

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
May 20, 2021 at 6:30 p.m.  
Cicero Branch, Jenkins Meeting Room**

- I. Call Meeting to Order
  - A. Called to order by President Kini Magdun at 6:30 p.m.
  - B. Members present: Kini Magdun, Beth Roberts, Emily Pearson, Jim Hunter, Julie Davis, Kelly Wuerch, Michael Morris
  - C. Members absent: none
  - D. Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Natalie Strader (Bookkeeper); Mike Hiatt (Maintenance)
  
- II. Review Agenda [Exhibit #1, Pages 1]
  - A. Agenda was reviewed
  
- III. Approve April 15, 2021 Board Meeting Minutes [Exhibit #2 Pages 1-9]
  - A. **Notes:** none.
  - B. **Motion to approve April 15, 2021 regular meeting minutes.**
    1. Motion made by Emily Pearson
    2. Seconded by Beth Roberts
    3. Motion carried by vote of 7/0 (All vote AYE)
  
- IV. Public Participation
  - A. None.
  
- V. Financial Reports – April 2021 [Exhibit #3,4 Pages 1, 1-18]
  - A. Review of April report
    1. **Motion to pay April bills and approve financial reports**
      - a. Motion made by Beth Roberts
      - b. Seconded by Michael Morris
      - c. Motion carried by a vote of 7/0 (All vote AYE)
      - d. All Board members present signed voucher register summary.
    2. **Action Item:** none
    3. **Notes:** Natalie will continue to work on a draft of a new capital asset policy and will present at an upcoming board meeting. Bookkeeping is currently working on our audit as well as annual budget preparations.
  
- VI. Director's and Department Reports [Exhibit #5, Pages 1-9]

The Friends of the Library gave HNPL a \$2000 donation to buy this year's Summer Reading Program prizes. Thank you, Friends. Your generosity and fundraising efforts make all the difference—especially this year when our gift coffers were almost dry! Summer Reading runs June 1 - July 19.

Regarding the recently introduced topic of public libraries going fines-free, I am emailing to the Board a paper, Overdue Fines: Advantages, Disadvantages, and How Eliminating Them Can Benefit Public Libraries. It builds a good case for eliminating fines. Please scan the document before the Board meeting. We can discuss highlights on Thursday night.

The Library's new Marketing Specialist has been hired. Her name is Katie Strader, and she happens to be the daughter of Natalie Strader, the library's Bookkeeper. Katie graduated last year from Ball State with a BA in Visual Communications. She is a very good designer and understands social media—just what we need. Samples of her work may be found at [katiestraderdesign.com](http://katiestraderdesign.com). I will be inviting her to attend the June Board meeting so you can meet her.

**Notes:** none.

**Action Item:** none.

Statistics

2020-2021 Cicero Stats	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Number of Visits	--	--	1756	1819	1834	1699	1750	1515	1382	1571	1504	1720	1600
Directional Questions	9	15	167	108	102	82	62	110	78	104	60	94	85
Reference Questions	--	7	200	116	104	64	100	41	81	115	72	157	175
Book & Other Recommendations	--	--	22	15	27	30	18	11	14	22	8	34	31
Scanned Pages	--	--	121	93	48	26	101	16	76	62	79	199	30
Volunteer Hours	--	--	0	0	0	0	0	0	0	0	0	0	0
Study Room Use (est.)	--	--	20	22	20	25	30	30	20	20	0	0	0
Yearbook Use	--	--	11	19	34	38	10	8	12	30	35	23	17
New Wing Tours (persons)										7	4	4	7

Activities for Adults & Families	Date	# of Times	Attendance	Cost
Pots & Petals with a Master Gardener—a family activity and Friends Fundraiser	4/13	1	9	0
Classic Movie Club – <i>It Happened One Night</i>	4/17	1	2	0
Mystery Book Group – <i>Alone</i> by Lisa Gardner	4/26	1	3	0
<b>Total</b>		<b>3</b>	<b>14</b>	<b>0</b>
Non-Library Room Use		2	9 est.	0

