

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
Cicero Branch – September 17, 2020 6:30 p.m.**

- I. Call Meeting to Order
  - A. Called to order by President Lee Templeton at 6:32 p.m.
  
- II. Take Board Roll Call
  - A. Board Roll Call:
    - 1. **Lee Templeton, Yes (on-site)**
    - 2. **Emily Pearson, Yes (on-site)**
    - 3. **Julie Davis, Yes (on-site)**
    - 4. **Beth Roberts, Yes (on-site)**
    - 5. **Kini Magdun (remote)**
    - 6. **Kelly Wuerch (on-site)**
  - B. Members absent: Steve Griffith
  
- III. Identify Other Participants

Others present: Ann Hoehn (Director)-on-site; Katherine Marshall (Assistant Director)-on-site; Natalie Strader (Bookkeeper)-on-site; Ian Wooten (Hagerman)—remote; Mike Hiatt (Maintenance)- on-site; Tara Anker (Peterson Architecture) – remote
  
- IV. Request for Motion to allow remote, real-time participation of board members
  - A. **Motion to allow remote, real-time participation of board members.**
    - 1. Motion made by Julie Davis
    - 2. Seconded by Kelly Wuerch
    - 3. Motion carried by a vote of 6/0 (all vote AYE)
      - a. **Lee Templeton, Yes (on-site)**
      - b. **Emily Pearson, Yes (on-site)**
      - c. **Julie Davis, Yes (on-site)**
      - d. **Beth Roberts, Yes (on-site)**
      - e. **Kelly Wuerch, Yes (on-site)**
      - f. **Kini Magdun, Yes (remote)**
  
- V. Review Agenda [Exhibit #1, Pages 1]
  - A. Agenda was reviewed.
  
- VI. Approve Board Meeting Minutes: [Exhibit #2, 3 Pages 1-2, 1-8]
  - A. **August 12, 2020 special meeting:** Steve Griffith led the meeting, not Kini, Kelly Wuerch on-site for adjournment
  - B. **August 20, 2020 regular meeting:** roll call edits for Kini & Kelly in sections II & IV
  - C. **Motion to approve August 12, 2020 special meeting minutes and August 20, 2020 regular meeting minutes as amended.**
    - 1. Motion made by Emily Pearson
    - 2. Seconded by Beth Roberts
    - 3. Motion carried by vote of 6/0 (All vote AYE)

- a. Lee Templeton, Yes (on-site)
- b. Emily Pearson, Yes (on-site)
- c. Julie Davis, Yes (on-site)
- d. Beth Roberts, Yes (on-site)
- e. Kelly Wuerch, Yes (on-site)
- f. Kini Magdun, Yes (remote)

**VII.** Public Participation

- A.** Kristin Quakenbush – here to hear thoughts on opening programming back up now that school is in session.

1. **Discussion:** The library plans to use the initial safer story times to inform how we'd restart homeschooling, using story times to refine safety and procedural measures. Aspects of these new programming procedures will include things like multiple smaller sessions, required registration, limiting attendance, limiting student movement for safer interactions, etc. Ann currently plans to lead the home-schooling sessions with Debra still doing the planning. The October board meeting will be the approval night for the home-schooling procedural outline. Debra can provide course outline to parents if they want to start the home school ahead of time. Due to many new schooling-at-home families, we acknowledge there could be a potential uptick in interest in these sessions; the library will hold as many sessions as is reasonable for our staffing levels.
2. **Action Item:** Home schooling was negotiated to start after the October board meeting on October 23<sup>rd</sup>.

**VIII.** 2021 Budget Public Hearing [Exhibit #4, 5, Pages 1, 1-3]

- A. Notes:** Open at 7:10 p.m. 2021 budget available for review. New lines were added to be in compliance with SBOA and to better fit our own internal tracking needs. State actual growth quotient on 4.2% up from the number provided in June. DLGF meeting yesterday with updated revenue figures, although still subject to change. Amount is likely to decrease by \$27,000, per current state estimate.
- B.** Closed at 7:21; no public participation.

