

North Manchester Public Library Board of Trustees

March 17th @ 6:30pm in the Blocher Room

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

Absent: Vicki Smith

I. Call to Order - Eileen called the meeting to order at 6:28pm

II. Adoption of Agenda - Addition of "Setting Date for Board Walkthrough." Motion to approve by Vicki, seconded by Tim.

III. Perusal and Approval of Reports

A. Secretary Minutes - Motion to approve by Vicki, seconded by Kathy.

B. Presentation of Claims & Financial Reports - Tim expressed concern over the cost of gas. Eileen suggested having one of the energy companies come in to do an energy audit. Diane said she could look into it. Kathy wondered why circulation was down. Jeanna shared she thinks it's down because more extracurriculars are available than last year (due to 2021 Covid shutdowns), so patrons have less time to read. Motion to approve by Heather, seconded by Vicki.

IV. Director's report

A. Friends of the Library

- a. FOL met Tuesday, March 8th.
- b. FOL voted to increase the price of the books they sell in the FOL bookcase to \$1.
- c. Their Annual Meeting will be held April 12th, and the Book Sale is April 14th-16th.
- d. FOL approved the purchase of a Little Free Library to put on the west side of the library grounds near the sidewalk.

B. Programs

- a. Week: When February's programming went virtual, Jeanna had the idea to create a passive craft to be left in the picture book room for patrons to create something whenever they came into the library. The craft is left up all week, and is switched out every Monday. This will be ongoing until at least after Spring Break and staff will gauge the numbers week by week to see if it's something NMPL should continue doing, or turn it into a Fall/Winter Season craft program.
- b. Rhinestone & Roses presented a 'How to Make your own
- c. Bouquet" workshop on March 2nd. NMPL had 10 patrons sign up (limited seating due to Covid numbers at that time). Patrons responded so well to this event that Molly will schedule it twice a year and in alternate seasons.
- d. Cozy-Up Storytime: Cozy up Storytime Season 1 was a success! It was so fun seeing pictures of patrons all snuggled up in their blankets with their favorite stuffed animals listening to a cozy story. The last cozy up session will be March

19th since that's the last Saturday before Spring officially begins. Molly will start Cozy-Up Storytime Season 2 when the cold starts to set back in.

- e. Pollinator's Club: Purdue Extension Wabash County and Rotary Master Gardeners have joined NMPL again to educate on gardening, landscaping and other things regarding plants. The first meeting was on March 10th when they went over "Planning Your Outdoor Space: Beyond Food". Janina and Geoff went over plant identifications, plant finders, designing with plants... The next meeting will be held on April 5th and it'll be on Landscaping 101: Gazebo Renovation at the Library.
- f. NMPL received a great response from Pilcrow on the NMPL Grant Reporting Packet.

Sarah-

I just read your letter and the article in your newspaper! Thank you so much for your kind words and appreciation. I know our donors will be happy to read about the amazing impact their contributions have made to your community. It was also wonderful to read about the meaningful work of Tammy Seifert.

I look forward to working with you again soon!

*All the best,
Karren*

- g. The children's department is keeping just the current year of the Young Hoosier Award Winners on the Awards shelf in order to free up space to feature Coretta Scott King Book Award Winners from the past 20 years. Sarah states this will be a wonderful way to highlight and promote a top notch children's book award.
- h. Molly and Sarah have designed several sensory kits and selected a few stand alone items that will be available for patron checkout and use here at the library. Themes include Interactive, Sweet Dreams/Relax, Let's Build, All About Texture, and Nothin' Wrong with Help. Kits feature items like a Wiggle Seat, Weighted Lap Pad, Fidget Slug, Sensory Noodles, universal cuff aid for limited hand grip, etc. Sarah reports that these kits are a HUGE hit already.

