

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
Cicero Branch – July 19<sup>th</sup>, 2018 6:30 p.m.**

- I. Regular Session
  - a. Call to order by President Steve Griffith 6:30 p.m.
  - b. Members present: Lee Templeton, Kini Magdun, Steve Griffith, Mike Jenkins, Emily Pearson (late)
  - c. Members absent: Julie Overton, Kim Radant
  - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Jae Ebert (V&J Consulting), Darren Peterson (Peterson Architecture), Matthew Schmidt & Ian Wooten (Hagerman), Mike Hiatt (Maintenance), Amy Wolfe (Bookkeeper) –late, Lacey Causseaux (Browning Day Mullins Dierdorf)
- II. Review Agenda [Exhibit #1, Pages 1]
  - a. Review of Agenda by President Steve Griffith
- III. Minutes – June 21<sup>st</sup> Regular Meeting [Exhibit # 2, Pages 1-8]
  - a. **Discussion:** none
  - b. **Motion: to approve minutes for June 21<sup>st</sup>**
    - i. Motion made by Lee Templeton
    - ii. Seconded by Kini Magdun
    - iii. Motion carried by vote of 4/4 (All vote AYE)
- IV. Public Participation
  - a. None
- V. Financial Reports for June 2018 [Exhibit #3, Pages 1-24]
  - a. Review of June report
    - i. \$38,568 personal services, \$954 supplies, \$6,335 Other Services & Charges \$3,403 Capital Outlays, \$38,568 total expense for month. Run rate 50.0%, 49.7% of total budget used.
    - ii. **Motion to pay June bills**
      - a. Motion made by Lee Templeton
      - b. Seconded by Kini Magdun
      - c. Motion carried by a vote of 5/5 (All vote AYE)
      - d. All signed voucher register summary
    - iii. **Action Item:** Amy to transfer money from Trust Indiana to checking tomorrow.
- VI. Department Reports [Exhibit #4, Pages 1-13]
  - A. Director – Ann Hoehn

<b>2017-2018 Cicero Stats</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
Number of Visits	4085	3780	3519	3201	3279	3113	2630	2942	2671	3616	3387	3315	3930
Directional Questions	93	125	201	111	106	93	108	116	131	225	149	138	162
Reference Questions	50	136	167	126	135	123	154	175	161	282	232	231	343
Book & Other Recommendations	13	43	56	43	60	33	36	40	39	53	72	68	39

Scanned Pages	239	85	104	108	95	172	48	114	43	47	26	68	19
Volunteer Hours (not including Friends)	3	2	1	22	16	12	7	4	16	15	15	12	8
Study Room Use	19	22	25	24	37	25	27	32	25	29	25	26	21
Yearbook Use	14	23	30	19	26	13	6	19	37	34	12	25	33
Mandatory Service Hours	0	0	0	0	18	8	2	29	8	0	0	0	0
Test Proctoring (# of tests/# of hrs)												1/2	1/2

#### HNPL Website Audience Review

	Jun-17	Jul-17	Aug-17	9/1-10/25	10/26-31	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
<b>Sessions</b>	2,004	1,985	1,912	NA	312	1,789	1,456	1,760	1,374	1,617	1,352	1,418	1,734
<b>Users</b>	1,023	984	1,009	NA	208	924	759	907	726	811	694	725	1,005
<b>Pageviews</b>	3,340	3,629	3,340	NA	531	2,968	2,447	3,093	2,274	2,674	2,186	2,362	2,990
<b>Pages/Session</b>	1.67	1.83	1.75	NA	1.70	1.66	1.68	1.76	1.66	1.65	1.62	1.67	1.72
<b>Avg. Duration</b>	1:36	1:42	1:38	NA	0:54	1:19	1:19	1:23	1:13	1:26	1:07	1:04	1:04
<b>Bounce Rate</b>	68.01%	69.47%	71.76%	NA	71.79%	70.04%	70.40%	68.86%	70.60%	70.32%	72.26%	70.94%	72.09%
<b>% New Sessions</b>	39.42%	37.18%	40.53%	NA	46.79%	41.48%	38.87%	40.40%	---	---	---	---	---
<b>Sessions/User</b>									1.89	1.99	1.95	1.96	1.73
<b>New Users</b>									546	600	494	535	791