**IX.** Financial Reports – August 2020 [Exhibit #6, Pages 1-16]

- A.** Review of August report

**1. Motion to pay August bills and approve financial reports**

- a. Motion made by Beth Roberts
- b. Seconded by Julie Davis
- c. Motion carried by a vote of 6/0 (All vote AYE)
  - i. Lee Templeton, Yes (on-site)
  - ii. Emily Pearson, Yes (on-site)
  - iii. Julie Davis, Yes (on-site)
  - iv. Beth Roberts, Yes (on-site)
  - v. Kelly Wuerch, Yes (on-site)
  - vi. Kini Magdun, Yes (remote)
- d. Board members present signed voucher register summary; the rest of the signatures will be obtained at a later date.

**2. Action Item:** none

- 3. Notes:** Still below run rate. Sold 8 non-resident cards and 0 PLAC cards.

**X. Director's and Department Reports [Exhibit #7, Pages 1-9]**

**A. Statistics**

Lee Templeton and Natalie Strader are new authorized signers on the library's checking account.

The Library's application for a CARES mini-grant was successful, and HNPL is now eligible for reimbursement of \$1400 for COVID-19-related purchases.

The recycling dumpsters that were located in the rear Cicero parking lot have been removed. I hadn't been told by the owners that they were going to be removed. I just happened to see them being hauled away. It is my understanding that the dumpsters were not profitable for the owners and that people may have been throwing garbage in them.

Cicero parking lot work has been completed satisfactorily and as specified. Final payment has been made.

In June, the Board authorized the installation of a mini food pantry in Cicero Library. While the pantry seems to have gotten little use to date, its presence poses no particular issues or inconvenience for library staff.

I have scheduled myself to attend the Atlanta Town Meeting on September 22 to bring up the issue of the low usage of Atlanta library.

The following are steps that may be taken to help minimize the risk of COVID-19 transmission during Story Time:

1. Story Time may be held in the Jenkins Room because it is much bigger than the Story Time Room.
2. Limit the number of persons who may be in the room at any given time.
3. Require registration for all individuals who will be in attendance--child, parent/caregiver, siblings, etc. Registration check-in may be required. Rules may be reviewed with adults upon arrival.
4. Normally story times are held Tuesday, Wednesday and Thursday mornings. If additional story times are needed to meet demand, those additional sessions will be scheduled on other days and/or in the afternoon.
5. Separated, demarcated seating areas for each registration group or family will be created. Each group must sit in a designated seating area.
6. Story time will begin once groups are socially distanced and may be momentarily stopped until rules are once again followed.
7. No food or drink will be provided.
8. Tactile activities may be minimized or otherwise avoided.
9. The sequence and pacing of the sessions themselves will be altered to include more music and gross motor activities so that we can fill a full 30 minutes without the need for a craft and integrated play time.
10. At least two staff members may be in the room—the presenter and a monitor.
11. The presenter/reader may sit behind a tape line. Only staff members may go behind that line.
12. Masks will be required for anyone over a certain age; medical exemptions apply. Masks must be worn over the nose and mouth at all times.
13. Hand gel will be available before and after the program.

14. Staff will disinfect the area including furniture, handles, fixtures, switches immediately after the public departs.

During the September meeting, the Board will be asked to accept an anonymous \$25,000 donation in memory of Elizabeth M. Burton with the following stipulations:

- \$10,000 will be spent on library materials, any format, with heavy emphasis on nature study. Memorial plates will be placed in materials, as format allows.
- \$10,000 will be spent on STEM (science, technology, engineering, math) programming supplies.
- \$5,000 will be spent on kitchen wares for the new wing and a dedication/memorial plaque that includes Burton’s name and a likeness of a cardinal bird. The plaque will hang in the makerspace. The plaque will look significantly different than Cicero Library’s two building dedication plaques.
- No goods or services are rendered in exchange for this donation. No benefit is bestowed upon the donor in exchange for this donation.

