

1. Regular Session

- a. Call to order by President Sharon Bislich at 6:31 pm
- b. Members present: Sharon Bislich, Mike Jenkins, Emily Holt, Emily Beechler
- c. Members absent: Steve Griffith, Laura Holliday
- d. Others present: Ann Hoehn (HNPL Director), Katherine Marshal (HNPL Assistant Director), Amy Wolfe (Returning PT Bookkeeper) [out before 7 p.m.].

2. Review Agenda

- a. Review of Agenda by President Sharon Bislich [Exhibit #1, Pages 1-2]

3. Minutes- December 18, 2014 [Exhibit #5, Pages 1-5]

- a. Discussion: Page 1, "Ten of" to "Ten or" ; Page 2, "Anne" to "Ann"; Last Page, section E: necessary addition to discussion notes "was determined that library would pay for the book, employee to write check out to library"
- b. Motion
 - i. Motion to approve minutes for December 18th, 2014 made by Emily B.
 - ii. Seconded by Emily Holt
 - iii. Motion carried by vote of 6/6 (all vote AYE)

4. Financial Report, Including Year End Resolutions - Amy Wolfe [Exhibit #6, Pages 1—35]

- a. Last transfer of bond refinancing completely done.
- b. Did not do transfer from Operating to LIRF – Ann explains that in 2015 we will be transferring from Operating to LIRF, but we cannot do it in 2014 due to filing issues. Amy will redo financial report pages to take out transfer to LIRF.
- c. Bills: Insurance costs this year went up 15% instead of expected 10%, Ann had to pay insurance in order to prevent cancellation of current insurance. Main payment was past a certain due date, leaving us to pay an extra \$9XX?
- d. Amy Wolfe has offered to come back part-time to do bookkeeping for us. Ann and Amy are working out a schedule of approx. 10 hrs/wk.
- e. Motion
 - i. Motion to pay bills by Emily Beechler
 - ii. Second by Emily Holt
 - iii. Motion passed by a vote of 6/6 (All voted AYE)
- f. End of Year Resolutions
 - i. Transfer Funds Between Major Categories Within the Library Operating & Rainy Day Budget [Exhibit #7, Pages 1-2]
 1. Motion to approve
 - a. Made by Emily Beechler
 - b. Seconded by Emily Holt
 - c. Carried by a vote of 6/6 (All voted AYE)
 - ii. Transfer Funds to the Rainy Day Fund [Exhibit #8, Page 1]
 1. Motion to approve
 - a. Made by Emily Beechler
 - b. Seconded by Emily Holt
 - c. Carried by a vote of 6/6 (All voted AYE)

5. Department Reports

a. Director

The Cicero Branch closed at 12:30 p.m. on Thursday, January 8 because we had no heat. Jim will provide me with an HVAC update for the Board meeting.

As of this writing, I haven't received a response to the email I sent to the Commissioner's office asking who, if anyone, was appointed to the library Board at last night's Commissioner's meeting. The school board is expected to appoint someone to the library Board tonight (the 13th).

Greg Shepard, previously from Circulation and Atlanta, is the new cataloger at Cicero Branch.

We are accepting applications for two Circulation vacancies and the bookkeeper position. Response to the first round of bookkeeper job postings was not fruitful, so we placed an ad in the Noblesville Times.

Amy Wolfe is temporarily doing much of the bookkeeping and plans to help train a new bookkeeper.

All staff members have submitted self-evaluations for 2014 to their supervisors, and they have all received, or will soon receive, performance evaluations from their managers. Staff have received their merit-based 2015 raises.

The marketing campaign is scheduled to launch this Friday, the 16th.

Winter Reading for all ages runs the entire month of February. Debra is overseeing the children's program, and Kate is overseeing the adult and young adult programs

The Atlanta Branch cleaning project is underway.

Carpeting and painting in the assistant director and bookkeeper's offices has been completed. Kate has moved into her new office. Her new desk was professionally assembled (part of the purchase price). The Circulation Manager cubicle has been installed.

Staff have continued our teleconferences with SpinWeb, our web developer. We'll take another look at our new homepage at the January meeting. In the last month, we changed the color scheme of our new site to match the colors in the marketing materials produced by Richard Parker. Staff members have started creating content for the site.

The kitchen area in meeting rooms A/B was thoroughly cleaned. Holiday decorations have been put away, and the book sale area has been restocked with its normal year-round merchandise.

