

- I. 2015 Budget Public Hearing of the HNPL Board was called to order by President Stephen Griffith at 6:30 p.m.
 - A. Members present: Mike Jenkins, Emily Beechler (in at 6:43 p.m.), Stephen Griffith, Laura Holliday, and Sharon Bislich.
 - B. Members absent: Melissa Martin.
 - C. Others present: HNPL Director, Ann Hoehn; Assistant Director of HNPL, Katherine Marshall and HNPL Bookkeeper, Jillian Stambaugh.
 - D. Discussion: No patrons were present for discussion of proposed 2015 NHPL Budget.
 - E. The 2015 Budget Public Hearing of the HNPL Board was closed by President Stephen Griffith at 6:45 p.m.

- II. Regular Session of the HNPL Board Meeting was called to order by President Stephen Griffith at 6:46 p.m.
 - A. Members present: Emily Beechler, Laura Holliday, Stephen Griffith, Melissa Martin (in at 6:57 p.m.), Sharon Bislich, and Mike Jenkins.
 - B. Members absent: Emily Holt
 - C. Others present: Jillian Stambaugh, HNPL bookkeeper, Ann Hoehn, HNPL Director, and Katherine Marshall, HNPL Assistant Library Director.

- III. Review of the Agenda (Exhibit # 1, page 1-2) by President Stephen Griffith
- IV. August 21 Minutes (Exhibit # 2, pages 1-4)
 - A. August 21.
 1. Discussion: Thank you to Laura Holliday for preparing and distributing the August minutes.
 2. Motion:
 - ii. Motion to approve the minutes for August 21, 2014 was made by Emily Beechler.
 - iii. Second to said motion was made by Stephen Griffith.
 - iv. Motion carried by a vote of 5/0.

- V. August 2014 Financial Report (Exhibit # 3, pages 1-30)
 - A. Discussion: financial report summary in Handout #1, page 1, given by HNPL Bookkeeper, Jillian Stambaugh. Run rate is at 66.67%, with the percentage of budget used at 57.8%. June expenditures were \$ 29,625. Bank balances totals for June were \$ 575,186.04.(The monthly COIT amount is \$2954 more per month than for 2013 or \$35,448 more in the annual amount.) Spent \$2350.64 for service and support from Comup-Train. Spent \$930 for bathroom counter tops from Miller's Cabinetry.
 - B. Motion:
 - i. Motion to pay the bills was made by Sharon Bislich.
 - ii. Second to said motion made by Emily Beechler.
 - iii. Motion carried by a vote of 6/0.
 - C. Discussion: HNPL Credit card. Visa credit card has no minimum requirements.
 - i.Motion:
 - *. Motion to change HNPL credit card from Edward Jones to Visa made by Sharon Bislich.
 - *.Second to said motion by Laura Holliday.
 - * Motion carried by a vote of 6/0.

 - D. Discussion: Payroll adjustment for HNPL Bookkeeper Jillian Stambaugh. The rate should be 14:25 per hour. Since being employed only receiving \$14 per hour. HNPL will make up the \$0.25 difference and make it retroactive to time of employment.
 - i. A review of the spread sheet of all pay rates will be made.

- VI. Department Reports (Exhibit # 4.)
 - A. Department Reports for August, 2014 (Exhibit # 4, pages 1-6.)
 - 1.Director, Anne Hoehn, page 1. I. Technology: A. Web Statistics

	Page Loads	Unique Visits	First Time Visits	Returning Visits
Total	3777	2190	1329	861
Average (daily)	122	71	43	28

Bond applications for Ann Hoehn, Emily Holt, and Jillian Stambaugh have been submitted to Walker and Associates Insurance Agency for processing and return for our action. Research for new credit card vendor had limited results with most wanting a personal guarantor. Director Hoehn recommends the library apply for the Community VISA Credit card designed for non-profits or municipal organizations.