June 2018 was a busy month at Hamilton North Public Library. Summer Reading kept us hopping. Circulation was up. The number of events and programs and corresponding attendance were up. Summer Reading is 8 weeks long this year, yet there are now only 9 days left to go. Summer Reading ends July 26. Where does the time go! In the interest of getting the prizes into the hands of the winners ASAP, I am working afterhours on the 26<sup>th</sup> to determine the drawing winners that evening. Winners will be notified starting 10 a.m. the next morning.

When all was said and done, the Cicero Library Yard Sale (July 6-7) raised \$550. Thank you, staff, donors, and customers for making it possible and for making it work! I feel the yard sale was worth the time and effort, so I plan on doing it again during next year's 4<sup>th</sup> of July celebration. Similarly, in addition to selling books at this year's New Earth Festival, we will be selling used household items, too. We are excited about changing things up a bit and hope to pull in increased Festival proceeds.

I was a judge in the 4<sup>th</sup> of July Celebration Youth Talent Show held at the pavilion. This is the fourth year in a row I've been a judge, so I have been around long enough to see the development of the talent of the children and teens who enter the contest year after year. It is very exciting to see them develop as artists and entertainers!

I worked the HNPL table at the Midwest Rail Fest, an all-day event on June 23. The sky was foreboding all day, so attendance was low. I did talk to well over 100 people, though, and we had a drawing for one lucky child to win a lovely book titled "How to Train a Train." I plan on having a table at next year's Rail Fest, too.

In regards to the new bond we are seeking, we will need a quorum at the August 16 Board meeting. According to schedule, the August meeting will include a Public Hearing on our additional appropriation; adoption of the additional appropriation; and adoption of the Final Bond Resolution.

**Looking Forward:**

- Conclusion of Summer Reading 2018; hoping to break some records!
- Continuing the process for Bond #2
- Atlanta basement grand reopening!

**Action Item/Notes:** none

B. Assistant Director – Kate Marshall

**GENERAL**

**87+ hours, highlights include:**

5 notary events  
4 Ask a Librarian events  
SR signup table  
Working transit with Elaine  
3-month review for the cataloger  
Collection development (Cicero & Atlanta)  
Professional development (webinars)  
IT infrastructure documentation work  
Find & Purchase 1st half of yearly Overdrive ebooks  
Furniture inventory for capital bond  
Edit Tech Plan with approved changes

**TECHNOLOGY**

**10+ hours, highlights include:**

Updated Fusemail (spam filter) user list to reflect current employees  
Pursued pricing on a digital LED outdoor sign  
Installed first test version of Evergreen web client  
Internet hot-spot research

**MARKETING**

**7+ hours, highlights include:**

Facebook marketing post creation  
RBdigital magazines advertising went out on magazine shelves

**LOOKING FORWARD**

Atlanta Juvenile weed post-construction  
ENA Wireless install  
Documenting IT infrastructure

**Discussion:** none

**Action Item:** none

C. Circulation – Cindy Ritter

- a. The **circulation stats** for June were **9,708** compared to June of last year at **9,218** and a three year average of **9,557**. Atlanta had 363 circulations and Cicero had 8,115+ Overdrive eBooks 725 + Hoopla

441 + RBdigital Mags 34 + RBdigital Audio 30. In-house use for Atlanta was 63 and Cicero had 775. Sent out 71 holds from Atlanta and 337 from Cicero. Atlanta received 28 holds from other libraries and Cicero received 494. Top selections for patrons in June were DVD, 1236; Children, 1793; Adult Fiction, 1311; Computer, 364; Juvenile Fiction, 914; Adult Non-Fiction, 399; J Non-Fiction, 602; YA Fiction, 341. **Subscription Databases Usage:** no databases subscribed at this time