<b>2019-2020 Cicero Stats</b>	<b>Aug</b>	<b>Sept</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>June</b>	<b>July</b>	<b>Aug</b>
Number of Visits	2993	3235	3082	3645	3409	2811	2975	1571	--	--	1756	1819	1834
Directional Questions	145	105	163	111	106	139	178	64	9	15	167	108	102
Reference Questions	272	219	204	231	175	231	192	98	--	7	200	116	104
Book & Other Recommendations	37	45	48	33	27	50	53	20	--	--	22	15	27
Scanned Pages	103	77	126	70	72	166	122	98	--	--	121	93	48
Volunteer Hours	3	20	21	12	17	10	15	6	--	--	0	0	0
Study Room Use	37	40	41	23	28	23	35	17	--	--	20	22	20
Yearbook Use	43	62	79	67	46	62	81	29	--	--	11	19	34
Mandatory Service Hours	0	0	0	0	0	0	0	0	--	--	0	0	0

Mystery Book Group – “A Great Deliverance” by Elizabeth George August 27	1 Session	5 Participants
Non-Library Use of Meeting Rooms & Pavilion	2 Meetings	14 People (estimate)

## HNPL Website Audience Review

	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20
Sessions	1,589	1,513	1,550	1,286	1,177	1,520	1,553	1,725	688	1,262	1,656	1,449	1,354
Users	975	923	907	822	754	912	967	1,214	462	796	923	871	795
Pageviews	2,972	2,773	2,858	2,373	2,197	2,732	2,807	3,216	1,435	2,440	2,903	2,463	2,262
Pages/Session	1.87	1.83	1.84	1.85	1.87	1.80	1.81	1.86	2.09	1.93	1.75	1.70	1.67
Avg. Duration	1:17	1:11	1:20	1:17	1:05	1:11	1:01	2:31	1:18	1:18	1:28	1:11	1:12
Bounce Rate	66.71%	64.71%	67.68%	66.80%	68.39%	68.36%	69.29%	59.13%	60.32%	62.60%	65.16%	68.25%	71.42%
Sessions/User	1.63	1.63	1.71	1.56	1.56	1.67	1.61	1.42	1.49	1.59	1.79	1.66	1.70
New Users	825	782	762	689	659	783	830	1086	389	706	786	732	679

Upcoming:

- A. *2021 Budget Adoption* at the Oct. 15<sup>th</sup> Board Meeting at **Atlanta Library**. (The October and April Board meetings are always held at Atlanta Library.)

### Assistant Director – Kate Marshall

#### GENERAL

##### 76+ hours, highlights include:

Collection development & maintenance  
 Acquisitions  
 Professional Development webinars  
 2 notary events

#### TECHNOLOGY

##### 13+ hours, highlights include:

Following up with Brightworks on projects  
 Technology troubleshooting & maintenance

#### MARKETING

##### 2+ hours, highlights include:

Pinterest board updates

#### CATALOGING & ACQUISITIONS

Acquisitions has been rolled into Assistant Director duties and has been going well so far. Cataloging is working on adding parts to all our DVDs, per Evergreen mandate.

#### LOOKING FORWARD

Marketing  
 Technology & Administrative projects

#### Circulation – Ann Hoehn/Jenn Crusenberry

August 2020 circulation was **7,440** compared to August 2019 of **9,199** and a three year average of **8,371**. Atlanta had **267** circulations and Cicero had **5,704** + Overdrive eBooks **843** + Hoopla **626**. In-house use for Atlanta was 21 and Cicero was 414. Sent out 103 holds from Atlanta and 414 from Cicero. Atlanta received 8 holds and Cicero received 447 holds from other libraries.

