

North Manchester Public Library Board of Trustees

May 16th, 2024 @ 6:30pm in the Blocher Room

Present: Mike Leckrone, Andrea Zwiebel, Heather Winger, Jeanna Hann, Kathy Garber, Eileen Sklar, Tim Brauch, Vicki Smith

Absent: Kevin Walter

Other:

- I. Call to Order - Eileen called the meeting to order at 6:34pm.
- II. Adoption of Agenda - Motion to approve by Heather, seconded by Kathy. All in favor.
- III. Public Comment Period - N/A

- IV. Perusal and Approval of Reports
 - A. Secretary Minutes - Motion to approve by Kathy, seconded by Tim. All in favor.
 - B. Presentation of Claims & Financial Reports - Motion to approve by Vicki, second by Mike. All in favor.

- V. Director's Report -
 - A. General Updates
 1. We were awarded the inaugural Philly Award for Nonprofit of the Year by the Community Foundation of Wabash County. What an honor! The staff is brainstorming ideas for use of the \$5,000 award.
 2. We hosted the Northeast Indiana Director Roundtable on May 10. Ten directors attended the session and many of them stayed for lunch.
 3. I am registered for two more college continuing education courses this summer.
 4. Jeanna and I hosted the Chester Township Trustee to discuss our ongoing partnership for non-resident cards. Neither entity has paperwork detailing the current status of the partnership. We reviewed the first draft and Chester will vote at an upcoming meeting.
 5. I presented at Kiwanis on April 23 about my background and the library. I loved getting to see the ice cream shop and meeting more community members.
 6. I filled in as the Storytime reader on April 30. I channeled my 1990s library experience and read the oversized book of If You Give a Mouse a Cookie.
 7. Adam Penrod and I met on May 3 to reacquaint each other with the town and library. We don't have any mutual projects at the moment, but we hope to work together in the future.
 8. Funderburg Library made a sizable donation of educational materials to us. Sarah worked with Funderburg to select the materials and offered them to homeschool families during our regularly scheduled programs. It was a perfect partnership!

B. Friends of the Library

1. The next FoL meeting isn't until tomorrow. At the May meeting, they would like to update board terms, stagger retirements, add a Vice President, and add the Nominating Committee in December.
2. The book sale was a success on April 25-27. Members of our staff take turns volunteering on Thursday at the checkout counter. We installed the new door counter just in time for the increased foot traffic—543 guests! The sale made \$2,150. More importantly, so many books found new homes!

C. Building & Grounds

1. We haven't had any new issues with the roof leaking again.
2. No news on the revised invoice from Riverbridge regarding our water heater repair. It was quoted at \$250 and we were charged \$1,250.
3. I shared the 2022 boiler repair contract from Havel with Eileen to see if it jolted any memory. Havel says that we only made one major repair since install in 1995.
4. We are starting work on projects found during the annual walk through.

D. Personnel

1. I conducted a 60 Day Check in with LeighAnne Fitzpatrick. Can you believe it has already been two months with our new bookkeeper?!?
2. I introduced the staff to Gallup's assessment called CliftonStrengths. We shared our Top 5 strengths at the monthly team meeting. We compared and contrasted our areas of expertise and learned how to tap into our combined strengths.
3. Eileen Meyer Sklar facilitated my 90 day review. The staff, board, and I are in agreement that it is going well and exceeding expectations.
4. LeighAnne is cross training me on payroll and I will be the backup while she is on vacation later this month.
5. Jeanna and I facilitated Cody's annual review. It was helpful to see the process used by the library staff. I like to take time during annual reviews to reflect on the job description and make any updates.
6. Josh Steely has turned in his resignation as he is going to college. We wish him well!

E. Technology

1. The contract is signed with Intrasect Technologies! The "extended warranty" for the server will be an ongoing, annual expense. Intrasect will make sure to notify us before it expires, so that we don't lapse coverage again.
2. We are still researching a charging station and 2 new catalog computers. They are taking a backseat to the server project.

