

**Hamilton North Public Library
Board of Trustees Meeting Minutes
January 20, 2022 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, Julie Davis, Kelly Wuerch, Emily Pearson, Jim Hunter, Beth Roberts (in late: 6:34)
 - C. Members absent: Michael Morris
 - D. Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Natalie Strader (Bookkeeper); Mike Hiatt (Maintenance); Aaron Culp (Lawyer)

- II. Review Regular Agenda [Exhibit#1, Pages 1]
 - A. Agenda was reviewed.

- III. Approve December 16, 2021 Board Meeting Minutes & Board of Trustees Executive Session [Exhibit#2,3 Pages 1-11, 1]
 - A. **Notes:** none.
 - B. **Motion to approve December 16, 2021 regular meeting minutes and Board of Trustees Executive Session minutes.**
 1. Motion made by Emily Pearson
 2. Seconded by Julie Davis
 3. Motion carried by vote of 6/0 (All vote AYE)

- IV. Financial Reports – December 2021 [Exhibit#6,7,8 Pages 1-2, 1-18, 1-8]
 - A. Review of December report
 1. **Motion to pay December bills and approve financial reports**
 - a. Motion made by Julie Davis
 - b. Seconded by Beth Roberts
 - c. Motion carried by a vote of 6/0 (All vote AYE)
 - d. All Board members present signed voucher register summary.
 2. **Action Item:** none.
 3. **Notes:** Natalie gave her report. Hamilton County is under a 2021 Audit that we are roped into as a component unit financially speaking. The excess funds from 2021 have been left in Operating Funds as emergency funds if revenue in April does not come in.
 4. **Motion to approve Resolution to Transfer Funds Between Major Categories**
 - a. Motion made by Beth Roberts
 - b. Seconded by Kelly Wuerch
 - c. Motion carried by a vote of 6/0 (All vote AYE)
 - d. All Board members present signed voucher register summary.

- V. Public Participation
 - A. None.

VI. Director's and Department Reports [Exhibit#10, Pages 1-9]

The Library's new Youth Services Manager has submitted her resignation. This is her last week at HNPL. Until a replacement is found Story Time will continue along with a few other youth activities. We received a \$100 donation from Cicero Kiwanis this week. This money will be used to pay for February's Winter Reading Challenge prizes.

2020-2021 Cicero Stats	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Number of Visits	1382	1571	1504	1720	1600	1601	2606	2369	2339	1959	2307	1905	1932
Directional Questions	78	104	60	94	85	114	196	90	88	70	94	130	109
Reference Questions	81	115	72	157	175	186	206	113	108	137	141	131	137
Book & Other Recommendations	14	22	8	34	31	23	41	25	15	15	24	27	39
Scanned Pages	76	62	79	199	30	9	64	85	59	139	23	37	27
Volunteer Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
Study Room Use (est.)	20	20	0	0	0	15	60	64	53	67	92	116	123
Yearbook Use	12	30	35	23	17	27	31	46	27	19	12	9	22
New Wing Tours (persons)		7	4	4	7	8	14	9	9	6	4	10	6

Activities for Adults and Families	Dates	# of Times	Attendance	Cost
Holiday Marketplace	12/4	1	312 est.	0
Local Author Visit—Lora Goff	12/8	1	8	0
Mystery Book Club – Richard Osman's <i>The Thursday Murder Club</i>	12/27	1	5	0
Total		3	325	0
Non-Library Room Use		6	107 est.	0

Top Facebook Posts:

Post Description	Reach	Post Engagements	Reactions	Comments	Shares
Wreath Auction, Dec 2	1056	19	8	0	3

Raising Readers--Hibernation, Dec 15	1038	14	2	2	1
Local Author Visit—Lora Goff, Dec 7	966	11	5	0	1
Early Closing--Holiday Dinner, Dec 1	892	13	3	2	1
Hoopla Family, Dec 6	869	4	1	0	1

Top Instagram Posts:

Post Description	Reach	Likes	Comments
Get a Library Card, Dec 22	39	3	0
DIY Ornaments, Dec 5	35	4	0
Holiday Marketplace, Dec 3	28	2	0
Holiday Hours, Dec 17	27	2	0