Looking Forward: Working on the Emergency Plans for Cicero and Atlanta and on updating the Staff Handbook to include the Assistant Director Position. We have started a mystery book club. Friends of the Library will meet on 9-29-14. Director will be attending a conference on 9-19-14. Will have the Handbook updates completed by the end of September, and will present drafts of the Emergency Plans at the October Board Meeting. HNPL Assistant Director is now managing marketing for HNPL. Office equipment/supplies have been purchased for Assistant to the Director's office. A letter from Hilliard Lyons to Indiana Issuers of Municipal Bonds in reference to the Securities and Exchange Commission-Municipalities. We are continuing disclosure Cooperation Initiative. Director Hoehn will refer this to our attorney for response.

2. Assistant Director, Katherine Marshall: Researched mobile apps for libraries and corresponded with multiple vendors about their mobile app products. Created a chart for easy side-by-side feature and price comparison. Researched web design and some designers behind other library website redesigns in the last five years. Located a prime candidate for possible website redesign, contacted previous clients to ask about their experience with the company. Brainstormed pages worth of programming ideas; reached out to local 4-H Extension Office about collaborative program opportunities. Tweaked old Children's Department Manager job description. Once approved by Director Hoehn, it was submitted Tuesday, August 5th to the following websites: IN.gov/libraries, I Need a Library Job, Indiana University iSchool, ILS-JOBS-L list, University of Michigan School of Information iTrack job board, University of Illinois Urbana-Champaign iLink job board. We currently have five applicants, of which I did a cursory review. Attended both Hamilton County Director's Roundtable and Assistant Director's Roundtable. Volunteered to host next Assistant Director's Roundtable here since most other libraries had never visited us before. Successfully applied for and received Indiana Library Certification Level 2. Signed up for Indiana Public Library list serves.

3. Circulation, Emily Dickos: pages 2-3. (See report on file) The circulation stats for August were 7929 compared to for August of last year at 10,261 and a three year average of 9557 for the month of August. Atlanta had 431 circulations and Cicero had 7498. Sent out 407 holds (94 from Atlanta and 313 from Cicero), and received 288 holds from other libraries (34 for Atlanta, and 254 for Cicero.). In-house use for Cicero was 202 and 26 for Atlanta, for a total of 228. Top selections by patrons in May are: DVD, 2290; Adult fiction, 1450; Children, 966; Junior Fiction, 598; and Computer, 703. Subscription Databases Usage: Overdrive, 421; Ancestry.com, 163. Issued 33 new cards in August.. Our circulation is still down, but it is continuing to trend with previous years. Discussion had on possibility of extending the summer reading program. Perhaps starting earlier and go a week later. Will investigate and report back.
4. Atlanta, Mary Palmerio, page 4. August Programs, 12; Attendance, 62; Cost, \$ 0.0. (See report on file) We have noticed more Cicero patrons using the Atlanta library. Some of them are Cicero residents and some are Atlanta residents. This is encouraging. We have always had a small group of patrons who use both libraries and the numbers seem to be increasing.

Upcoming Events: We have been preparing for the New Earth Festival Library Book Sale. We found a few volunteers to place the books in categories on the shelves. The bushes have been trimmed.

5. Adult, Emily Dickos, page 5. August programs, Programs: 8; Attendance: 63; Cost: \$0;0. (See report on file) Laura Hayden is taking a brief hiatus from the pilates/yoga classes, and will resume teaching in November. August was sparse with programming, but Ann and have plans to improve for the fall. Looking ahead: Haunted Hamilton County with Unseen Press, National Library Card Sign Up Month, Banned Books Week, outdoor presentation of Wizard of Oz, mystery book group

6. Young Adult: Emily Dickos and Anne Hoehn, page 6. As we were without an Adult/Teen Program Coordinator, we did not have any teen programs in August. However, Ann and Kate attended the middle school Summer Reading Celebration with 300-350+ students in attendance. Emily Beechler introduced Ann and Kate to the students, and Ann spoke briefly to the students and encouraged them to visit their library, participate in library activities, and join the Teen Advisory Board. Ann recently asked me to partner with her on the adult programs, and take the lead on teen programming for the future. We will be reviving the Teen Advisory Board in late September, and have programs planned for the Fall, including a League of Legends gaming event, and a Halloween party.

