James has been absolutely crucial to this process, as he is going through and doing all the "background work" and keeping detailed notes of what we have in the room, assigning general categories, and listing specific documents. We'll be able to use his notes to add these pieces into Apollo so all of our items are actually in the catalog and easy to find. It's a BIG job and will take a lot of time but I'm glad to be making progress. Thank you James!
- Cody and I gave the YA room a small makeover! We removed bulky unused shelves, and replaced it with youth friendly seating. Feedback from our teens is very positive!

SOCIAL MEDIA:

It's all about Summer Reading right now! I am focusing on our stats, sign up motivators, Beanstack instructional videos, and of course, our programs. I was pleasantly surprised this month to hear how many patrons referenced something they saw on our social media pages!

STAFF:

Andrea let me know about an upcoming conference for library staff (specifically geared for those without MILs or titles) in Indianapolis. We will hopefully be able to send a few of our clerks to receive additional training and learning opportunities at this conference!

Children's Department, Sarah Morbitzer

I met with Katherine Kelly, Reading Coach, about the grant Manchester University received in order to open a Reading Lab in the Fall of 2024. We discussed the needs in the community and ways to partner together to share information about the services they will be offering. The Reading Lab will focus on children PreK-2nd grade with openings for older children as well. Instruction will be based on the science of reading and evidence based practices. The grant allows it to be offered at no cost to families for the first three years. It will be a fantastic service for our community.

We talked about:

- NMPL referring families to the Reading Lab (we get several questions a year from people wanting to know if we offer tutoring services).
- The Reading Lab referring families to NMPL for additional books to check out for their kids.
- NMPL being an after-lab location for kids who don't have a ride home on the other side of town but are old enough to walk from the university to the library.
- I also connected her with potential partners in the area (Wabash County Diversity Coalition, Headstart) as she is from Wabash and is still trying to track down all the movers and shakers in the area.
- I asked about options for native Spanish speakers, neurodiverse kiddos, children with dyslexia who are shy about reading aloud, background checks for tutors, etc. This is still in the early stages and these questions were useful to her as she hadn't yet

considered all these issues or not from the angle we've encountered them here at the library.

It was a productive conversation.

Feedback from a patron regarding one of our science kits: "Please know that it is a giant hit with the kiddos! They really love it and it has inspired them to go get their very own library card!"

Students from Manchester University will be back this summer to assist with watering the various gardens at the library! We are grateful to Professor Katy Gray-Brown for once again facilitating this partnership.

I applied for a SIA Foundation Grant in hopes of getting a Charlie Cart for the library. Sadly, our project was not selected but we have been invited to apply again in the future.

Circulation Report, Cody Goble

Cataloging

- The following series authorities have been corrected/updated in Apollo: ○
 - Agatha Christie's Miss Marple
 - Don Winslow's Danny Ryan
 - Jacqueline Winspear's Maisie Dobbs.
 - Michael Connelly's Lincoln Lawyer
- The removal of Sports as a Young Adult Fiction genre is complete. All books from this retired section have had their call numbers adjusted in Apollo. Most went to Realistic Fiction, but some went to the Relationship section.

Collection Development

- I have adjusted my ordering schedule to accommodate the selection of Large Print from two separate vendors.
 - **1st of each month:** Book orders from Centerpoint Large Print and Baker & Taylor. Film orders from Midwest Tape.
 - **15th of each month:** Book orders from Thorndike Large Print and Baker & Taylor. E-material order from OverDrive (for the Libby Consortium).
- This month, there were fewer relevant new DVD releases, and patron requests for specific DVDs were low. I took this as an opportunity to focus on purchasing films from the Inspirational and Christian genres, as well as films from the Criterion Collection.
- Large Print weeding is currently in G's.

Miscellaneous

- The donations sorting table has been moved into a storage closet. This will allow me closer access to the Free Shelf, more room for donation storage, and keeps a potentially messy work-area out of public sight.
- As of a June 13th snapshot, the Adult New Shelf currently has 913 items listed in the catalog. Of those, 365 are currently checked out, giving us a Current Checkout

Percentage of nearly **40%**.

○ A further breakdown based on medium:

- Books: **43%** (239 out of 556)
 - Large Print Books: **48%** (77 out of 159)
 - DVDs: **23%** (30 out of 129)
 - Graphic Novels: **26%** (10 out of 39)
 - CD Audio Books: **42%** (8 out of 19)
 - Spanish Language: **9%** (1 out of 11)
- I recorded a Rambling Ranting Review on *The Invisible Life of Addie LaRue* by V.E. Schwab.

Programming, Molly Magnus

We hosted Manchester's kindergarten classes on May 22nd! They ate their lunch on the front lawn, played on the flat playground, and got to listen to Sarah and I talk about Summer Reading! They even got a tour of the children's department!

