

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch --July 18th, 2019 6:30 p.m.**

- I. Regular Session
 - a. Call to order by President Steve Griffith 6:30 p.m.
 - b. Members present: Steve Griffith, Lee Templeton, Kini Magdun, Kim Radant, Mike Jenkins, Emily Pearson (late)
 - c. Members absent: Julie Overton
 - d. Others present: Ann Hoehn (Director), Kate Marshall (Assistant Director), Mike Hiatt (Maintenance), Matthew Schmitz (Hagerman), Darren Peterson (Peterson Architecture), Tara Anker (Peterson Architecture), Jae Ebert (V&J Consulting)

- II. Review Agenda [Exhibit #1, Pages 1]
 - a. Review of Agenda by President Steve Griffith

- III. Minutes – June 20th Regular Meeting [Exhibit # 2, Pages 1-8]
 - a. **Discussion:** none
 - b. **Motion: to approve minutes for June 20th**
 - i. Motion made by Kini Magdun
 - ii. Seconded by Kim Radant
 - iii. Motion carried by vote of 6/0 (All vote AYE)

- IV. Public Participation
 - i. none

- V. Financial Reports for June 2019 [Exhibit #3, Pages 1-15]
 - a. Review of June report
 - i. **Motion to pay June bills**
 - a. Motion made by Lee Templeton
 - b. Seconded by Kim Radant
 - c. Motion carried by a vote of 6/0 (All vote AYE)
 - d. All signed voucher register summary
 - ii. **Action Item:** none
 - iii. **Notes:** It was realized that last year one of the big bond payments was taken out of Bond 2 money and it should have come out of Bond 1 money. Consulting bookkeeper has corrected this issue. There is still a small amount left in Bond 1 which may be because some small items were also incorrectly deducted from Bond 2. We're just under the run rate on regular operational spending.

VI. Department Reports [Exhibit #4, Pages 1-12]
A. Director – Ann Hoehn

HNPL Website Audience Review

2017-2018 Cicero Stats	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Number of Visits	3930	4095	3513	2605	2856	3013	2639	2318	2443	3331	2751	2931	3658
Directional Questions	162	126	144	110	167	98	129	101	131	113	106	101	165
Reference Questions	343	229	216	188	246	202	175	189	209	217	183	210	274
Book & Other Recommendations	39	44	25	30	51	48	31	54	41	28	36	40	57
Scanned Pages	19	114	169	33	101	80	51	50	220	193	25	69	106
Volunteer Hours	8	4	24	24	16	9	18	8	16	2	4	26	2
Study Room Use	21	22	25	35	33	28	24	32	35	33	43	27	32
Yearbook Use	33	18	4	12	18	22	11	12	70	40	46	26	27
Mandatory Service Hours	0	1	0	0	0	0	0	0	0	0	0	0	0
Test Proctoring (# of tests/# of hrs)	1/2	0/0	0/0	0/0	0/0	0/0	0/0	2/3	0/0	0/0	1/1	2/3	0/0

HNPL Website Audience Review													
	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
Sessions	1,734	1,696	1,744	1,355	1,321	1,333	1,477	1,694	1,526	1,670	1,536	1,713	2,164
Users	1,005	966	1,021	795	863	801	932	1,047	921	1,076	992	1,010	1,510
Pageviews	2,990	2,880	3,022	2,252	2,208	2,232	2,905	2,847	2,538	2,614	2,762	3,168	3,790
Pages/Session	1.72	1.70	1.73	1.66	1.67	1.67	1.97	1.68	1.66	1.57	1.80	1.85	1.75
Avg. Duration	1:04	0:58	1:08	1:00	0:55	1:03	1:17	1:02	1:04	0:53	0:57	1:15	0:54
Bounce Rate	72.09%	68.40%	68.75%	70.77%	69.57%	70.44%	65.27%	71.02%	70.05%	73.65%	69.92%	67.48%	72.23%
Sessions/User	1.73	1.76	1.71	1.70	1.53	1.66	1.58	1.62	1.66	1.55	1.55	1.70	1.43
New Users	791	765	810	607	677	639	759	845	727	889	828	840	1316

As mentioned previously, if your Board appointment expires in 2019, please let me know as soon as possible whether or not you are seeking reappointment. Advance notification to your appointing body is required either way.

Summer Reading ends on Friday. Preliminary participation numbers look good. I'll have solid statistics at next month's meeting.