I worked the Circulation desk on Sunday, January 11 for Amy Wolfe who did bookkeeping instead. During that shift I did a lot of dusting in the Indiana Room. It hope it looks better now.

I have started sending bookkeeping records to the new bookkeeper's office upstairs. For the time being, however, the bookkeeper's computer and current files are housed in my office for easy access.

Emily Pearson, President of the Partners and Friends of HNPL, has agreed to complete the Yearbook Project as defined at the December 18, 2014 Board meeting. As instructed, I mailed Sandra Castor a \$10 check for the damaged yearbook and a letter stating your decision to ask the Friends to do the project.

Emily Dickos was a big help to me by selecting YA books titles for the month of December.

State Tax forms have arrived, but we are still waiting for federal tax forms to arrive. Public libraries across the country were notified this week that Congress has slashed IRS 2015 budget

appropriations. An end result is that libraries will be receiving a very, very small selection of federal tax forms this year, and we might not receive any instruction booklets at all.

I now have regularly scheduled weekly meetings with everyone who reports directly to me. I think this will increase communication and productivity. My meetings with Mary Palmiero will be at Atlanta, so I will have scheduled time at Atlanta Branch each week.

Mary Palmiero and I have starting talking about ways to celebrate Atlanta's upcoming centennial. A planning committee will be formed.

I intended to go to a Chamber of Commerce luncheon today, but since things were a bit hectic this morning, Debra Brown went in my place. She took the opportunity to network with a student and teacher and others.

The last month has been very busy.

Web Statistics:

	Page Loads	Unique Visits	First Time Visits	Returning Visits
Total	2677	1443	814	629
Average (daily)	86	47	26	20

Looking Forward:

Launching the rebranding project in January; getting the heating system repaired; February Winter Reading Program; hiring and training a new bookkeeper and two new Circulation clerks; completing employee service reviews; getting the new cataloger trained; January 19 staff meeting

- i. Annual Report means we need the President of the Board to sign it by Monday, Jan. 26th
 - ii. Talked with Lee Templeton (sp) and he's interested in joining the board. Ann will ask School board to appoint Lee and the County Commissioners to reappoint Steve Griffith. She'll then call both people to confirm.
 - iii. Emily Beechler suggests volunteer spring cleaning at Atlanta as a community building project each year, re: current Atlanta cleaning project
 - iv. Make copies of online tax forms, sell them for 10 cents/page (usual rate). We may get a book of reproducible forms with federal shipment.
- b. Assistant Director
- Continued with the Server & Lab project, working with vendors and IT to finalize time line for rollout.
 - Tweaked public computer settings to cut down on printer errors (Disabled in-browser viewing of PDFs, which was causing the bulk of printing issues when people tried to print from the browser view).
 - Started next phase of RICOH scanning project, including sorting out all items to be sent for scanning, arranging for pick up, & finding Notice of Destruction forms for later.

- Kicked off the switch to SignUp, our forthcoming events calendar, by announcing what training videos would be required watching by circ staff before changeover can happen.
 - Sourced quotes for new monitors and computers. Received all quotes and completed research, narrowing to final options to present to the board.
 - Emailed marketing to Foreign Language department at the high school.
 - Spent time with Jason Fields, IT for Tipton County Public library about IT related matters.
 - Finished the YA weeding.
 - Sorted out loss of control over our filtering software with ENA. We now are running our own separate filtering software, FREE, and can now access & print override codes for people who need them.
 - Worked with LibraryAnywhere to correct a small link issue on the mobile app.
 - Posted Bookkeepers job description to all previously used job boards.
 - Worked on Sim2K to finally figure out what was causing issues with TimeTrax.
 - Spent time heavily revising HNPL Technology Plan, which expires in 2015.
 - Spent time reviewing Long Range Plan, researching other libraries strategic plans.
 - Spent one entire morning helping a couple with computer questions.
 - Created a new yearbook ad for our annual ad in the Heights Yearbook that reflects our new marketing campaign and actively promotes resources & contact information.
 - Completed self-evaluation for annual raise/evaluation.
 - Finalized new office furniture.
 - Created first draft of standardized desktops for adult & children's Internet computers.
 - i. Tech suggestion from board: purchase VHS-to-DVD converter and make available as a public service.
- c. Circulation
- i. The circulation stats for December were 7313 compared to December of last year at 7530 and a three year average of 7539. Atlanta had 440 circulations and Cicero had 6873. In-house use for Atlanta was 24 and Cicero had 212. Sent out 116 holds from Atlanta and 228 from Cicero. Atlanta received 16 holds from other libraries and Cicero received 274. Top selections for patrons in December were DVD, 2630; Adult Fiction, 1217; Children, 740; Computers, 489; Juvenile Fiction, 488; Adult Non-Fiction, 366. Subscription Databases Usages: Overdrive, 452; Freegal, 60; Ancestry.com, 1.
 - ii. 15 new cards were issued in December. Cicero stats are very comparable to those of last year. Atlanta's circulation is up from last month, but it is still on a decline. Staff are still working on cleaning up the application card files, which is something that had not been done