Tim Brauch hosted another couple of Foraging for Wild Teas sessions! One was a kid's edition where they got to sample different kinds of homemade tea and they got to make Butterfly Pea Tea where it started off blue, then adding some lemonade ice cubes, it turned the tea pink! Later that day, he hosted an adult edition of the class, where he went more in depth about what plants can be made into tea.

I hosted our last **chit chat club** on May 29th. The level of interest was not there to keep it going and that's okay! I'll be taking it off for a while and may bring it back later. We'll see! Since chit chat club is on break right now, I have added another **Silent Book Club** session to the calendar. Silent Book Club is now meeting on the first and third Wednesday of every month. Quite a few patrons were very excited to hear this!

Spanish Storytime is the first Tuesday of every month led by Mackenzie Coulter-Kern. It has generated a lot of interest with the younger patrons, and it's been cool to see parents get more involved with speaking Spanish as well!

We had our kick-off program for Summer Reading with our big **Foamzilla party!** Due to weather, we had to reschedule the event to Monday, June 10th and boy was it a PARTY! Foam getting shot out of a cannon, music blaring through the speakers, and BEACH BALLS! What more could we have asked for? We had 175 patrons come for the event, and several kids asked if we could do this every year! I think it was a definite hit.

VI. Old Business -

- A. E-Vote for Board Member Prospect - The Board voted to recommend MacKenzie Coulter-Kern to the School Board as a new board member appointment starting in July 2024 to replace Vicki Smith.

- B. Payroll Brainstorm - Presentation of the budget impact and job description for a Full Time Shift Leader position promotion beginning on August 1st. The role will train in July for the additional responsibilities. Motion to approve Kevin, seconded by Tim. All in favor.

VII. New Business

- 1. Memorandum of Understanding with Chester Township - Motion to approve by Tim; seconded by Heather. All in favor.
- 2. Nomination for Vice President - Motion for Kathy Garber to serve as vice president on the board. Motion to approve by Eileen, seconded by Kevin. All in favor.
- 3. August Meeting Date Change - The August meeting will be changed to August 22nd at 6:30pm. Motion to approve by Heather, seconded by Kathy. All in favor.
- 4. Intrasect Computer Kiosk Quote - Quote to add two new cataloging computers to the library. Motion to approve by Tim, seconded by Kathy. All in favor.

VIII. Questions & Comments from the Board - The board requested to add to the July agenda the discussion of permanently changing the meeting time of board meetings.

IX. Adjournment - Motion to adjourn at 1:03pm by Heather; seconded by Kathy. All in favor.

Next Board Meeting - July 18th, 2024 at 6:30pm in the Blocher Community Room

Approved by the Board on July 18th, 2024

Signed:

Kathy Garber Eileen Meyer Skan
Mackenzie Conlender Kevin S. Walter
Hilary J. ... Tim

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

12/31/2027 3rd 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	8/25/2026	1 st Term	County Council
Michael Leckrone-Assistant Treasurer	6/30/2024	2nd Term	Town Council

**COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR
PUBLIC LIBRARY INTERNET ACCESS for
FUNDING YEAR JULY 1, 2025 THROUGH JUNE 30, 2026**

WHEREAS, the board of the North Manchester Public Library has determined that it is beneficial to its operations to join the Indiana State Library Consortium for Public Library Internet Access; and

WHEREAS, the board recognizes that being part of the Indiana State Library Consortium for Public Library Internet Access requires following certain rules, including:

1. Filtering all computers in order to receive the e-Rate discount on vendor invoices (If the library chooses not to filter, they can be in the consortium and not receive e-rate discount, but may be eligible for reimbursement from Broadband Connectivity Grant Fund.);
2. ensuring that the total cost of non e-rate services is included in at least one fund budget;
3. assuming financial responsibility for non-eRate portion that may not be covered by the Broadband Connectivity Grant Fund;
4. working with AdTec in the filing of all forms, except Form 470, with the Universal Service Administrative Company Schools & Libraries Division; and

WHEREAS, the board acknowledges that by joining the Indiana State Library Consortium for Public Library Internet Access it receives certain benefits and that by opting out of the consortium, or by failing to abide by the Consortium rules, the library will lose the benefits.

NOW THEREFORE BE IT RESOLVED that the library shall be a member of the Indiana State Library Consortium for Public Library Internet Access and, as a member, the library shall abide by the rules of the Indiana State Library Consortium for Public Library Internet Access.

DULY ADOPTED by the Board of Trustees of the North Manchester Public Library at its regular meeting held on the 18 day of July, 2024, at which meeting a quorum was present.

NAY

AYE

Kathy Garbon
Erin Meyer Sloan
Mackenzie Carbonell
Gilbert
Kevin D. Zatta
[Signature]
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ATTEST:

[Signature]
Secretary