#### HNPL Website Audience Review

	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21
Sessions	688	1,262	1,656	1,449	1,354	1,177	1,348	1,262	1,089	1,231	1,449	1,685	1,687
Users	462	796	923	871	795	800	890	773	683	740	887	1,038	1,154
Pageviews	1,435	2,440	2,903	2,463	2,262	2,042	2,191	2,186	1,737	1,994	2,731	2,968	3,365
Pages/Session	2.09	1.93	1.75	1.70	1.67	1.73	1.63	1.73	1.60	1.62	1.88	1.76	1.99
Avg. Duration	1:18	1:18	1:28	1:11	1:12	1:05	1:07	1:00	1:03	1:06	1:18	1:02	1:11
Bounce Rate	60.32%	62.60%	65.16%	68.25%	71.42%	72.22%	74.04%	71.00%	74.10%	74.90%	70.81%	57.21%	55.25%
Sessions/User	1.49	1.59	1.79	1.66	1.70	1.47	1.51	1.63	1.59	1.66	1.63	1.62	1.46
New Users	389	706	786	732	679	694	772	675	569	644	785	927	1001

Upcoming: Summer Reading; marketing, marketing and more marketing; capital asset inventory

#### Assistant Director – Kate Marshall

##### GENERAL

##### 149+ hours, highlights include:

Collection development & maintenance

Acquisitions

7 notary events

Cataloging (75 hrs)

##### TECHNOLOGY

##### 3+ hours, highlights include:

Monthly alignment meeting w/Brightworks

Technology troubleshooting & maintenance

##### MARKETING

##### 3+ hours, highlights include:

Job postings & other FB ad creations  
Marketing webinar

### **CATALOGING & ACQUISITIONS**

Acquisitions has been working on prepping Spring/Summer purchasing carts. Cataloging concentrated on processing new materials this month as well as material repairs.

### **LOOKING FORWARD**

Technology projects  
Continuing cataloging duties until the new cataloger starts work  
Updating cataloging documentation in preparation for new cataloger

**Notes:** Looking forward to the new cataloger starting Monday, May 24<sup>th</sup>!

### **Circulation – Ann Hoehn/Jenn Crusenberry**

April 2021 circulation was **6,671** compared to April 2020 of **2,229** and a three-year average of **6,006**. Atlanta had **299** circulations and Cicero had **4,999** + Overdrive eBooks **697**+ Hoopla **676**. In-house use for Atlanta was 49 and Cicero was 491. Sent out 74 holds from Atlanta and 344 from Cicero. Atlanta received 7 holds and Cicero received 410 holds from other libraries.

23 new patron cards were issued in April.

We continue to clean and disinfect areas of use and all returned materials. We gave away 19 Teen Take and Make Friendship Bracelet kits. In April, a Circulation clerk resigned, but we have hired a replacement. I took a couple of Evergreen webinars to brush up on policies and procedures--Local Administration and Holds and Transits.

**Notes:** none.

**Action Items:** none.

### **Atlanta Report – Mary Palmiero/Ann Hoehn**

I have noticed that along with more patrons returning to the library, we are seeing more children coming to hang out here. They come to play board games and computer games to color. Some of them come two or three times a week. Having Your Say writing group has been meeting consistently every week. Everyone seems to look forward to every Wednesday evening.

**Statistics for 2020-2021**

ACTIVITY	# OF MEETINGS	ATTENDANCE	COST
Having Your Say	4	23	0

2020-2021	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Number of Visits	--	--	143	178	132	124	141	161	143	121	118	180	158
Directional Questions	--	--	16	8	25	5	18	31	27	16	18	31	29
Reference Questions	1	1	21	13	12	7	13	19	21	14	10	25	19
Recommendations	--	--	19	6	31	29	23	28	35	25	20	33	32
Volunteer Hours	--	--	0	0	0	0	0	0	0	0	0	0	0
Scanned Pages	--	--	0	0	0	0	0	0	0	0	0	0	0
Computer Usage	--	--	17	15	10	10 est.	15	15	15	15	5	15	9

**Discussion:** none.

**Action Item:** none.

**Children’s – Debra Brown**

Library Collection – Book displays for April followed the weekly craft and story time themes. We displayed books for Barnyard Week, Earth Day, and Eric Carle over the span of several days along with take-home crafts for each of those themes. By Monday morning, some of the books and most of the crafts had been taken from the week before, and so we reset the theme for the current week. Several new titles were added to the Graphic Novels juvenile collection to keep pace with current demand and in anticipation of our summer reading program. In addition, the general New Books collection is growing as well. Youth readers will have lots of options this summer when selecting titles for summer reading. Demand for new titles in the Early Reader section will be met with new book orders being placed in May and June.

