

## North Manchester Public Library Board of Trustees

May 19th @ 6:30pm in the Blocher Room

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

**Absent:** Vicki Smith, Kevin Walter

I. Call to Order - Eileen called the meeting to order at 6:37pm

II. Adoption of Agenda - Move to approve by Kathy, seconded by Heather.

### III. Perusal and Approval of Reports

- A. Secretary Minutes - Adjustment of Vicki to Kathy on notes (next to note for Mike). Motion to approve by Kathy. Seconded by Tim.
- B. Presentation of Claims & Financial Reports - Motion to approve by Heather; seconded by Kathy.

### IV. Director's report - COPY OVER FROM DIANE'S REPORT

#### A. Friends of the Library

- a. The FOL met May 10th for their monthly meeting.
- b. FOL set September 29th through October 1st for their fall book sale.
- c. EMC committee members updated information to the FOL Board and discussed the EMC sign project.

#### B. Programs

- a. Sarah sought out a lot of new corporate sponsors, such as Beacon Credit Union, a first time ask, made a donation of \$1000 to the library's SRP. When Sarah spoke to their representative Nathan Zeller on the phone, he mentioned multiple times how impressed he was by what NMPL offers for Summer Reading and how wonderful it is wonderful that the library does this for the community. This brings NMPL's current total of monetary donations received this year to \$7750. This outstrips 2015, 2016, 2017, and 2018. It falls just shy of 2019, 2020, and 2021 but in combination with what remains from last year, NMPL has what they need for this year AND has built a cushion for next year as well. The financial donations also don't take into account the generosity of Hawkins Family Farm, The Honeywell Center, Casey's, McDonald's, Dairy Queen, Hucks, Penguin Point, Chillz, The Igloo, and Pizza Hut - these businesses have all agreed to donate coupons again this year. Grand's will once again serve ice cream at select Summer Programs - a huge hit last year! Manchester Marketplace is donating jawbreakers (their salt water taffies were an integral part of SRP 2021). The Tincaps are bringing back their summer reading initiative after a COVID hiatus. The Masons and Eastern Star are shopping off a special Amazon Wish List that NMPL created to purchase more outdoor yard games for summer programs.

- b. NMPL hosted a homeschool Kindergarten group for a story and parachute games with Molly, library tour and SRP preview. In response the 3rd and 4th grade homeschoolers reached out and set up their own tour and SRP preview.
- c. NMPL also had a wonderful visit with Peace Patch Preschool. They enjoyed a story and song with Molly, parachute games, a sneak peek at the Summer Reading Prizes, and a tour of the children's department.
- d. Diane introduced Sarah to KidsGardening a couple years ago and they have been an invaluable resource for Dirty Diggers (which began this month). Sarah recently entered a giveaway they were sponsoring and won. NMPL received a 1-gallon Smart Pot plus a packet of seeds to use with the Dirty Diggers. Smart Pots are "reusable grow bags [that] provide excellent aeration and good air permeability, can offer enough space for roots to breath and effectively avoid root swirling, and promote a healthy root ball."
- e. We have applied for the POET Never Satisfied Community Grant. They have allotted \$2,500 to the North Manchester Community, which is the exact amount we would need to purchase a Mobile Sensory Station.
- f. The Little Bookshop on Market Street returns in June! NMPL has added some new features - including Tacos Los Gordos selling their incredible Mexican food all day both days. On Friday, June 17th Animal Grams will bring their petting zoo. On Saturday, June 18 NMPL will have horseback rides with Dusty the horse. This was a big fundraiser for us last year and NMPL is expecting to do very well this year as well.
- g. Paint by Sticker Class: This was a huge hit with both the young and the adult patrons! The first session only went for a month and Molly has been asked if/when it's going to start up again. Molly plans on making this into a two
- h. month program for June-July.
- i. Summer is always a busy time, and NMPL has decided to prep the storytime crafts in advance. There is typically an average of 80-90 patrons during Storytime and not everyone can stay for the craft portion. The clerks have been working tirelessly to bag 50 of every craft (2 per week) for June-July. When Storytime is over, the patrons can simply go to the table and grab a craft bag and can either find a spot at a table or if they need to leave, they can easily do the craft later at home.
- j. Writing Workshop: Randy Ragan has started a writing workshop once a month on a Saturday from 11am-1pm. He helps students with current papers they are working on to the basics of understanding grammar.
- k. DIY Tile Coasters: The tiles were donated and Molly found beautiful pre-cut stickers that matched the size of the tiles perfectly. The kits flew off the shelves and Molly said it was one of the most popular programs she's done so far.

### C. Buildings & Grounds

- a. The rippled carpet areas were not able to be repaired. To protect two of these three areas, NNPL now has two larger chair mats in place

- b. Diane has Kris Hand working on finding stairway trim to replace the lost trim on both stairways.

D. Personnel

- a. Nicole McNeil submitted her resignation. Nicoles's last day was March 24th.
- b. Diedra Bellamy and Marielle Van have been hired as part time clerks.

E. Technology

- a. N/A

F. General Information

- a. Diane spoke to the North Manchester Kiwanis Club on April 26th.
- b. Diane met with Paula Newcom, our regional State Library representative on April 29th. She toured the library and learned about updates regarding NMPL.
- c. Superintendent Kyle Wieland met with Diane and toured the library May 5th.

V. Old Business

VI. New Business

1. Board Volunteer Date for Summer Reading Program - Sarah suggests July 13th or July 27th. Heather and Mike will be there on the 13th; Eileen, Tim, and Kathy will be there on 27th - Jeanna will send text reminders. Jeanna will have Sarah give the board members the expectations as to what they'll be doing.
2. HVAC Heating and Software Update - Diane presented quotes from Havel for the heating system and software upgrades. Diane has asked Havel to break out the job into a multi-year project phase to complete these upgrades. This job should be able to be completed in three budget years. Eileen asked if the new software will work with the old equipment and if the current structure can handle the software. Diane shared that Havel said it can. The software component would be the first part of the project. Motion to approve the starting of the project, beginning with the software component, coming out of this year's calendar budget coming out of the Rainy Day Funds. Motion made by Tim; seconded by Mike. In August, the board will need to talk about appropriations for the boiler upgrade with the budget discussion.
3. Report from Electronic Message Center Committee and discussion - Mike shared that the committee met with a representative from Graycraft signs, who presented different options. The committee is undecided as to whether to get the 3x7 sign or the 3x5 sign. Diane would like the board to approve a specific amount of funds from the designated gifts, to contribute in addition to what the FOL Board is contributing, so that a special meeting will not need to be called if those funds are needed. Tim made a motion to set aside money from undesignated gifts to support this project; Heather seconded.

4. The board meeting in June will be moved to June 23rd to accommodate board member scheduling conflicts.








VII. Questions & Comments

VIII. Adjournment - Motion to adjourn by Heather at 7:43pm; seconded by Kathy.

Next Board Meeting - June 15th at 6:30pm in the Blocher Community Room

Approved by the Board on 6/21/22

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 <sup>st</sup> Term	County Council
Vicki Smith-Vice President	6/30/26	5th (4th Full) Term	School Board
Michael Leckrone-Assistant Treasurer	6/30/24	2nd Term	Town Council