Natalie Strader, our new bookkeeper, will be presenting the Finance Report to the Board on Thursday. Natalie is settling in and quickly learning her new job!

An initial draft of the 2020 Budget is on Thursday's agenda. Next Month, the Board will be asked to approve the budget. In September, we will have the budget public hearing. In October, the Board will be asked to adopt the 2020 budget. All of these events will occur during regular monthly meetings.

The retention pond matter is on Thursday's agenda. On Monday, I forwarded to the Board an email from Tara at Peterson Architect explaining the firm's recommendation for making the pavilion functional again.

Looking Forward:

Construction; 2020 budget process

Notes: Kim Radant does not intended to continue her board appointment.

Action Items:

B. Assistant Director – Kate Marshall

GENERAL--57 + hours, highlights include:

2 notary events
Professional development
Collection development & maintenance
Updating documentation at both branches
Following up on Atlanta maintenance items
Programming work for Summer Reading

TECHNOLOGY--19 + hours, highlights include:

Preparing and swapping in new computers
Coordinating software fixes

MARKETING--12+ hours, highlights include:

Summer Reading Marketing
Updated website department graphics
Job postings

CATALOGING & ACQUISITIONS

Cataloging has been busy with new arrivals to process, although they are also working on several long-term projects, including updating workflow documentation, cleaning up the kit bags in the Children's section, Summer Reading prep, and general record maintenance.

The ordering workflow is undergoing some spring cleaning; we hope to standardize the ordering intervals, make the material less time-consuming to process when it arrives, and simplify end-of-year fiscal processing.

LOOKING FORWARD--Technology projects; documentation updates; Summer Reading

- C. Circulation – Cindy Ritter & Ann Hoehn
- a. The **circulation stats** for June were **11,061** compared to June of last year at **9,708** and a three year average of **9,996**. Atlanta had 226 circulations and Cicero had 9,470 + Overdrive eBooks 843 + Hoopla 522. In-house use for Atlanta was 57 and Cicero had 710. Sent out 104 holds from Atlanta and 388 from Cicero. Atlanta received 12 holds from other libraries and Cicero received 526. Top selections for patrons in June were DVD, 1710; Children, 2179; Adult Fiction, 1355; Computer, 306; Juvenile Fiction, 1074; Adult Non-Fiction, 496; J Non-Fiction, 606; YA Fiction, 404.
Subscription Databases Usage: no databases subscribed at this time
 - b. 65 new patron cards were issued in June
 - c. Summer Reading is well underway. Patrons like our paper registrations and logs. Business at the desk has been brisk!
 - d. I notarized 2 documents in June.
 - e. Kylie Thomison and Vicki Guenther have both left HNPL. The search for replacements is underway.
 - f. Our weeding project has been paused while summer reading is going on. It will resume once it has ended.
 - g. **Action Item:** none
 - h. **Discussion:** Reminder: current circulation stats are inflated by auto-renewals

- D. Atlanta – Kate Marshall/Mary Palmiero
- Summer reading began this month and the participation is good. There are several patrons who would rather check out material and not bother with keeping track of books read. Professor Steve had a nice audience. There were a few adults who came to watch without any children. He’s very entertaining to all ages.

All of Atlanta’s non-Windows 10 compatible machines have been swapped out for newer computers. So far, these new patron computers seem to be doing well and we’ve been able to offer Computer 6 again thanks to the replacements. Staff has started work on weeding out the Music CDs, as they are an overcrowded section with low circulation.

Statistics

Name of Event	Number of Events	Attendance/ Participation	Cost	Cost per Person
Children’s Crafts	2	5	0	0

Scavenger Hunt	1 (June 10-17)	5	\$25	\$5
Movies	4	9	0	0
Professor Steve	1	21	\$350	\$16.67
Stitch Crafters	4	13	0	0
Having Your Say	4	26	0	0
TOTALS	16	79	\$375	\$4.75

Other Statistics – 2018-2019

	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Number of Visits	245	249	280	310	255	213	192	230	292	254	248	195	252
Directional Questions	38	42	54	36	34	42	38	40	33	55	44	42	39
Reference Questions	40	34	42	34	28	47	35	34	28	40	39	29	33
Recommendations	57	45	54	44	41	47	40	40	28	46	38	37	27
Volunteer Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
Scanned Pages	0	0	0	0	0	0	0	0	0	0	0	0	0
Computer Usage	See graph	See graph	10	18	16	32	15	27	35	38	33	21	25