F. Staff Report & Programs

Adult Department & Social Media, Jeanna Hann

ADULT DEPARTMENT:

- We have successfully launched Mango Languages for our patrons! The tech team from Mango and Apollo (our ILS program) worked together and the installation was seamless and EASY! Mango is an American online language-learning website and mobile app with over 70 world languages and dialects (including ASL), English language learning, and assorted specialty courses to meet specific subject matter interests. This service is free and available for everyone with an NMPL library card to use - at home, in the library, or on the go. So far (as of 5/10/24) we've had 12 registered users and 28 sessions. I hope to grow these numbers with some Summer Reading tie-ins, but I think we'll see the biggest growth in the fall with a new school year. I'll host some Mango Languages 101 programs then as well to keep promoting it!
- We received 77 responses to our Long Range Plan survey! I am thrilled that we had so much feedback, since last time we did this we only had 12 responses - and most of them were staff and board! The management and support services team met to review the responses, and we will keep all this feedback in mind as we craft our LRP.
- I applied (with some help from Cody) for a Racial Equity Grant through Indiana Humanities to buy books written in Spanish about topics of race or written by black authors. I'm happy to say that we have been awarded the grant, and will soon be able to purchase almost \$1,000 worth of books in Spanish to add to our collection!
- After a test run in April, we have now decided to do away with the 3 DVD limit and patrons can now check out limitless* DVDs. (*Limitless = within the 25 items per card limit.) Not only will this be a nice little circulation boost, but it's a nice perk for our patrons!

SOCIAL MEDIA:

Collections, programs, and Mango Languages have been my main focus, but I'm also trying to start emphasizing some of the "behind-the-scenes" work at the library as well! i.e. Meetings, processes, and procedures. We do so much that so many people aren't aware of, and I want to start "lifting the curtain" a little bit!

STAFF:

We are excited to send our Shift Leader, Brooke, to the State Library this month to attend Government Information Day. This is a free biennial conference for librarians interested in learning about government resources and improving information literacy. I'm really pleased with this new emphasis on empowering our staff and sending them to different training sessions to improve their skill set. I truly believe we will see the benefits!

Children's Department, Sarah Morbitzer

I assembled and submitted the final report for the Science Kits for Public Libraries grant from IEEE-Region 4. This step in the process is required to receive the remaining \$500 that we were awarded. Once we have the final chunk of funding, I will order approximately 8 more kits to complete our collection!

We are receiving international attention for our Homeschool Resource Center!

Hello Ms. Sarah Morbitzer,

My name is Keiko Norimatsu, and I'm writing to you from Tokyo, Japan. I work as an educator at a Free School, NPO, which supports students unable to attend compulsory public school because of various challenges such as bullying, mental illness, special needs, and other circumstances. Additionally, I am currently pursuing a graduate degree in library information science at Keio University and am working on my master's paper.

I am particularly interested in learning more about the assistance available for homeschoolers provided by public libraries, and found your library's effort about assistance for homeschoolers on your website. It is really wonderful!

In Japan, Recently, there has been an increasing number of children opting for alternative education. Therefore, I'm certain that we need to learn from libraries like yours, which provide a plethora of thoughtful services.

I would be grateful if you could provide me with information such as which kind of person or organizations are involved in the services for homeschoolers, what the difference between the library and the homeschool resource center is and so on. Additionally, I hope to continue our correspondence and seek your assistance with my questions.

Best regards,

Keiko Norimatsu

Library and Information Science,

Keio University, Tokyo, Japan

keikonorimatsu@keio.jp

I responded to Keiko and we exchanged several emails about homeschooling and libraries. It was a pleasure to communicate with a fellow librarian thousands of miles away.

Circulation Report, Cody Goble

Cataloging

- Over 100 books & films have or will be cataloged this month.
 - Highlights include: All Creatures Great & Small Season 4, newest David Baldacci, Madam Web, newest Nancy Thayer, Mean Girls (2024), the final third of Naruto (manga), Lawman Bass Reeves, newest John Sandford, Harley Quinn Seasons 1-3, newest Anne Lamott, Jack Ryan: the Final Season, the newest Erik Larson, and Pumpkinhead.
- I have noticed that many Large Print titles and at least three different regular print authors (including Agatha Christie) need their Series added and/or updated, both in Apollo and as an actual label on the books themselves. I will work on this as the year progresses. Large Print series edits will most likely begin post-weeding.

Collection Development

- Over 200 books and films have or will be ordered this month
- Large Print: The Librarian's Choice Plans at Thorndike and Centerpoint are in full effect and orders have been submitted and materials delivered. Of note is a slight increase in western novels, a drastic increase in popular thrillers (at a 20% discount as

- compared to retail price), and a significant decrease in unpopular cozy mysteries.
- Weeding of Large Print continues. Once that's finished, Young Adult (Sci-Fi/Fantasy) is the next section on the weeding schedule.
 - Owing to the amount of books being added to the New Shelf this month at a singular time, this month I will only submit one order of books, as opposed to the usual two. This order will be made on May 15th and I intend the size of this order to be 1.25 times the amount of a single order.