7. Children: Interim Sarah Wallace: pages 7. August Programs 3; Attendance 32; Cost, \$ 0.0 ; Cost per person \$ 0.0. (See report on file) Director Hoehn did the story times.

8. Maintenance, Jim Roy, page 8. (See report on file.) Re-sealing the parking lot has been completed. Cracks were filled, front and back were sealed and parking lanes re-striped. Two areas in front of the doors were dug out and re-paved to repair damage from the weight of the refuse hauling truck. It appears that the repair will not correct the problem as there are depressions after just 3 dumps. We have requested quotes from concrete contractors to excavate an area 25' x 40' which covers an area wider than the doors and from the dumpster to the grass. The area would be compacted and filled flush with at least 6" of concrete between the existing asphalt. That information will be forwarded as soon as it is available.

We have requested quotes on replacing the stool in the staff restroom due to an ongoing problem with adequate flushing. It has been worked on in the past with adjustments on the water flow without success. A replacement stool should have the same footprint in order to fit the surrounding tile.

Looking forward: Plan on grading S.W. corner of Atlanta library with help from community service. This will help deflect water away from the building and reduce incursion.

VII. Old Business

A. Marketing/Rebranding:

1. Discussion: We have met with Richard Parker to update on this activity which has been on hold until new staff was in place. As HNPL Director and Assistant Director get acclimated to this project they will report to the Board.

B. Terminal Server and Other Tech Projects: (Handout # 2)

1. Discussion: SIM2K quote for service and equipment was received for \$10,605.
2. Motion:
 - a. Motion to approve SIM2K adjusted bottom line quote for \$10,745 which included (4) "thin clients".
 - b. Second to said motion was made by Sharon Bislich.
 - c. Motion carried by a vote of 6/0.

3. Motion:

- a. Motion to spend up to \$1000 for security software made by Sharon Bislich.
- b. Second to said motion made by Emily Beechler.
- c. Motion carried by a vote of 6/0.

C. Dumpster Area Paving:

1. Discussion: This was covered in the Maintenance report at VI., A., 8.

D. Standards of Conduct Policy: (Handout # 3)

1. Discussion: Adjustments needed in wording for items # 1, # 5, and # 16. All changes will be brought to the Board by Director Hoehn for approval.

E. Spending 2014 LIRF:

1. Discussion: \$8,900 will be spent on the parking lot. Other spending will occur on: new server, and some remodel projects

F. Toilets:

1. Discussion: Some public and the staff toilets are not flushing properly. Investigation will occur to determine cause (toilet or plumbing?). We will contact a plumber first to verify status of septic lines and check fixtures. Director Hoehn will check with Sue Barnum on status while she was acting as Interim Director.

G. Non-Residence Card Fee resolution: (Handout # 4)

1. Motion:
 - i. Motion to approve the Non-Residence Card Fee was made by Sharon Bislich.
 - ii. Second to said motion was made by Laura Holliday.
 - iii. Motion carried by a vote of 6/0

H. Library Credit Card:

1. Discussion: Director Hoehn recommends that HNPL apply for the Community VISA Credit card designed for non-profits and municipal organizations. We would retain the same flexibility that we have with Edward Jones allowing multiple card holders, no annual fees, no interest charged if paid before due date and even a rewards program. Director Hoehn was directed to pursue acquiring the Community VISA Credit Card.
2. Motion to approve made at V., c., 1. Above.

I. Bonding for Director, Bookkeeper, and Treasurer:

1. Discussion: See above update in Directors report at VI., A., 1.

J. Staff Vacation Policy:

1. Discussion: Director Hoehn will develop a ratio formula to determine vacation policy for hires occurring during the year. Will report findings to Board.