HNPL Website Audience Overview

	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Sessions	1,089	1,231	1,449	1,685	1,687	1,204	1,591	1,849	1,300	1,142	1,146	1,145	1,042
Users	683	740	887	1,038	1,154	758	862	1,189	781	701	674	652	644
Pageviews	1,737	1,994	2,731	2,968	3,365	2,570	2,879	3,322	2,073	2,015	1,751	2,003	1,639
Pages/Session	1.60	1.62	1.88	1.76	1.99	2.13	1.81	1.80	1.59	1.76	1.53	1.75	1.57
Avg. Duration	1:03	1:06	1:18	1:02	1:11	1:21	1:10	1:02	1:11	1:12	0:57	1:16	1:03
Bounce Rate	74.1%	74.9%	70.8%	57.2%	55.3%	66.5%	65.6%	54.5%	73.4%	69.7%	76.9%	70.0%	75.1%
Sessions/User	1.59	1.66	1.63	1.62	1.46	1.59	1.85	1.56	1.66	1.63	1.70	1.76	1.62
New Users	569	644	785	927	1001	665	749	939	684	608	575	569	562

Notes: none.

Discussion: none.

Upcoming: Winter Reading, Feb 1-28; Searching for a new Youth Services Manager

Assistant Director – Kate Marshall

GENERAL -- 80+ hours, highlights include:

- Collection development & maintenance
- Acquisitions

- Transit
- 8 notary events
- Professional development--Evergreen training webinars
- Cataloging & Cataloging Training (9 hrs)

TECHNOLOGY -- 1+ hours, highlights include: Technology troubleshooting & maintenance

CATALOGING & ACQUISITIONS

Acquisitions has been working on prepping purchasing carts for all shelving locations and revising our approval plans. Cataloging concentrated on processing new materials this month and started cleaning up large print item records.

LOOKING FORWARD: Providing cataloging cross-training

Notes: none.

Circulation – Ann Hoehn/Jenn Crusenberry

December 2021 circulation was **6,383** compared to December 2020 of **6,476** and a three-year average of **6,679**. Atlanta had **181** circulations and Cicero had **4,632** + Overdrive eBooks **800+** Hoopla **770**. In-house use for Atlanta was 12 and Cicero was 465. Sent out 37 holds from Atlanta and 307 from Cicero. Atlanta received 14 holds and Cicero received 307 holds from other libraries.

Circulation opened 30 new accounts in December We continue to introduce our patrons to our online services. Our Holiday DVD display did well with over 400 circulations for the month.

Notes: none.

Action Items: none.

Young Adult Report – Bailey Shrewsbury/Ann Hoehn

Program Type	Number of Programs	Attendance	Cost
Game-On, Dec 8	1	0	0
STEM—DIY Crystal Ornaments, Dec 14	1	0	0

Total	2	0	0
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This Month: Young Adult programming continues to have no attendance. While my active programs are not doing well, my passive program is a big hit. I changed the “Post-It for your thoughts” question twice this month and received a good bit of replies on each, around ten or so. The “Is ketchup a smoothie?” question seemed to be the most decisive as I got a lot stronger answers to that one, such as “No, this is a library not a philosophy class”. I have noticed regular, heavy use of the study rooms in the afternoon by teens.

Looking Ahead: We will continue to schedule our casual gaming program and will change the “Post-It for your thoughts” board every two weeks.

Atlanta Report – Mary Palmiero/Ann Hoehn

We will miss our intern, Alex. She was with us for the entire semester and helped with projects and daily work. We combined the Craft Group with the Writing Group which has been successful. We have lost some members due to death, Covid, or other reasons, but the remaining members have no problems with working on two things. In one of the meetings, we said our good-byes and shared memories of one recently deceased member.

Statistics for 2020-2021

ACTIVITY	NUMBER OF EVENTS	ATTENDANCE	COST
Having Your Say/Stitch Crafters	5	24	0

2020-2021	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Number of Visits	143	121	118	180	158	144	178	164	216	186	190	91	68
Directional Questions	27	16	18	31	29	31	31	41	35	48	42	18	36
Reference Questions	21	14	10	25	19	28	28	40	27	34	35	13	20
Recommendations	35	25	20	33	32	38	33	39	29	41	42	21	29
Volunteer Hours	0	0	0	0	0	0	0	0	21	39	36	40	5
Computer Usage	15	15	5	15	9	27	12	19	16	18	19	10	12

Discussion: none.