These kits will have many uses and benefits:

- enable patrons to try items to find out how well they work for their kiddos before making a financial investment
- be a great resource for patrons who have neurodiverse visiting family (the family won't have to pack so much stuff, because they can borrow things from the library!)
- help out with long car rides
- serve as a focus and attention aid for kids who come to the library with tutors and social workers
- assist caregivers with children who are having a rough day here at the library

- i. Sarah reports that the barely used Teacher Shelf has been converted to a Homeschool Resource Center. Up-to-date books about some of the most popular homeschool approaches (Charlotte Mason, Classical, Unschooling, Montessori, Wild + Free) are available for checkout as well as a wide array of learning manipulatives and devices for various grades. Items available for checkout include Sight Word Bingo, Pattern Blocks, a microscope, magnetic fraction tiles, a telescope, a molecular model kit, and MathLink Cubes. Families that don't homeschool are also encouraged to access these materials as there are many items that could assist with after school learning and exploration. Sarah and Molly have actively sought the input of local homeschooling families for items that they have found useful or would like to have access to. They are getting a lot of positive feedback from homeschool and non-homeschool families that are really enjoying the manipulatives and the books.
- j. To date the children's department has received \$3,100 in donations for the 2022 summer reading program. They are thrilled with the response we have already had to the letters and swag bags that they delivered around town. As Sarah drove around making deliveries, she made note of a number of businesses that the library has never reached out to. New asks include Car Recyclers, Poet Biorefining, M & M Property Management, Tiede Metz & Downs, Sure-Trac, Stine Tire, and approximately 25 others.

C. Buildings & Grounds

- a. Diane & Becky are working with Riverbridge Electric to obtain quotes to replace the parking lot light on the east side of the lot.
- b. There are a couple leaks up in the pipes of the sprinkler system. Shambaugh has temporarily addressed these leaks and Diane is waiting for a quote to repair them.

D. Personnel

- a. Mya Morrow has been hired as a part time clerk.

E. Technology

- a. N/A

F. General Information

- a. Staff attended CPR recertification training February 21st.
- b. Diane attended the Director's Roundtable meeting by Zoom March 3rd.
- c. Diane attended the NICCL technology workshops March 16 by Zoom.

V. Old Business

- 1. N/A

VI. New Business

1. Personnel Policy Updates - Diane presented expanded verbiage in the personnel policy to clearly lay out what the library offers as to Employee Benefits, in order to meet state requirements. Mike suggested some minor adjustments for continuity. Motion to approve by Kevin. Second by Kathy.
2. Discussion Vacation Time for Full Employees - Policy will be updated to give full time 3 weeks of vacation at the start of the 6th year of employment. Heather motioned to approve, Kathy seconded.
3. In order to have consistency in the hierarchy chart, the Children's Manager will be moved to the equivalent benefits position as the Adult Department position. Policy will be written up and presented at the next board meeting for the board to vote on.
4. Annual report synopsis - Diane gave an overview of the annual report stats for the previous year.
5. Board Participation in one special Summer Reading event - Eileen would like to request that board members find a time to attend a big summer reading event to give the community visibility of the Board Members.
6. Board Walkthrough will be May 19th @ 5:30pm before the meeting.

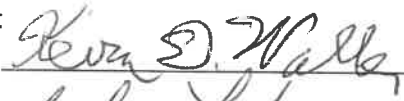



VII. Questions & Comments

VIII. Adjournment - Motion to adjourn by Heather at 7:36pm; Kathy seconded.

Next Board Meeting - April 21st at 6:30pm in the Blocher Community Room

Approved by the Board on 4/21/22

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

12/31/23

2nd Term

School Board

Kathy Garber	6/30/24	2nd Term	Town Council
Eileen Sklar-President	6/30/24	3rd Term	County Commissioners
Kevin Walter-Treasurer	6/30/25	4th Term	School Board
Tim Brauch	8/25/24	1 st Term	County Council
Vicki Smith-Vice President	6/30/22	4th (3rd Full) Term	School Board
Michael Leckrone-Assistant Treasurer	6/30/24	2nd Term	Town Council