25 new patron cards were issued in August.

August circulation continued to be a down trend for us. Even Hoopla and Overdrive usage was down a little. We continued to concentrate on cleanliness and safety for the patrons by cleaning every item that was returned or transited as well as cleaning touched surfaces frequently. For myself, I continue to work on different webinars to become more proficient at my position here at the library.

**Notes:** none

**Action Items:** none

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

Due to COVID restrictions, we had no programs or activities for the month. As expected, many patrons expressed the hope that we would soon be back to normal. Previously patrons (mainly young adults) used the library to meet with their friends or to read or use the Wi-Fi. We have seen less of that lately. I spoke with a few ladies about doing a charity project of making blankets for the animal shelter. These will be made at home in knit, crochet, or tied fleece blankets. The ladies will drop them off at the library when they are finished, and I will distribute them.

### **Other Statistics for 2019-2020**

	<b>Aug</b>	<b>Sept</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>June</b>	<b>July</b>	<b>Aug</b>
Number of Visits	296	160	344	207	154	187	139	92	--	--	143	178	132
Directional Questions	52	28	50	37	29	25	16	4	--	--	16	8	25
Reference Questions	34	25	40	27	15	25	25	9	1	1	21	13	12
Recommendations	46	29	46	25	26	31	19	4	--	--	19	6	31
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	31	21	22	12	11	12	9	5	--	--	17	15	10

**Discussion:** Ann's going to Atlanta town meeting on 22<sup>nd</sup> to talk about low usage. The writer's group would like to restart writer's group.

**Action Item:** Ann plans to present outline for safely restarting that at the Oct 15<sup>th</sup> board meeting, to hopeful approval.

### **Children's – Debra Brown**

Library Collection – The relocation of the early reader collection is complete, and Nancy Redd is continuing to shift bookshelves in a now-expanded fiction section. A new sign was created for our small grouping of Spanish language books, and we are currently assessing a now-dated reference collection to decide which volumes can be transitioned out of the section. Any shelving room gained from fine-tuning those two categories will be used to shelve and promote our new Wonderbook audio collection. Now numbering 6 titles, our growing collection of these new, self-contained Wonderbooks presents an option for an automated read-along experience for our emerging readers.

Future Program Planning – Now that a preliminary calendar plan for story time themes has been mapped out for the rest of 2020, we have started to devise a physical strategy for safe story time gatherings. Ideas being considered are possible use of the large meeting room space in our new building wing and also methods for spatial separation of family groups for program attendees. These methods might include floor markings or other designations to keep these small groups apart. In addition, the sequence and pacing of the sessions themselves will be altered to include more music and gross motor activities so that we can fill a full 30 minutes without the need for a craft and integrated play time. Books that will be needed for these sessions are being pulled from the collection and checked out to the children's programming card so that they will be retained in-house rather than sent out through inter-library transit. The prep area in the story time room is undergoing an organizational clear out so that we can be ready when programs resume.

Spatial Changes in the Children's Department – August appeared to bring more families into the children's section, and the piles of books for checkout seemed larger. The family visits are still quick, but they seem to feel more comfortable now choosing materials in larger quantities. Plans are in place to transition out summer wall display theming and start putting up some autumn decor. A few patrons inquired about a possible return date for the children's computers, but most children have stopped asking about the toys and puzzles.

Looking Ahead – Plans will be solidified in September regarding what a return to morning story time might look like for both staff and patrons.

### **Maintenance – Mike Hiatt/Ann Hoehn**

- Trimmed trees near back parking lot at Cicero
- Repaired leaky outdoor faucet at Atlanta
- Cleaned up water in Atlanta basement from toilet backing up
- Met with Comfort Systems on AC in Atlanta
- Cleaned windows in new wing and installed window screens
- Met with Glove Paving on the resealing of the parking lot
- Met with painting company to review the restriping of the parking lot

**Notes:**

Looking Forward: Water damage repair.