- b. 75 new patron cards were issued in June
- c. Electronic resource use continues to rise. Both hoopla and Overdrive numbers rose and RBdigital use is steady.
- d. Summer reading is going well and the desk has been very busy. It's nice to see circulation up with Children's being the most circulated. We are doing paper registrations again this year and most patrons are happy with it.
- e. Displays and results this month; Quick Reads (books under 200 pages) – 47; Reading Road Trip – 20; Audiobook Month – 14; Recently Added DVD display – 95. I have a small display of books that have not circulated in at least eight years. Some have never gone out. So far 13 of the books have been checked out. I notarized six documents this month for patrons and community members.
- f. **Action Item:** none
- g. **Discussion:** Circulation is up a bit over last year and over our three year average.

D. Atlanta – Mary Palmiero

June 2018 brought about huge changes at the Atlanta YA library: Renovation closed off the YA library to all patrons. We're excited, even thrilled that this former basement space is getting much needed updates and new interior walls, and we look forward to what the upgrade brings in way of new visitors, programming opportunities, and increased computer usage. Obviously the "under construction" status diminished the number of young visitors to the library all together. Some teens/youth hung out upstairs in the main library for short periods of time, but with adults doing tutoring or participating in the writing group, these kids didn't stay long.

Other youth, usually under 12 did make regular use of the 2 computers upstairs for games or personal projects, but with only two available public computers, participation was limited. One week a young person using the computer was listening to the discussion going on with the Having Your Say Writing Group and commented from his computer perch. Invited to join the group, he participated in the group since then. Despite the construction and patrons on vacation, 20 people came to Professor Steve's Science of Sound program. It was an interesting program and the attendees participated, asked questions, and responded when requested.

**Action Item:**

**Statistics**

Name of Program	# of Events	Attendance	Cost	Cost per Person
Professor Steve	1	20	\$300	\$15
Frankenstein Blankets (kids)	1	3	0	0
Stitch Crafters	3	15	0	0
Having Your Say	4	28	0	0
<b>TOTALS</b>	<b>9</b>	<b>66</b>	<b>\$300</b>	<b>\$4.55</b>

**Other Statistics – 2017-2018**

	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Number of Visits	310	271	386	347	339	230	143	226	226	200	229	292	245
Directional Questions	49	46	72	59	46	43	25	43	37	42	32	38	38
Reference Questions	49	35	61	43	42	29	18	53	38	27	33	40	40
Recommendations	97	65	71	42	44	44	29	43	32	41	43	43	57
Volunteer Hours	0	0	25	2	5	3	0	0	0	0	0	0	0
Scanned Pages	1	0	0	0	0	1	0	0	0	0	0	0	0
Computer Usage	143	87	66	53	75	49	27	27	32	25	35	21	See graph

- **Looking Forward:** Grand opening of basement
- **Action Item:**

E. Adult – Cindy Ritter

- a. June Programs: 15; Attendance, 116; Cost: \$93.00. Cost Per: \$0.80. There were 11 non-library uses of rooms & gazebo; Attendance, approx. 270
- h. **Action Item:** none
- i. **Discussion:** Small but dedicated group currently attending Bid Euchre. Line Dancing waned near end of run. About two dozen people attended the tie-dye event.
- j. **Looking Forward:**
  - Bride of Frankenstein classic movie, July 21 @ 1 p.m.
  - Mystery Book Club, July 23 @ 6:30 p.m.
  - Brown Bag Reading Group, July 27 @ 11:30 a.m.
  - Special Needs Adults Program, August 7 @ 10:30 a.m.
  - Tuesdays with Friends—Culture Groups with David Heighway, August 14 @ 6:30 p.m.

