

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch – November 17th, 6:30 p.m.**

- I. Regular Session
 - a. Call to order by President Steve Griffith 6:30 p.m.
 - b. Members present: Lee Templeton, Steve Griffith, Gregory Goff, Emily Beechler, Mike Jenkins, Laura Holliday
 - c. Members absent: Kim Radant
 - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director) Amy Wolfe (Bookkeeper),
- II. Review Agenda [Exhibit #1, Pages 1-2]
 - a. Review of Agenda by President Steve Griffith
- III. Minutes – October 20, 2016 [Exhibit #2, Pages 1-8]
 - a. **Discussion:** none
 - b. Motion to approve minutes
 - i. Motion made by Emily Beechler
 - ii. Seconded by Gregory Goff
 - iii. Motion carried by vote of 6/6 (All vote AYE)
- IV. Public Participation
 - a. none
- V. Financial Reports for October 2016 [Exhibit #3, Pages 1-30]
 - a. Review of October report
 - i. \$25,439 personal services, \$1,153 supplies, \$22,030 Other Services & Charges \$8,007 Capital Outlays, \$56,630 total expense for month. Run rate 83.3%, 84.2% of total budget used.
 - ii. Motion to pay October bills
 - a. Motion made by Laura Holliday
 - b. Seconded by Lee Templeton
 - c. Motion passed by a vote of 6/6 (All vote AYE)
 - d. All signed registers of claims
 - iii. **Discussion:** Overdrive payment may be moved to a different line item.
 - iv. **Action item:** none
- VI. Department Reports [Exhibit #4, Pages 1-11]
 - A. Director – Ann Hoehn
 - I met with Mary at Atlanta three times in October, and I worked the Atlanta public service desk twice in October.
 - I submitted the 2017 Budget forms to the DLGF, as required.
 - I attended the second half of the Friends meeting on Oct 19.
 - I did the banking when the Circulation Manager was off work the week of Oct. 17.
 - Met with Jae Ebert to finalize the Request for Qualifications.
 - I attended a day-long seminar, “The Life Cycle of an Employee,” at the State Library on Oct. 27. The speakers were from the law firm of Ice Miller.
 - I attended Annual Bookkeeping Training webinar presented by the State Library and the State Board of Accounts on Nov. 2.
 - I met with a representative from Staples to discuss possible cost saving measures.
 - Debra and I did the “Easy Thanksgiving Appetizers” program on Nov. 3.

- The Friends of the Library have started getting ready for the December Christmas Book Sale.
- Cindy, Cameron, and I attended the Indiana Library Federation Annual Conference at the Marriot Indianapolis East Convention Center on Nov. 9-10. Most of the training sessions I attended were very informative.
- November is “Food for Fines Month” at HNPL.
- I met with a rep from Gordon Flesch to discuss computer back-up system options for HNPL.
- I edited several book reviews submitted by local teens, and I helped Cindy edit the monthly newsletter. I also made some routine revisions to the library’s website.

Stats for Cicero Library	July 2016	Aug 2016	Sept 2016	Oct 2016
Number of Visits	3731	3184	3114	3550
Directional Questions	216	188	164	115
Reference Questions	159	141	136	59
Book & Other Recommendations	74	79	50	18
Scanned Pages	64	125	91	180
Volunteer Hours (not including Friends)	8	1	18	12
Study Room Use	64	42	44	57
Yearbook Use	3	14	7	1
Mandatory Community Service Hours	4	5	6	4

HNPL Website Audience Review													
	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16
Sessions	1,666	1,864	1,568	1,840	1,436	1,692	1,686	1,831	2,636	2,362	2,111	1,824	1,669
Users	861	1,116	950	1,013	791	965	1,003	1,155	1,436	1,353	1,282	1,068	980
Pageviews	3,258	3,094	2,478	3,663	2,330	2,767	2,723	3,559	5,038	4,459	4,576	3,276	2,841
Pages/Session	1.96	1.66	1.58	1.99	1.62	1.64	1.62	1.94	1.91	1.89	2.17	1.80	1.70
Avg. Session Duration	1:37	1:05	1:08	1:31	1:13	1:16	1:17	1:17	1:39	1:26	1:10	1:15	1:14
Bounce Rate	65.01%	75.11%	71.94%	67.93%	67.93%	71.81%	70.40%	74.71%	56.11%	61.01%	69.40%	70.12%	67.83%
% New Sessions	39.62%	49.25%	48.34%	44.08%	70.75%	45.92%	48.16%	52.43%	45.64%	44.92%	48.74%	46.93%	45.96%

Coming up:

- Closing at 5:30 on Thursday, Dec. 1 for Staff/Board/Friends Holiday Dinner which starts at 6:30 at Red Bridge Community Center
- Staff Meetings – Dec. 5 & 6
- Closed on Thanksgiving

Action Item:

Discussion: none

B. Assistant Director – Kate Marshall

GENERAL

16+ hours, highlights include:

- Weekly direct report meetings

- Documentation work & revisions
- ACTS meeting
- Summer Reading 2016 debrief
- Professional development on Lynda.com & outside webinars
- Updated website and external job boards with hiring information as needed

WEEDING/INVENTORY

8+ hours, highlights include:

- Inventoried video games & board games
- Pulled adult fiction for weeding
- Ran & wrangled multiple inventory reports
- Restarted Adult Nonfiction/Fiction inventory, spent time scanning Adult Nonfiction

TECHNOLOGY

9+ hours, highlights include:

- Set up new Chromecast, created casting how-to documentation
- Followed up on offsite backup project
- ENA follow up on broken T1 line-- this appears to have finally been resolved
- ENA meeting about annual renewal on Internet & VoIP
- Wrangled Evergreen modifications and reports templates
- Gave overview of advanced Canva features & new Evergreen report to Children's department
- Followed up on last of the VoIP quotes
- Minor computer clean up and updates
- Met with Gordon Flesch in preparation for annual review
- Solicited quotes for more backup monitors

MARKETING

6+ hours, highlights include:

- Monthly updates and editing to website
- Created Facebook posts for a five week time period
- Created and pulled material for three displays in preparation for November
- Wrote reviews for newsletter

LOOKING AHEAD

- Annual Review with Gordon Flesch
- Continued weeding and inventory + cleanup projects

Action Item: none.

C. Circulation – Cindy Ritter

- The **circulation stats** for October were 8,449 compared to October of last year at 8,452 and a three year average of 8,321. Atlanta had 329 circulations and Cicero had 7,171 + Overdrive eBooks 752 + Hoopla 197. In-house use for Atlanta was 29 and Cicero had 419. Sent out 109 holds from Atlanta and 301 from Cicero. Atlanta received 11 holds from other libraries and Cicero received 299. Top selections for patrons in October were DVD, 1917; Children, 1129; Adult Fiction, 1226; Computer, 597; Juvenile Fiction 538; Adult Non-Fiction, 387; J Non-Fiction, 395; YA Fiction, 302. **Subscription Databases Usage:** Ancestry.com 170 searches, Lynda.com 42 hours
- 44 new patron cards were issued in October.
- Noah Walker is our newest circulation clerk, and she is settling in well.
- We are continuing to put out fresh displays in an effort to boost circulation. Our Halloween display circulated 29 items, Fall Cooking circulated 10 items, and our Travel display circulated 17 items. Our

Recently Added DVD display was refreshed in October and circulated 61 items. It will be refreshed again as we get more DVD donations. Our Presidents & Politics display was in place for about 6 weeks and circulated 60 items. Our Famous Duos display has been up about a week and 20 items have gone out. We have been experimenting with mixed media displays, and these seem to garner more interest.

- e. **Action Item:** none
- f. **Discussion:** none

D. Atlanta – Mary Palmiero

We have a new program this month—Conversational German. It’s open to teens and adults who want to learn some useful expressions and who want to learn how to pronounce German words. So far we have four homeschooled teenagers enrolled. Class is every Wednesday morning from 11:00 to noon.

There were quite a few participants in the Halloween activities. Besides a small treat, the children received a small toy, free pencil, and a craft project. In the hour we had for trick or treats, we had fifty children and adults come.

Action Item:

Statistics

NAME OF PROGRAM	NUMBER OF EVENTS	ATTENDANCE	COST
Stitch crafters	4	27	0
German	3	13	0
Having Your Say	3	14	0
Children’s Crafts	1	2	0
Afternoon Movie	2	8	0
Halloween	1	50	donated
TOTAL	14	114	0

Other Statistics

	July 2016	Aug 2016	Sept 2016	Oct 2016
Number of Visits	269	505	192	305
Directional Questions	42	44	45	45
Reference Questions	26	40	33	37
Book & Other Recommendations	16	20	42	32
Volunteer Hours (not including Friends)	10	Approx. 8	20	3
Computer Usage	55	57	48	42

E. Adult – Cindy Ritter

- a. October Programs: 14; Attendance, 266; Cost: \$5.00. There were 9 non-library uses of rooms & gazebo; Attendance, approx. 403
- g. **Action Item:** none
- b. Coming Up:
 - Classic Movie – The Manchurian Candidate, Nov. 19 @ 2 p.m.
 - Mystery Book Club – “P is for Peril” by Sue Grafton, Nov. 28 @ 6:30 p.m.

- Holiday Marketplace, Dec. 3, 10 am – 4 pm

F. Children's – Debra Brown

- October Programs: 29; Attendance, 512; Cost: \$34.34
- Library Collection – Halloween-themed books started exiting the building in the 2nd week of October, so they were kept on permanent display for the whole month instead of being shelved back within the picture books. Books about tractors and agriculture were pulled to coincide with Farming Week in the story time room. Most of these titles were checked out by the end of the week as well. The New Books collection was packed this month thanks to Cameron's quick cataloging efforts.