**XI. Old Business**

A. Capital Project

- 1. Update:** Water piping did not get correctly installed in the new area, which led to flooding when the pipes separated. Several aspects of the ruined areas need fresh drywall, paint, ceiling tiles, etc. Hagerman is coordinating with the plumber's insurance group to price out repairs and coverage. Unsure of completion timeline, as some materials are easy to obtain, and others like the ceiling tiles and door repair materials may take longer to source. A walkthrough of the work is to be scheduled soon.

**a. Discussion:** \$256,000 left in bond; likely to be used for interior renovations on main part of the library.

**b. Action Item:** none

B. COVID-19 Review & Updates [Exhibit #8, Pages 1]

**1. Health Safety Measures for Story Time**

- a. Notes:** The director's report provided an outline for safety measures that the library implement. Board approves of the list and is happy to have story time restart as soon as possible.

**2. Holiday Marketplace:**

- a. Discussion:** Takes place 1<sup>st</sup> Saturday in December, traditionally. Santa is not on the docket this year. If there are no state restrictions in place at the time we will agree to host the event (\$100 out of table fees is usual, but library would be on the hook for it if the event must be cancelled), masks mandatory. Emily Pearson notes that food sales should be safe enough (per recent previous events she's coordinated with the health department). Board is open to restructuring the event as needed based on staffing ability, health concerns, etc.

**b. Motion to allow Holiday Marketplace, with provision to cancel if needed**

- Motion made by Emily Pearson
- Seconded by Beth Roberts
- Motion carried by vote of 6/0 (All vote AYE)

**a. Lee Templeton, Yes (on-site)**



- b. **Emily Pearson, Yes (on-site)**
- c. **Julie Davis, Yes (on-site)**
- d. **Beth Roberts, Yes (on-site)**
- e. **Kelly Wuerch, Yes (on-site)**
- f. **Kini Magdun, Yes (remote)**

**3. Holiday Tea for Staff, Board & Friends**

- a. Board approves, if Friends/Staff members are comfortable with it. The format may be more of an open house tea type thing. Board will have to approve final plans since it's technically an event being hosted on site at the library.

**4. Action Items:**

- a. Ann to have safe implementation guidelines for home-schooling programming for the October board meeting.

**5. Motion to resume story time as soon as possible, but no later than October 1<sup>st</sup>**

- a. Motion made by Beth Roberts
- b. Seconded by Julie Davis
- c. Motion carried by a vote of 6/0 (All vote AYE)
  - i. **Lee Templeton, Yes (on-site)**
  - ii. **Emily Pearson, Yes (on-site)**
  - iii. **Julie Davis, Yes (on-site)**
  - iv. **Beth Roberts, Yes (on-site)**
  - v. **Kelly Wuerch, Yes (on-site)**
  - vi. **Kini Magdun, Yes (remote)**

C. Acceptance of Anonymous Donation in Memory of Elizabeth M. Burton

1. **Discussion:** Lee agreed to help design the plaque. No time stipulation on spending the money. Board proposes a pictorial inventory of kitchen supplies with price list and checklist to make sure it's all there, each time the room is used; any missing inventory will be charged to the damage deposit. Preliminary brainstorm for needed kitchen items include: pots and pans, cooking & serving utensils, crock pot, etc.
2. **Action Item:** Debra & Kate are collaborating to work on purchase list for the library materials funds; library will work to create purchase lists for STEM supplies, kitchenware, & plaque creation.
3. **Motion to accept an anonymous \$25,000 donation in memory of Elizabeth M. Burton with the following stipulations:**
  - **\$10,000 will be spent on library materials, any format, with heavy emphasis on nature study. Memorial plates will be placed in materials, as format allows.**
  - **\$10,000 will be spent on STEM (science, technology, engineering, math) programming supplies.**
  - **\$5,000 will be spent on kitchen wares for the new wing and a dedication/memorial plaque that includes Burton's name and a likeness of a cardinal bird. The plaque will hang in the makerspace. The plaque will look significantly different than Cicero Library's two building dedication plaques.**
  - **No goods or services are rendered in exchange for this donation. No benefit is bestowed upon the donor in exchange for this donation.**
    - a. Motion made by Julie Davis
    - b. Seconded by Emily Pearson
    - c. Motion carried by a vote of 6/0 (All vote AYE)
      - i. **Lee Templeton, Yes (on-site)**
      - ii. **Emily Pearson, Yes (on-site)**
      - iii. **Julie Davis, Yes (on-site)**