Library Programs – We kept the momentum going with morning story time attendance in April. National Library Week was the first week of the month and we read several books about libraries, story time, and lions. We talked about how lions have become a symbol of reading and looked at pictures of the lion statues outside The New York Public library. Barnyard Week the following week was a big hit as we reviewed the animals and their sounds through books and song. Earth Day week was fun as well and we ended the month with an Eric Carle celebration during which we tried a Read 4, Share 4 model for story time. We read aloud 3 short Eric Carle books, talked about how he is both author and illustrator, and then opened it up for sharing between child and caregiver during which the books were shared and traded around the various family groups. We then regrouped and shared The Hungry Caterpillar together and demonstrated the take-home craft. This worked well because we had enough titles to go around, and we might try again this summer with the Tails/Tales theme for our Summer Reading Program. Our homeschool group concluded for the school year with Friday morning sessions on Earth Day and STEM CHEM.

Looking Ahead – May always seems to be a month of preparation as we discuss, plan, and schedule our annual Summer Reading Program that will begin June 1st. Story time themes for the month of May are usually varied and flexible. May is a great time to try new lessons and activities. We will start with a Mother's Day theme, progress to a week on Baseball, and then to an African Safari theme during the week of the 17th. May programs will conclude with a week devoted to the Indiana Firefly Books. These 5 titles are the nominees for the 2021 Indiana Early Literacy Firefly Award. Sponsored by the Indiana State Library Center for the Book, these books represent the very best in picture books for our earliest learners, and they are a great addition to our story circles. We read these 5 books during story time, and then actually vote on our favorites and send our HNPL tally to the State Library for inclusion in the overall voting. The evening of May 18th will be our first Leap Into Science – Light & Shadow program that will have repeat sessions in June and July.

**Maintenance – Mike Hiatt/Ann Hoehn**

- Touched up paint on Atlanta basement wall.
- Put up more art panels in the Makerspace to test sound absorption.
- Cleaned flowerbeds and put down mulch near the pavilion.
- Installed a new paper towel dispenser in the Makerspace.
- Met with lawncare companies to get estimates for treating Cicero's lawn.
- Met with Prater to get estimates on installing a pad outside Atlanta Library.

**Notes:** none.

**Action Item:** none.

**Looking Forward:** Lawncare.

## VII. Old Business

### A. Handicap Parking for New Wing [Exhibit #6, Pages 1]

1. **Note:** We haven't finalized a start date from the vendor yet, although we're on their list.
2. **Discussion:** none.
3. **Action Item:** none.

### B. Atlanta Flood Prevention

1. **Notes:** Evaluated solutions include adding a second sump pump or tearing out a few bushes and putting in 18x24 concrete pad to direct water away from the building. Adding the concrete pad would include moving the bike rack & book drop. Estimate on concrete pad & bush tear out, \$3,344.00. Estimate for adding a sump pump to the storeroom is \$1,150. Jim recommends first tearing out the bushes & doing the concrete, which he believes will mitigate the bulk of our issue. Just adding the sump pump would not stop the water from entering the building in the first place.
2. **Notes:** Ann was notified by the State that they would be opening grant applicants for American Rescue Plan funds, which can be used for hazard mitigation. Ann will investigate this option to see if we might qualify for reimbursement for the Atlanta water mitigation project. If we put in an application, the Board suggests including other needed infrastructure improvements, like the Atlanta front walk, extending drainage pipes, etc.
3. **Action Item:** Mike to start water mitigation project based on approved quote.
4. **Motion to approve Atlanta 18x24 concrete pad water mitigation project not to exceed \$3,800.00 using Rainy Day funds.**
  - a. Motion made by Jim Hunter
  - b. Seconded by Emily Pearson
  - c. Motion carried by a vote of 7/0 (all vote AYE)

### C. Echo in Makerspace

1. **Notes:** Ann found some sound panels on Amazon and we'll be finding a way to install them soon.

### D. COVID-19 [Exhibit#6, Pages 1]

#### 1. Review and Update

- a. **Notes:** Study rooms: after discussions, Ann thinks the easiest thing to do is just open them up. Our State of Emergency is still in place, but it does not measurably impact any library operations. It just allows the library to make quicker decisions in case something happens with the pandemic.

Ann and Kate feel comfortable rescinding cleaning materials; unsure where staff stands.