Interlibrary Loan

Materials requested and amount of materials delivered were an average quantity. But the amount of our materials sent out to other libraries was the highest so far this year.

Miscellaneous

I attended the Diversity Coalition Cultural Awareness Workshop, hosted at Manchester University.

Programming, Molly Magnus

We had our first Kids & Cookie Book Tasting program! Jeanna really hit a home-run coming up with this idea and it was so fun watching all the kids reading. Due to some miscommunication, we had to move the book tasting outside which ended up being ADORABLE and PERFECT for the age group.

I partnered with Mackenzie Coulter-Kern for Spanish Storytime on the first Tuesday of every month! Getting the kids exposed to a different language at a young age is amazing for growth and to expand their knowledge. We want to make sure EVERYONE in the community feels like they belong at the library and Spanish Storytime is smoothing out a path. Plus Mackenzie is so great at keeping the kids engaged and interested in the books!

Sarah and I went to Manchester Elementary and Manchester Intermediate School to promote Summer Reading! Between the two schools, we talked to over 600 students! We received A LOT of positive feedback. This was our first time back in MIS since Covid so it was great to reconnect with the faculty again. Our hope is to see not only numerous sign-ups, but that the completion rate of summer reading goes up! The number drops as patrons move through the summer reading program, so we've added more incentives along the way to keep patrons motivated to finish.

Rachel Kruger from Kruger Crafts hosted another successful felting class on May 7th! Patrons got to felt owls and I about popped because of how CUTE they all turned out!

One patron said, "I cannot believe how EASY this is! If it weren't for this program, I would've never tried felting and I would've missed out on a lot of fun."

Another patron said, "I cannot stop smiling! I think I found my new favorite hobby!"

A. As stated at the April 18, 2024 meeting, Vicki Smith exceeded her term allowed by the Indiana State Library. Vicki gave her written resignation dated today, May 16, 2024. We are thankful for Vicki's years of service to the board, expertise in education, and volunteerism. We expect to see her often enjoying the Quilting and Crafting Club and Knitting and Crochet Group.

VII. New Business

1. Davonne Rogers Endowment - The library would like to use \$300 from the fund to pay the moderators of the One State, One Story program in the fall. Motion to approve by Tim, second by Mike. All in favor.
2. Board Member Prospects - Discussion on new board members to replace Vicki, who is going off the board.
3. Summer Reading Volunteer Opportunities
4. Payroll Brainstorm - Motion to give Molly Magnus a \$2,000 raise, retroactive to January 1st, 2024. Motion by Tim, second by Heather, all in favor. Additionally, Andrea will bring a proposal for a new full time position at the next meeting.

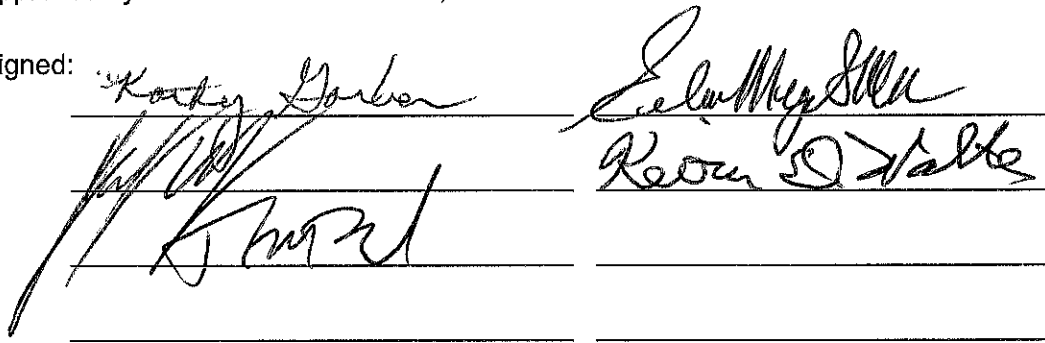
VIII. Questions & Comments from the Board - Thank you to Vicki Smith. This is her last board meeting.

IX. Adjournment - Motion to adjourn at 7:52pm by Vicki, seconded by Heather. All in favor.

Next Board Meeting - June 20th, 2024 at 12pm in the Blocher Community Room

Approved by the Board on June 20th, 2024

Signed:

The image shows four handwritten signatures on a set of four horizontal lines. The signatures are written in black ink. The first signature is on the top line, the second on the second line, the third on the third line, and the fourth on the bottom line. The signatures are somewhat stylized and cursive.

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 st 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