in many years. I'm deleting accounts in good standing that have been expired for more than three years, and they are shredding the accompanying application cards. I'm working on performance reviews for each of the circulation clerks, the two pages, and the one substitute clerk.

- iii. Atlanta's circulation is dropping significantly. Need better marketing/Centennial to maybe help boost stats. Worried about prior statistics inflation.
- d. Atlanta
 - i. Still need front steps fixed. Jim will be obtaining quote from contractor doing the dumpster area concrete.
- e. Adult
 - i. December Programs: 18; Attendance, 240; Cost: \$108.50. There were 11 non-library uses of rooms.
 - ii. Both reading groups took a hiatus, and will return in early January. Christmas @ the Library included a performance by members of the Atlanta Music Hall Band, and a staged reading of A Christmas Carol. **Coming up:** return of monthly reading groups, art class, card-making
- f. Children's
 - i. December Programs: 27; Attendance, 383; Cost: \$297.00.
 - ii. Library Collection – Three large books orders from different vendors were placed in December, and will yield many titles for the "New" bookshelf display in the winter months. Nonfiction collection analysis (how old is this book? when was it last checked out?) will start in January in the 500's (sciences) and the biography section. I began a listing of the ongoing book series in the Fiction section and will check to see if we have maintained currency and what needs to be ordered.
 - iii. Programs – December was a whopper month for special holiday programs. Deanna Leonard's art classes also had great attendance, and I enjoyed our collaboration on the Christmas Around the World school-age program. The Tuesday afternoon Homeschool Enrichment Class has been a very rewarding endeavor, and they have expressed an interest in incorporating more technology with our science and social studies connections. The Thursday morning preschool story time seems to have the best attendance – hope this continues through the winter months.
 - iv. Looking Ahead – Technology – Ongoing collaboration with Kate Marshall will yield some welcome upgrades in technology for the Children's computers in the coming months. Plans are in place to maintain the two Early Literacy workstations plus add two more that will cater to school-age users.

Special Thanks– Jackie Hayden, Amy Wolfe, Sheri Wallace. The Santa House/Holiday Bazaar would have been a very intimidating undertaking for this novice without their guidance and patience with my many planning questions.

 - v. School Age Programs– suggested that we host something the same time as Teen Advisory Board as a way to occupy younger siblings.
 - vi. Suggested we host a program in relation to Winter Reading
 - vii. We will be focusing on helping Children's Dept. add their marketing to our usual channels (Facebook, Twitter) more frequently.
- g. Young Adult
 - i. December Programs: 5; Attendance, 24; Cost \$26.00; Cost per person: \$1.08.
 - ii. Our TAB is growing! The kids we have are very enthusiastic, and looking forward to planning a great 2015.

Local author Shannon Lee Alexander led a very successful writing workshop. The teens asked for her to make a return visit, and she will be back.

Coming up: Return of League of Legends gaming.

h. Maintenance [Exhibit #2, Page 1]

- i. There are significant problems with the HVAC system including the electronic controls. The system shut down completely on Thursday 1/8 and I was unable to get it started. Called Comfort Systems and did not get a tech here until early evening and the overall temp in the building was low 50's. We bypassed controls to get boilers going and they are now in the run position constantly regardless of heat demands. We have little or no water flow on one pump (there are 2) and system struggles to get building to comfortable level when outside temp falls. Comfort Systems is working with us and they believe many of the problems to be in the controls as opposed to mechanical issues.

No safety controls have been bypassed.

Shelving on 2nd floor has been moved and fastened to walls and rearranged for storage of cleaning supplies, parts and hardware.

Looking forward: Requesting quotes to rewire man Rest Rooms to allow lighting to be controlled at the R.R.