**b.Action Item:** Board would like Ann to ask Aaron Culp to inform us when we should consider rescinding our State of Emergency and have some kind of update by the next board meeting.

**c. Motion to approve items 1-10 being left to discretion of director**

- i. Motion made by Emily Pearson
- ii. Seconded Julie Davis
- iii. Motion carried by a vote of 7/0 (all vote AYE)

**d.Discussion:** Meeting spaces: board is interested in making the meeting rooms available without any COVID restrictions and see how this goes. Board would recommend hanging signs with COVID precautions and/or handing out suggestion sheets for safe, sanitary protocols. Board is interested in holding a grand opening celebration for the Jenkins Room.

**e.Action Item:** Beth and Emily will come up with ideas for an opening celebration by the next board meeting.

**f. Motion to resume pre-COVID Cicero hours starting August 1:**

- i. Motion made by Julie Davis
- ii. Seconded by Emily Pearson
- iii. Motion carried by a vote of 7/0 (all vote AYE)

**g. Motion to allow after hours use of all meeting rooms and Makerspace, to allow food, and to allow celebrations/parties.**

- i. Motion made by Emily Pearson
- ii. Seconded by Kelly Wuerch
- iii. Motion carried by a vote of 7/0 (all vote AYE)

E. Door Replacements

1. **Notes:** The vendors who Mike met with never submitted estimates. We're looking for a one-stop shop that can build the doors, hang them, install the handicap hardware, touch up brick, etc. As solid wooden doors are proving difficult to source, the board would like Mike to investigate options for metal doors.
2. **Action Item:** Mike to reach out and get quotes regarding a metal door replacement for the exterior front doors for the next board meeting.

VIII. New Business

- A. Request to Purchase Computer & Design Subscriptions for Marketing Specialist
1. **Notes:** Our new marketing person works with Adobe Creative Cloud applications, and we are seeking approval to purchase her an annual subscription to Adobe Creative Cloud, as well as purchase a computer that can run these programs. Our bookkeeper is also in need of a new computer. Due to a combination of age and an issue of Windows 10 compatibility with our 3<sup>rd</sup> party lockdown software (this software wipes the desktop of patron's private data if they accidentally leave any on the computer), we are looking to replace all our lab computers with Atrust computers. These Atrust computers have a built-in aspect to their operating system that provides a lockdown function like our 3<sup>rd</sup> party software, but without the constant incompatibility with



Windows 10. We have been testing one of these Atrust computers for the last month and have been pleased with the functionality.

**2.Motion to approve marketing computer setup not to exceed \$3,000.00**

- a. Motion made by Emily Pearson
- b. Seconded by Michael Morris
- c. Motion carried by a vote of 7/0 (All vote AYE)

**3.Motion to approve bookkeeper computer setup not to exceed \$1,700.00**

- a. Motion made by Julie Davis
- b. Seconded by Emily Pearson
- c. Motion carried by a vote of 7/0 (All vote AYE)

**4.Motion to approve Adobe Creative Cloud annual subscription**

- a. Motion made by Beth Roberts
- b. Seconded by Kelly Wuerch
- c. Motion carried by a vote of 7/0 (all vote AYE)

**5.Motion to approve 9 Atrust computers at \$500.00 per unit out of operating funds**

- a. Motion made by Julie Davis
- b. Seconded by Beth Roberts
- c. Motion carried by a vote of 7/0 (all vote AYE)

**6.Motion to declare replaced computers as surplus:**

- a. Motion made by Julie Davis
- b. Seconded by Michael Morris
- c. Motion carried by 7/0 (all vote AYE)

B. March 2021 Employee Survey [Exhibit#7 Pages 1-4]

**1.Discussion:** The library had nine respondents; overall positive results. Ann working to make hiring process smoother. Board was interested in the staff ideas of replacing both the computer lab chairs and the water fountain with a water bottle filler version.

**2.Action Item:** Board will go over the employee survey and would like to spend more time on some of the ideas at the June meeting.

C. Need for Additional Signer(s) on Checking Account

**1.Discussion:** With Lee resigned, we need to add at least one, if not two, more board members authorized signers to the account. We will have to reorder all checks if we ever switch banks.

**2.Action Item:** Board would like to check to see if another bank would charge us fewer transactional banking fees. Emily Pearson reports that First Farmers Bank has been a positive experience for many local non-profits. Two months before we'd need to reorder checks is when board would like to revisit this issue. Library will start looking into banking options.