F. Children’s – Debra Brown

- a. June Programs: 26; Attendance: 710 Cost: \$1,116.00 Cost per person: \$1.57  
Library Collection – Similar to last summer, children’s books directly pertaining to our programs circulated well. Our more current titles regarding Lego building projects and magic tricks have ben frequent requests this month, as have any books about crafts and hands-on creative pursuits. General fiction chapter books from the New Books shelf have also been popular as students sought to check out multiple options for adding to their summer reading logs.

Programs – Wednesday evening, 6/6, was the Professor Steve Super Sonic Sound Show that featured lively experiments on sound waves and musical pitch. Due to a calendar error printed on the SRP

promotional handout that went home with HHS Elementary students, we decided to host a Professor Steve encore in July so that those who missed the first performance could still have a chance to see his science show this summer. On the date in error, we instead held a Star Wars Lego Party that was a big success and could also help us restart a more regular Lego Club in the fall. Daniel Lusk's *Rockin' Together Magic Show* was our biggest summer success on the afternoon of 6/26. The children's area was absolutely packed with people – magic, music, comedy – something for everyone. Finally we hosted two Friday afternoon movies in June, and attendance seemed to be up a little from last year.

Looking Ahead – The popular Cursive Handwriting Clinic started last summer will resume for 4 Tuesday evenings in July. Story time themes for the month will include weeks for rainforest animals, 4<sup>th</sup> of July, National Ice Cream Month and frogs. These themes will work across the various age levels, from story time circles all the way up to the Little Husky school-age group. Our SRP Programming will conclude with an encore performance of Professor Steve's Sound Show on Monday, July 16<sup>th</sup> and two Friday afternoon movies on the 13<sup>th</sup> and the 20<sup>th</sup>. The Little Husky Camp library visits will conclude for the summer on July 24<sup>th</sup> with a Drive-In Theater movie party showing the animated film "Cars".

**Discussion:** none

G. Young Adult – Ann Hoehn

- a. June Programs: 3; Attendance, 38; Cost \$260.00 ; Cost per person: \$6.84
- b. **Note:** Kylie, who is running our YA programs this summer, had an amazing turn out for her June event "Cakes & Crafts". Her marketing techniques have been excellent and we're very pleased with the results. The craft display at the front desk seemed to be a great eye catcher.
- c. **Action Item:** none
- d. **Coming up:**
  - Dungeons & Dragons, July 20, 4-6 p.m.

H. Maintenance – Mike Hiatt/Ann Hoehn

- Started basement floor at Atlanta.
- Weeded all flower beds at Cicero.
- Walkthrough at Atlanta with Hagerman and Peterson to ensure construction was on schedule.
- Walkthrough with Hagerman and DX contractor to see how to get new Cicero HVAC up the stairs.
- Went to Atlanta to unlock the door for workers every morning during basement construction.
- Compressor motor went bad; replaced.

**Looking Forward:**

- Putting Atlanta basement back together again!
- Swan Electrical doing electrical work at the Pavilion.

**Discussion:** There is heat kicking out of the register at the Adult end. Parks Dept. really helped out around the 4<sup>th</sup> of July—they mowed and helped with trash pick-up!