- ii. Ice has been very bad out front and back. Need to improve salting levels.
- iii. HVAC serious issues are being addressed very quickly.
- iv. Board note: library has been doing spot checks for mold every few years.
- v. Pin point where funds would come from if capital investment repairs are needed.
- vi. Board suggests that we go ahead and start collecting bids/information about replacement for HVAC.

6. Old Business

- a. Toilets, Plumbing, Odor
- b. Marketing/Rebranding
 - i. Ann displayed an example of our new posters
 - ii. Elementary/Primary— suggested we give extra signs to them if we have them.
- c. Technology Projects Update
 - i. Most topics covered in Asst. Director report
 - ii. Motion to approve up to \$2000.00 for technology upgrades based on handout. 2
 1. Motion to approve made by Emily Holt
 2. Seconded Mike Jenkins
 3. Carried by a vote of 6/6 (All voted AYE)
- d. New Website – latest iteration from SpinWeb displayed on overhead
- e. Emergency Manual Update
 - i. All text IN RED was altered
 - ii. May want to unlock back door in case of bad weather, to allow people in
 - iii. Reminder that the president is only person on board allowed to speak with media as an official representative of the library.
 - iv. Once finalized, Ann will go over with staff in a staff-meeting.
- f. Board By-Laws Review
 - i. Section 4—delete green text, add red text.
 - ii. ALTERATION from latest copy of by-laws - “shall approve record of all proceedings of the board”.
 - iii. Need to add nepotism and conflict of interest statement, per Annual Report requirements. Library will gather examples for the board to consider at February meeting.
 - iv. Will vote on new sections text at the next meeting

- g. 2015 Goals & 3-5 Year Plan [Exhibit #3, Pages 1-4]
 - i. Main 2015 goals: understand Bond issue, then have conversations about it.
 - 1. Maybe go back to bonding company, see if they can educate us about our rules and options.
 - 2. Would like to have a bigger presence in Arcadia
 - a. Focus on School, on being within walking distance of School. Alternative library, minimally staffed perhaps. Maybe a long-game collaboration with school.
 - b. Tried to partner with Arcadia with provide WiFi hotspots, more café style, staffed during key times school is not available. Sam did send a survey asking Arcadia if they wanted something like that, but Arcadia said “No”. Per board memory, survey may not have been worded to get best answers though.
 - 3. Income generation issues. Will we need to buy or build something to get new bond?

7. New Business

- a. E-rate
 - i. Cicero costs are rising by \$125/mth in 2015. Atlanta (currently at \$250/mth) has been recommended to get a second T1 line, but this would double our monthly costs at this location.
 - ii. Not sure about Atlanta, but board is okay with approving Cicero. Need to get more information about Atlanta before approving. Need to read activity charts over longer period, etc.
 - b. Friend’s Donation Jar
 - i. Board is okay with donation jar, which goes to the Friends of Library directly. Must be clearly marked as going to Friends group.
 - c. Donation Policy – should definitely have a section about money gifts.
 - i. Blue cornfield painting in Indiana Room purchased with Lois Costomiris’ monetary donation should be hung, needs proper plaque!
 - d. Circulation Policy – need to double check proposed revision against Evergreen policies
 - e. Internet Policy Review [Exhibit #4, Pages 1-4]
 - i. Board lets the record show that policy been reviewed for the 2014/2015 year.
8. **Looking Ahead:** Feb. 19th, 2015 meeting, 6:30 p.m. at Cicero Branch; 2015 schedule of salaries should be presented for adoption
- a. Please take a look at Emergency Procedure draft before next meeting.

9. Meeting Adjournment

- a. 8:26 meeting adjourned.

10. Executive Session - None

11. Board of Finance Meeting

- a. Meeting started at 8:27 p.m.
- b. Year End Investment Report
 - i. Review of Total Funds [Exhibit #11, Pages 1]. Earned \$896.07 in interest. Total funds are \$529, 001.91.
 - ii. Investment Policy Review by Vice President Sharon Bislich. [Exhibit #10, Pages 1-2]
 - iii. Resolution to Designate Approved Financial Institutions for 2015. [Exhibit #9, Page 1]
 - 1. Motion moved by Mike Jenkins
 - 2. Seconded by Emily Holt
 - 3. Carried by a vote of 6/6 (All voted AYE)
 - 4. Adjourned at 8:30 p.m.