- iv. **Beth Roberts, Yes (on-site)**
- v. **Kelly Wuerch, Yes (on-site)**
- vi. **Kini Magdun, Yes (remote)**

D. Acceptance of Donation from Altrusa International of Hamilton County

1. **Discussion:** Altrusa International of Hamilton County focuses on community literacy. Every year they give a gift to a community organization and this year they want to donate \$253.85 to be spent on a children's play table specified in documentation. Price has gone up on Amazon by a few dollars, but the library can cover that if needed. They want a name plate that would go on the table, which must read "donated by Altrusa International of Hamilton County in memory of Mary K. Moran a dedicated social worker and teacher".
2. **Action Item:**
3. **Motion to accept the donation of the play table**
  - d. Motion made by Emily Pearson
  - e. Seconded by Kelly Wuerch
  - f. Motion carried by a vote of 6/0 (All vote AYE)
    - i. **Lee Templeton, Yes (on-site)**
    - ii. **Emily Pearson, Yes (on-site)**
    - iii. **Julie Davis, Yes (on-site)**
    - iv. **Beth Roberts, Yes (on-site)**
    - v. **Kelly Wuerch, Yes (on-site)**
    - vi. **Kini Magdun, Yes (remote)**

**XII.** New Business

A. Technology

1. **Update:** Office 365 A3 licenses are nearly all installed, most computer name changes have been completed. Still working with Brightworks to coordinate some outstanding clean up work.
2. **Action Item:** Board would like Kate to price out video conferencing set up for the Michael E. Jenkins room.

B. Free Library Card Replacement month

1. **Discussion:** We normally run this in September during Library Card Sign Up month, but we were a bit delayed this year. We'd like to run this in October instead.
2. **Action Item:** Ann to coordinate advertising the replacements.
3. **Motion to approve waiving \$2 replacement card fee for the month of October 2020**
  - a. Motion made by Emily Pearson
  - b. Seconded by Beth Roberts
  - c. Motion carried by a vote of 6/0 (All vote AYE)
    - i. **Lee Templeton, Yes (on-site)**
    - ii. **Emily Pearson, Yes (on-site)**
    - iii. **Julie Davis, Yes (on-site)**
    - iv. **Beth Roberts, Yes (on-site)**
    - v. **Kelly Wuerch, Yes (on-site)**
    - vi. **Kini Magdun, Yes (remote)**

C. ACUIY Addendum Report

1. **Update:** The one suggestion listed in the report does not appear to involve the library. Ann plans to have Jae & Darren review the report and she'll provide specifics to the board next month.
2. **Discussion:** none
3. **Action Item:** Ann to provide notes on the report from Jae & Darren at the next board meeting.

**XIII.** Looking Ahead:

- A. 2021 Budget Adoption during the Oct. 15th Board Meeting at Atlanta Library

**XIV.** 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)
    - a. **Lee Templeton, Yes (on-site)**
    - b. **Julie Davis, Yes (on-site)**
    - c. **Emily Pearson, Yes (on-site)**
    - d. **Beth Roberts, Yes (on-site)**
    - e. **Kelly Wuerch, Yes (on-site)**
    - f. **Kini Magdun, Yes (remote)**
- B. 8:24 PM meeting adjourned.