- **Looking Forward:** none
- **Action Item:** none

E. Adult – Ann Hoehn

- a. June Programs: 7; Attendance, 27; Cost: \$20.00 Cost Per: \$0.74. There were 7 non-library uses of rooms & gazebo; Attendance, approx. 130
 - i. **Action Item:** none
 - j. **Discussion:** none
 - k. **Looking Forward:**
 - Mystery Book Group—*Quiche of Death* by M.C. Beaton, July 22 at 6:30 p.m.
 - Brown Bag Reading Group—*The Crow Trap* by Ann Cleaves, July 26 at 11:30 a.m.
 - Special Discussion on *The Secret Life of Walter Mitty*, a short story by James Thurber, July 27 at 1 p.m.
 - Special Needs Adult Program, August 5 at 10:30 p.m.

F. Children's – Debra Brown

- a. June Programs: 24; Attendance: 631 Cost: \$716.06 Cost per: \$1.13

Library Collection –New books in the children's section always circulate very well in June. As children sign up for SRP, the new books section is often the first area they peruse-especially for picture and chapter books. New titles pertaining to the SRP theme of space were separated and placed on their own display table and have circulated two times or more. We continue to monitor physical condition in both the Board and Picture books sections in order to assess titles that could be ready for discard. Penworthy, one of our main vendors for children's books, offers a reward points system tied to our monthly purchases. These reward points were redeemed in June to add to our library's toy collection. We received large sets of Keva Planks and SoftBlocks for building play.

Programs – Story time sessions during the month of June profiled Father's Day, Insects, Baseball and Outer Space. We used these themes also in hosting the school-aged students from Cicero Christian Summer Camp. The same lessons from the morning sessions worked for their group as well, and we simply tailored the weekly craft to make it more challenging for their age group. As part of SRP 2019, we hosted return visits from Professor Steve and Magician Daniel Lusk. Both programs were well received, and both entertainers included a lot of new material in their presentations. We had good attendance at the three Friday movies we hosted in June, and the HHS Cursive Writing Clinic kicked off a 4-session series on the 25th.

Looking Ahead – July will be very full for the first three weeks, and then we will wrap up SRP on the 19th. Our two visiting summer camps, as well as our morning story times, will be treated to special space/moon-themed activities to coincide with the 50th Anniversary of the Apollo 11th Moon Landing. We will host 3 Cursive Clinic sessions in July, and our final movie of the summer will be on July 12th.

Discussion/Notes: Another major round of applause for Debra, she's been working incredibly hard this summer.

G. Young Adult – Ann Hoehn

- a. June Programs: 4; Attendance, 50; Cost \$295.00; Cost per person: \$5.90
- b. **Discussion:** Galaxy Painting was very well attended, although only 10 of the attendees were actually in the YA age bracket. Small turnout for Do Us a Flavor but the kids enjoyed themselves a lot.
- c. **Action Item:** none
- d. **Coming up:**
- Memory Scroll with Box, July 16 at 4 p.m.

H. Maintenance – Mike Hiatt/Ann Hoehn

- Tore off cap boards on poles at Pavilion.
- Sprayed weeds at Atlanta.
- Put down mulch at Atlanta.
- Weeded flower beds at Cicero.
- Changes lights and ballast at Cicero.
- Trimmed brushed at Atlanta.

Looking Forward:

- Construction

Discussion: none

Action Item: none

VII. Old Business

A. To Be Determined

a. **Discussion:** none

b. **Action Item:** none

VIII. New Business

a. Capital Projects [Exhibit #5, Pages 1-2]

a. Retention Pond/Gazebo

- i. **Discussion:** Pricing has been acquired for the idea of reshaping pond by easing the grade in various areas but keeping capacity the same. Rough price for demolishing the brick wall & store room and maintenance upgrades also provided. Estimator priced this as a standalone project a year from now, but did not consider savings in current shared resources if we completed this work now. Discussion of trying gazebo performances without a wall for acoustic purposes and then visiting adding something if we find it doesn't work. We'll be losing 4 electrical outlets in the wall with this current plan. Plan to re-use outlets currently in column, but could also put in bank of outlets near moved electrical panel if needed. This deconstruction plan also includes removing the movie screen.

Board prefers to not spend large amounts of money on an outdoor space that is not heavily used right now; our interior renovations are more important and would provide greater impact to staff and community. Exterior cosmetic issues like pavilion post brickwork is something Mike is capable of addressing.