Children's – Bailey Shrewsbury and Ann Hoehn

Program Type	Age Group	Number of Programs	Attendance	Cost	Cost Per Person
Story Times	Preschool	11	51	0	0
Steam Stars	School Age	2	26	\$42	\$1.62
Mr. & Mrs. Claus Visit	All Ages	1	50	\$110	\$2.20
Totals		14	127	\$152	\$1.20

Program Details:

Date	Program	Age Group	Theme	Attendance	Craft
12/1	Storytime	Preschool	Owls	11	Cupcake Paper Owl
12/1	Steam Stars	School Age	Heat—How to keep warm	11	---
12/2	Story Time	Preschool	Owls	2	Cupcake Paper Owl
12/4	Mr. & Mrs. Claus Visit	All Ages	Christmas	50 est.	Paper X-Mas Tree
12/7	Storytime	Preschool	Snow	10	Magic Paper
12/8	Storytime	Preschool	Snow	6	Magic Paper
12/9	Storytime	Preschool	Snow	5	Magic Paper
12/14	Storytime	Preschool	Hibernation	2	Bear's Den
12/15	Storytime	Preschool	Hibernation	6	Bear's Den
12/15	Steam Stars	School Age	Hibernation	15	Bear's Den
12/16	Storytime	Preschool	Hibernation	0	Bear's Den
12/28	Storytime	Preschool	Penguins	3	Paper Penguin
12/29	Storytime	Preschool	Penguins	3	Paper Penguin
12/30	Storytime	Preschool	Penguins	3	Paper Penguin

This Month

Storytimes have seen steady attendance from a dedicated group of regulars and a few newcomers. This month's themes included owls, snow, hibernation, and penguins. The children loved the craft during snow week the best. I drew on a white paper with a white crayon and let them color it with marker to reveal the white crayon beneath. Both parents and children were excited and shocked by the craft. Storytime took a break for the week of Christmas and there was low attendance the week after. I'm hoping once people get back into the swing of things after the holidays, we will see our regular attendance numbers again. STEAM programs continue to be a hit with regular attendance.

Looking Ahead

Storytime themes for the next few months will focus on pets. January themes include cats, dogs, turtles, and hamsters.

Maintenance – Mike Hiatt/Ann Hoehn

- Worked on sump pump at Atlanta.
- Rewired outside light at Atlanta.
- With Stanley Doors during replacement of automatic door opener at Cicero.
- Replaced light bulbs and ballast.
- Cleaned walls in book drop room.

Notes: none.

Looking Forward: Hiring a New Janitor

VII. Old Business

A. Continuing Discussion on the Future of Atlanta Library—Aaron Culp in Attendance [Exhibit#4,5, Pages 1-2, 1]

- 1. Discussion:** The Town of Atlanta & Mr. Muffin's Trains are both interested in buying the Atlanta Branch.

Regarding the disposal aspect of our sale-related statutes: per Aaron, the Indiana Administrative Code & standards for appraisers indicate that we must have a

licensed general appraiser and not just a regular residential appraiser. We also need two separate appraisals to satisfy the law. The 'disposing agent' is not a realtor; it refers to the person or entity that is legally allowed to sell the property—in this case it is the library board. The main reason we would introduce a real estate agent, specifically a commercial agent, into the sale process is if we did not receive any acceptable bids during the 60-day waiting period.

Beth would like to get a different set of quotes from general-licensed appraisers to hopefully save money compared to the current appraisal quotes. She'd like to find appraisers that live very close to or in the library district; however, Aaron mentioned that it's important that the appraiser have previous experience with library sales, which is very niche, and we are unlikely to find people with the necessary experience that live in or very near Jackson Township.