**Action Item:** none

**VII.** Old Business

A. None

- a. **Discussion:** n/a
- b. **Action Item:** n/a

**VIII.** New Business

## B. Capital Projects

### a. Discussion [Bond 1]:

- i. Update from Architect/Designer
  1. **Notes on funding:** We're still over budget on the bond. Darren recommends pushing out some of Peterson's work into Bond 2 funding and the other half we can borrow out of Rainy Day fund. Bond 2 was approved by Town Council last week. We will run all of this by Aaron Culp to double check. We need to decide to accept Addendum 4 on Bond 1.
  2. **Notes on design:** Interior finish board presented. Walk off tile can be vacuumed or water-vac'd, for cleaning. Maintenance notes that our preferred warm LED lights may change the color presentation of the barrel ceiling paint choice. Woodgrain laminate and quartz countertop proposed for millwork areas. Powder coated steel proposed for replacing and new bathroom stalls. Dark grout on bathroom floor tiles, likely wall color grout will be lighter to match tiles. Eggshell finish proposed for paints—more imperfection friendly, washable. Proposing a rubber base for baseboard, possibly rubber base in millwork profile.
  3. **Action Item:** As salt gets tracked it really shows on solid colored tiles, so we've requested a new option that is either a lighter color or a more multi-toned color scheme to hide salt and dirt better.
  4. **Motion: to approve Bond 1 Addendum 4 subject to review by Aaron Culp**
    - a. Motion made by Lee Templeton
    - b. Seconded by Kini Magdun
    - c. Motion carried by a vote of 4/4 (All vote AYE)
- ii. Approve Change Order [Exhibit #5, Pages 1]
  1. **Notes:** Change order indicates we're getting charged \$1,800 less than originally estimated.
  2. **Motion to approve change order**
    - a. Motion made by Lee Templeton
    - b. Seconded by Emily Pearson
    - c. Motion carried by a vote of 5/5 (All vote AYE)
- iii. Request to Pay Peterson Architecture [Exhibit #6, Pages 1-2]
  1. Approved.
- iv. Sign Financial Advisor Contract
  1. Umbaugh's new contract has switched from flat fee to hourly, which has been estimated by Belvia Gray to be between \$24,000-28,000 by the end of project.
  2. **Motion to approve new Umbaugh contract, not to exceed \$30,000 without another vote**
    - a. Motion made by Kini Magdun
    - b. Seconded by Lee Templeton
    - c. Motion carried by a vote of 5/5 (All vote AYE)
- v. Selection of Paying Agent/Registrar [Exhibit #8, Pages 1]
  1. **Discussion:** The Pay Agent is the group that we mail our bond payment to. Out of list of options, notes include: Zions Bank is based in Illinois, which is best price but would not have a local agent. Most streamlined option would be Bank of New York, as they are our current pay agent but fees are more than double Zions. Huntington Corp Trust is the bank that bought our first bond. Old National Wealth Management is comparable to Zions but is also local. Old National is our preferred choice for both price and convenience.
  2. **Motion to approve Old National Wealth Management as Pay Agent.**
    - a. Motion made by Kini Magdun
    - b. Seconded by Lee Templeton
    - c. Motion carried by a vote of 5/5 (All vote AYE)
- vi. Preliminary Bond Resolution [Exhibit #9, Pages 1-2]