Any future reshaping to retention pond will still have the sloping impact in front of the gazebo. Architect says the math won't allow for us to reclaim the area the way it was previously, no matter what we edit.

- ii. **Notes:** Cost excluding shared resources for gazebo maintenance and tear-down is fairly close to earthwork cost. This cost does not include putting anything back in to help force sound toward audience. Cost listed for gazebo project 1 year from now is likely to be higher at that point, by around 15-20% (18% likely).
- iii. **Action Item:** Per Tara, next month will start conversations about interior renovation work.

b. General Updates

- i. **Discussion:** Framing and most sheeting is up on extension. Weather proof membrane going on roof soon, likely on Saturday. MEP subs have started work. We're currently on schedule. Budget update provided. Contingency buckets still in good shape. Biggest surprise was hitting the large pile of top soil created by original building construction; this required remediation. Hagerman looking for authorization to submit the draw for that groundwork.

Security discussion regarding the doors in extension; during the day there will be free access into the restrooms right inside the eastern doors that will close if the fire alarm goes off. Those doors will, however, allow people to get out in even of a fire. We'll be solving the security issue by installing security cameras in both rooms. The area will still provide after-hours access. Card access is no longer happening for extension, it will still be lock and key based. The kitchen can also be restricted separately from the large rooms.

- ii. **Action Item:** Hagerman to provide count of planned new Ethernet ports so we can check to see if our current switch will be sufficient.

c. **Motion to delay pavilion work decision until after final numbers on current project plans**

- i. Motion made by Emily Pearson
- ii. Seconded by Lee Templeton
- iii. Motion carried by a vote of 6/0 (All vote AYE)

- d. **Motion to allow Hagerman to submit an invoice for forthcoming Change Order #1**
 - i. Motion made by Mike Jenkins
 - ii. Seconded by Lee Templeton
 - iii. Motion carried by a vote of 6/0 (All vote AYE)

- b. Permission to Pay Hagerman [Exhibit #6, Pages 1]
 - a. **Discussion:** none
 - b. **Action Item:** Complete payment
 - c. **Motion to pay Hagerman**
 - i. Motion made by Mike Jenkins
 - ii. Seconded by Kini Magdun
 - iii. Motion carried by a vote of 6/0 (All vote AYE)

- c. 2020 Budget – Draft [Exhibit #7, Pages 1-2]
 - a. **Notes:** Based on DLGF meeting, some changes to proposed budget have changed between original budget sent to board and what’s in board packet tonight. The percentage we can increase the budget over previous year without county council approval is 3.5%. Our 2020 budget is 3.5% higher than current budget. Bookkeeper has increasing the staffing line items by 5% to allow for several things, including potential merit increases next year. Duke Energy is expecting to increase rates starting in mid-2020, potentially around 13% increase average for all customers in 2020, going up an extra few percent to 15% in 2021. When considering the expansion, we’re factoring in an increase in utilities. Next month the board will be asked to official approve the budget. We’ve lowered the Rainy Day budget in order to balance the budget this year. We’re now able to save less due to increasing costs to operation.
 - b. **Discussion:** There is some hesitation to show a 5% increase to staffing line due to public perception. If we don’t include it, however, there is unlikely to be much room for anything beyond cost of living. We are unsure what cost of living will be in 2020 at this time. Some of the full time members are using the HSA and that number has not changed in 5 years. The Treasurer compensation has been at \$500 for years. However, Treasurer is coming in at least 3 times a month to sign checks and a change to DLGF rules about who is responsible for submitting financial information to the state is coming soon. Director recommends increasing the compensation to Treasurer for these expanded duties. However, with the significant shift to utilities costs board is hesitant to increase Treasurer’s compensation at this time.

Suggestion to potentially hold a fundraiser of some kind to create a bonus pool next year. Treasurer has suggested we split the treasurer payment into two payments at different times of the year.
 - c. **Action Item:** none

- d. Technology Update
 - a. **Notes:** All public-facing replacement computers in the Windows 10 update project have been installed and are operational. So far, only minor tweaks needed post-install. The Maintenance computer will be replaced after the VAV boxes are done and we fully transition off the old HVAC system.

b. Action Item: none

IX. Looking Ahead:

a. August 15 -- Regular 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 Kim Radant

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

b. 8:17 PM meeting adjourned.

XI. Executive Session – No