K. Purchasing Policy: (Handout # 5)

1. Discussion: Draft of policy discussed related to making purchases. Protocol related purchases up to \$50,000; \$50,000-\$150,000; and over %150,000 as well as contractual procedures were discussed. Final draft to be presented to the Board. Several of these procedures and protocols are tied to Indiana Code. Contractual services will be reviewed annually by the Director. Any new contracts will be brought to the Board for approval.

L. Space Planning: (Handout # 6)

1. Discussion had on how to adjust current space to provide office space for HNPL Assistant to the Director. A tour of possible sites and affected areas was taken. Katherine Marshall will seek vendor to produce drawings of proposal for project with the rights to own the plan reserved to HNPL. Construction vendor is being investigated.
2. Motion:
 - a. Motion to move forward on this project and to spend up to \$1500 to hire firm to do architectural drawings for new space was made by Sharon Bislich.
 - b. Second to said motion made by Emily Beechler.
 - c. Motion carried by a vote of 6/0.

M. Mobil Apps:

1. Discussion: Options for apps discussed. "Library Things For Libraries" was recommended. Assistant Director will contact proper vendor to get the Mobil Apps in place.

N. Website Design: (Handout # 8)

1. Discussion: Abby Stearns, Spin Web representative is working with Assistant director to address needs assessments developed in recent meeting.
2. Motion:
 - a. Motion was made by Emily Beechler to move forward with Spin Web vendor "Blue Print" with funding source from LIRF.
 - b. Second to said motion made by Melissa Martin.
 - c. Motion carried by a vote of 6/0.

O. Asbestos and Lead Paint at Atlanta:

1. Discussion: Continuing to follow through with recommended plan featured in previous minutes, particularly involving the windows at Atlanta.

P. Capital Asset Inventory: (Handout # 9)

1. Discussion: Reference made to 5-1-14 Buckland and Associates contract for \$5,600 fee for inventory of furniture and equipment at both Atlanta and Cicero which includes tagging.
2. Motion:
 - a. Motion to approve the Capital Asset Inventory by Buckland and Associates was made by Emily Beechler.
 - b. Second to said motion was made by Laura Holliday.
 - c. Motion carried by a vote of 6/0.

VIII. New Business.

A. Children's Manager's starting wage:

1. Discussion: Refer to discussion had above at V., D.

B. Assistant Director Pay Range:

1. Discussion: This topic was tabled until the October meeting.

C. Repayment of Temporary Loan:

1. Discussion: This topic was tabled until the December meeting.

D. Establishment of Small Petty Cash Fund for Atlanta:

1. Motion:

- a. A motion was made by Sharon Bislich to establish a \$25 petty cash fund for Atlanta.
- b. Second to said motion was made by Emily Beechler.
- c. Motion carried by a vote of 6/0.

E. Staff Mileage Reimbursement:

1. Discussion: Forms are currently available to start the process of mileage reimbursement.

F. Board members notice of resignation

1. Stephen Griffith announced he would be leaving the HNPL Board at the end of the year.
2. Melissa Martin announced she was resigning from the HNPL Board effective immediately.

IX. Looking Ahead

- A. October 16, 2014 Board Meeting at the Atlanta Branch. Quorum needed to adopt 2015 Budget.
- B. Assistant Director Pay range.

X. Meeting adjourned by HNPL President Stephen Griffith at 9:12 p.m.

Minutes respectfully prepared by HNPL Board Secretary, Mike Jenkins.

2014 Focus:

Goal 1: Provide spectacular, creative programs for selected age groups, addressing this Community's desires and needs.

Goal 2: Create and maintain a strategic financial plan.

Goal 3: Maintain and improve organizational structure and resources.

Goal 4: Create a community interaction plan to increase awareness and build partnerships.

Goal 5: Evaluate all HNPL communities and determine how best to meet facility needs.