Aaron is using the other law firm as a sounding board of areas of this project that Aaron is not versed in. He envisions using them for only occasional questions. Aaron contacted the bond council and has not received a return. We need to know if anything about the bond process going to complicate selling the building as some of the money was spent on Atlanta improvements.

The county council will have to sign off on the sale but Aaron does not see that the council would have any say over whether we actually get to sell the building.

Aaron would like to verify whether we need to do a public hearing twice (per current understanding, it's only the once at the beginning of the process).

We can require proof of financial viability as part of the bid packets.

2. **Action Item:** Before the board takes any voting action, Aaron suggests that we hear back from the bond council and have Ann look for any paperwork detailing rights of first refusal by the Atlanta Town Council. If any paperwork is found, Aaron suggests we call an executive session to discuss it. Aaron will be at the Feb 17th, 2022 meeting.

B. Telephone service renewal

1. **Notes:** Our annual renewal for the telephone service is due on Feb 14th, 2022.
2. **Motion to approve renewal of the ENA VoIP telephone service**
 - a. Motion made by Julie Davis
 - b. Seconded by Kelly Wuerch
 - c. Motion carried by a vote of 6/0 (All vote AYE)

VIII. New Business

A. Election of Board Officers

1. **Discussion:** Kelly suggests we keep the board as-is. Emily agrees.
2. **Action item:** none.

3. Motion to approve Kini Magdun as Board President, Julie Davis as Vice President, Kelly Wuerch as Secretary, and Emily Pearson as Treasurer

- a. Motion made by Beth Roberts
- b. Seconded by Jim Hunter
- c. Motion carried by a vote of 6/0 (All vote AYE)

B. Resolution to Adjust Mileage Reimbursement Rate [Exhibit#11, Pages 1]

1. Discussion: Historically the library mileage is equal to federal reimbursement rate. 2021 was 56 cent a mile; this year it went up to 58.5 cents per mile.

2. Action item: none.

3. Motion to approve the Resolution to Adjust Mileage Reimbursement Rate to the federal rate of 58.5 cents per mile.

- a. Motion made by Beth Roberts
- b. Seconded by Kelly Wuerch
- c. Motion carried by a vote of 6/0 (All vote AYE)

C. Technology Update

1. Notes: Brightworks will be segregating our public labs further from the server (back to local account mode) for increased security purposes and to hopefully solve some minor hardware/software quirks that keep occurring.

2. Action Item: none.

D. Heating Unit in Jenkins Meeting Room Entrance

1. Discussion: Isolated heater in Jenkins Room vestibule is unsafe when reaching in to change temperature.

2. Action item: Mike will experiment with solutions and report back next month.

E. Resolution to Temporarily Transfer from Rainy Day to Operating Fund [Exhibit#12, Pages 1]

1. Discussion: Our yearly transfer. Natalie would like to complete it early.

2. Action item: Natalie to do.

3. Motion to approve the Resolution to Temporarily Transfer from Rainy Day to Operating Fund

- a. Motion made by Beth Roberts
- b. Seconded by Kelly Wuerch
- c. Motion carried by a vote of 6/0 (All vote AYE)

F. 2022 Budget Appropriations [Exhibit#13, Pages 1-4]

1. Discussion: *???? Natalie explains that a minor adjustment aside, all numbers are what board members saw last month.*

2. Action item:

G. Resolution to Reduce 2022 Operating Fund Appropriations [Exhibit#14, Pages 1-4]

1. Discussion: We must make our budget match the actual funds we'll be receiving.

2. Action item: Natalie to complete.

3. Motion to approve Resolution to Reduce 2022 Operating Fund Appropriations

- a. Motion made by Beth Roberts
- b. Seconded by Julie Davis

c. Motion carried by a vote of 6/0 (All vote AYE)

H. Atlanta Security Panel

1.Note: Security panel seems to have died yesterday at Atlanta.

2.Action Item: Mike to follow up on repairs.

IX. Looking Ahead:

A. Next Meeting – February 17, Cicero Branch.

X. Meeting Adjournment

A. Motion to adjourn

1.Motion made by Emily Pearson

2.Seconded by Julie Davis

3.Motion carried by a vote of 6/0 (all vote AYE)

B. 7:30 PM meeting adjourned.