1. **Notes:** for Bond 2
  2. **Motion to approve the Preliminary Bond Resolution, Exhibit A**
    - a. Motion made by Kini Magdun
    - b. Seconded by Emily Pearson
    - c. Motion carried by a vote of 5/5 (All vote AYE)
- vii. Payment of Hagerman Invoice [Exhibit #7, Pages 1]
1. **Motion to approve payment to Hagerman**
    - a. Motion made by Emily Pearson
    - b. Seconded by Mike Jenkins
    - c. Motion carried by a vote of 5/5 (All vote AYE)
- viii. Reimbursement Resolution [Exhibit #10, Pages 1]
1. **Notes:** Allows us to spend Bond 2 money now, and reimburse ourselves when the bond money comes in around October 23<sup>rd</sup>. We did the same thing with Bond 1. We can go back as far as May 20<sup>th</sup>, 2018.
  2. Resolution to Reimburse Expenditures
    - a. **Motion to approve Declaration of Official Intent to Reimburse Expenditures**
      - i. Motion made by Emily Pearson
      - ii. Seconded Mike Jenkins
      - iii. Motion carried by a vote of 5/5 (All vote AYE)
- ix. Sign Excerpts from Minutes of Meeting [Exhibit #11, Pages 1-2]
1. **Notes:** this form indicating approval of disbursement resolution and reimbursement resolution
  2. **Action Item:** Board to sign form where appropriate
- x. Sign Notice to Taxpayers of Additional Appropriation [Exhibit #12, Pages 1]
1. **Notes:** This is what goes into the newspaper(s)
  2. **Action Item:** Secretary to sign notice
- xi. Notice of Determination [Exhibit #13, Pages 1]
1. **Notes:** this will go into the newspaper(s)
  2. **Action Item:** Secretary to sign notice
- xii. New contract with V&J Consulting
1. **Notes:** This would be to cover work on Bond 2. Suggested to cover 4 hours per month with option to add more as needed.
  2. **Motion to approve new contract at same hourly rate with 4 hours stipulated with option to add more as needed**
    - a. Motion made by Emily Pearson
    - b. Seconded by Kini Magdun
    - c. Motion carried by a vote of 5/5 (All vote AYE)
- C. Girl Scout Troops' Requests for Extended Use of Meeting Room
- a. **Discussion:** We received 2 requests to use meeting room. We usually allow up to 3 bookings on the books at once. One has requested for 6 dates. Other Girl Scout leader that submitted requested for 20 bookings at a time (essentially 1 year). Suggested we let both leaders have the room for days and time in equal number through December. They will need to be told that the room will be subject to availability due to possible construction issues later in the year.
  - b. **Action Item:** Ann to follow up with Girl Scout leaders.
- D. Event Planner's Request to Use Atlanta Library
- a. **Discussion:** Event planner is working with the Atlanta haunted bed & breakfast and would like to use the library to have Ghost Hunters talk. It would be after hours on a day that we're closed. Ann plans to be there for the event. Asking board how much to charge the group for use due to nature of event. Damage deposit and rent are suggested at \$500 each. Will need to make event planner aware of fire code limits. Board suggests that we copy the Red Bridge event code of conduct to pass out. Potentially on either Oct. 19<sup>th</sup> or 20<sup>th</sup>.



**b. Action Item:** Ann to contact event planner to arrange.

E. Atlanta Furniture Requests [Exhibit #14, Pages 1]

**a. Notes:** Replacement for damaged shelf will come for free in September. We're still short on shelving for the basement, however.

**b. Discussion:** Ann has suggested we get some industrial oversized book carts to use as mobile shelving since purpose-built mobile shelving is rather expensive. We may solicit honor society from high school, Kiwanis, Friends of the Library to help shift books later during construction. Atlanta requests will likely come out of bond money. There are no locking mechanisms on the wheels, we would want to purchase a "club" for the wheels to keep them stable. Potential for liability issues with teens/kids pulling book carts over on themselves while roughhousing, staff accidents, etc.

**c. Action Item:** Ann to order shelves

**d. Motion to approve**

**i. Motion to approve book cart purchase not to exceed \$2,500**

1. Motion made by Kini Magdun
2. Seconded Lee Templeton
3. Motion carried by a vote of 5/5 (All vote AYE)

F. Technology Update

**a. Notes:** ENA completed partial work on the wireless project at Cicero, resulting in the new AP's becoming active. Still 75% incomplete plus Atlanta Branch still needs work done. Tentatively rescheduling near the 30<sup>th</sup> of July or early August for both branches. Still waiting on quotes for outdoor sign; we're expecting 2. Per vendors, the process will involve filing for a variance and levels of approval by the town or county council.

**b. Action Item:** We hope to present sign quotes at next board meeting.

**G. Friends of Library bond appliances**

**a. Notes:** They are holding a fundraiser at Jim Dandy. Board discussed potential best funding options; Jae Ebert has a military discount at hardware big box stores and/or if anyone has Friends and Family discount on Whirlpool that could be useful.

**IX.** Looking Ahead: August 16, 2018 Board Meeting at Cicero Library, 6:30 p.m.

**X.** Meeting Adjournment

- a. Motion to adjourn
  - i. Motion made by Emily Pearson
  - ii. Seconded by Kini Magdun
  - iii. Motion carried by a vote of 4/4 (all vote AYE)
- b. 8:31 PM meeting adjourned.

**XI.** Executive Session – No