**3.Motion to approve removing Lee Templeton from the account and adding Kini Magdun and Julie Davis as additional signers while retaining Ann Hoehn, Natalie Strader, and Emily Pearson as signers.**

- a. Motion made by Emily Pearson
- b. Seconded by Michael Morris
- c. Motion carried by a vote of 7/0 (all vote AYE)

D. Personnel Handbook—Revisions Needed

- 1. Discussion:** The current handbook has been re-typed into an editable document and Ann has integrated board approved policies from the last seven years. Several sections, however, like our life insurance policy and 457 policy are still outdated. Going forward, every month Ann would like the board to discuss parts of the personnel handbook and make changes.
- 2. Action Item:** Ann will bring parts of the personnel handbook to the board for revision.

E. Add Pavilion to Meeting Room/Maker Space Policy [Exhibit#8 Pages 1-2]

- 1. Discussion:** The new meeting room policy needs the Pavilion added to it. Ann has recommended \$50 general deposit fee for For-Profit, Non-Profit, & Personal Event. \$50.00 usage fee for For-Profit & Personal Event. No usage fee for Non-Profit. No key deposit for any of them.
- 2. Action Item:** Ann to update policy.
- 3. Motion to approve Pavilion policy of: \$50 general deposit fee for For-Profit, Non-Profit, & Personal Event. \$50.00 usage fee for For-Profit & Personal Event. No usage fee for Non-Profit. A key deposit is not applicable to the pavilion.**
  - a. Motion made by Emily Pearson
  - b. Seconded by Michael Morris
  - c. Motion carried by a vote of 7/0 (all vote AYE)

F. Technology Update

- 1. Discussion:** Doing very well; no major issues and one or two minor hiccups in the lab that were solved by reinstalling software or performing updates.
- 2. Action Item:** none.

G. Info Express Courier Service Annual Renewal

- 1. Discussion:** We are required to have InfoExpress as part of Evergreen Indiana for resource sharing, this year the cost is \$3,730.00.
- 2. Action Item:** Library to pay invoice.
- 3. Motion to approve**
  - a. Motion made by Julie Davis
  - b. Seconded by Emily Pearson
  - c. Motion carried by a vote of 7/0 (all vote AYE)

H. Quote for TruGreen Lawn Treatment at Cicero [Exhibit#9 Pages 1]

- 1. Discussion:** This is treatment for dandelions/crab grass. They will treat the lawn 3x/year (Spring/Summer/Fall) for the \$1,080.00.
- 2. Action Item:** Library to pay invoice.

**3. Motion to approve \$1,080.00 quote from TruGreen for lawn treatment.**

- a. Motion made by Beth Roberts
- b. Seconded by Emily Pearson
- c. Motion carried by a vote of 7/0 (all vote AYE)

I. Fine-Free Public Libraries

**1. Discussion:** Ann had provided extra information for board to review. Board generally is not interested in the concept at this time. If the subject is reviewed later, the Board would like more data on specifically how small libraries have worked with fine-free policies.

**2. Action item:** none.

J. Calendar of Events Annual Renewal [Exhibit#10, Pages 1]

**1. Notes:** Our annual renewal needs board approval since it is just over \$1,000.

**2. Motion to approve DEMCO SignUp calendar software renewal**

- a. Motion made by Kelly Wuerch
- b. Seconded by Michael Morris
- c. Motion carried by a vote of 7/0 (all vote AYE)

K. 2022 Employee Pay Ranges

**1. Discussion:** The Library Aide pay range is about \$9.35 to \$12 an hour. Ann looked at other libraries to compare wages. Other nearby libraries do pay more. Natalie will look at budget and present a preliminary budget for 2022. We can pay bonuses and we will look at that. We can only use operating funds. Ann has requested direction from the board as to who we compare ourselves to when trying to determine pay range increases. We have to sustain the salary increases.

**2. Action Item:** Ann and Natalie will bring extra information regarding potential pay raises and/or bonuses to next month's board meeting. This information can be used in preparing the 2022 Budget.

IX. Looking Ahead:

- A. Next Meeting – June 17<sup>th</sup> at Cicero Branch

X. Meeting Adjournment

**A. Motion to adjourn**

- 1. Motion made by Emily Pearson
- 2. Seconded by Michael Morris
- 3. Motion carried by a vote of 7/0 (all vote AYE)

- B. 8:42 PM meeting adjourned.