Programs – The afterschool movie, It's the Great Pumpkin, Charlie Brown was very well attended and the children were treated with crafts and goodie bags to round out the hour. The 2nd grade class tours on Friday the 14th came and went with a blur, and it was great to see so many parents along for the trip. The once-a-month Crafterschool program had some return attendees. Because tutors seem to hold sessions in the building on Thursdays afterschool, this time slot works well for open craft hour to keep siblings busy while they wait. Story times this month included the ever popular Farming Week, plus themes about spiders, pumpkins and Halloween.

Looking Ahead – November practically plans itself with themes of autumn leaves, owls and Thanksgiving turkeys. The story time crafts tend to be natural textures this month as we experiment with leaves, feathers, seeds, etc.

Action Item: Ann will inquire if Debra wants another intern and/or look into what other intern opportunities would be appropriate.

G. Young Adult – Ann Hoehn

- October Programs: 4; Attendance, 10; Cost \$0.00 ; Cost per person: \$0.00
- Action Item:** none
- Coming up:
 - Cameron at HHMS NaNoWriMo Night – Nov. 21, 3 p.m.

H. Maintenance – Mike Hiatt/Ann Hoehn

- Snow blower is now running. It cost \$86.05 to repair it.
- Mortar joints on the front drive at Cicero have been filled.
- Wood trim at the pavilion has been repaired. Rick at First Impressions will start painting the pavilion soon.
- I got the estimate for installing a custom outside railing at Atlanta. Deposit for the railing has been mailed, hoping to schedule installation soon.
- The electrical outlet covers at the pavilion were replaced.

Looking forward:

- Call Prater & Sons Concrete about fixing the sidewalk out front at Cicero.
- Awaiting estimate from Koorsen for installing new relief valves to replace our leaky, corroded valves.

VII. Old Business

I. Employment Practices Liability Insurance Application

- Discussion:** Based on application questions, we probably need to wait before submitting applications.
- Action Item:** Ann to inquire with lawyer about whether we should wait or not.

- J. Indiana Proposed Circulation Policy Revisions [Exhibit #4, Pages 1]
 - a. **Discussion:** Noted that several of these changes have been made by Evergreen and we are merely correcting and updating our written policy to match how Evergreen functions.
 - b. **Action Item:** none
 - c. **Motion to approve proposed Circulation Policy Revisions**
 - a. Motion made by Mike Jenkins
 - b. Seconded by Emily Beechler
 - c. Motion carried by a vote of 6/6 (All vote AYE)

- K. Capital Project -- Architect Request for Qualifications [Exhibit #5, Pages 1-21]
 - a. **Discussion:** Presently set to release RFQ on January 16, 2017. Board members who are currently interested in participating in the selection committee are Emily Beechler & Steve Griffith.
 - b. **Action Item:** Motion for approval to be finalized at December board meeting.

VIII. New Business

- L. Adoption Internal Control Resolution, Procedures, and Training [Exhibit #6 & 7, Pages 1; 1-6]
 - a. **Discussion:** none
 - b. **Action Item:** none
 - c. **Motion to adopt procedures covered under Resolution to Establish Internal Controls**
 - a. Motion made by Emily Beechler
 - b. Seconded by Laura Holliday
 - c. Motion carried by a vote of 6/6 (All vote AYE)

- M. VoIP Phone System Quotes [Exhibit #8, Pages 1]
 - a. **Discussion:** Introduction to Cisco Meraki VoIP, currently our front runner for quality & cost.
 - b. **Action Item:** Find out if VoIP is susceptible to DDoS attacks

- N. Technology Update
 - a. **Note:** Gordon Flesch has cleaned up a few remaining stragglers (computers no longer in use) from our Active Directory and finished renaming the last of our computers to prevent confusion when requesting repairs.

- O. 2017 Staff Raises
 - a. **Discussion:** Most Hamilton County libraries & the county are looking at a base 2% raise with a max of 3% based on merit.
 - b. **Action Item:** Topic will be revisited on next month's agenda

- P. Koorsen Estimate for HVAC Repairs
 - a. **Discussion:** Replace the domestic backflow that failed a recent exam and 3 gauges past the best-by date. \$628.47 is current estimate.
 - b. **Action Item:** Ann to sign off on repair, per board.

- Q. Permission to Seek Quotes for Employee Handbook Review
 - a. **Discussion:** Handbook is older and could use a professional refresh on policy and procedure.
 - b. **Action Item:** Ann to get prices on professional handbook review for next board meeting

- R. Proposed Travel Policy – 1st Draft/Reading [Exhibit #9, Pages 1-2]
 - a. **Discussion:** "of not more than \$100" added to "Advances" segment of policy.
 - b. **Action Item:** Policy will be revisited in December.

IX. Looking Ahead: December 15, 2016 Board Meeting at Cicero Library at 6:30 p.m.

X. Meeting Adjournment

a. Motion to adjourn

i. Motion made by Emily Beechler

ii. Seconded by Gregory Goff

iii. Motion carried by a vote of 6/6 (all vote AYE)

b. 7:39 PM meeting adjourned.

XI. Executive Session – No