

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch – November 19, 2020 6:30 p.m.**

- I. Call Meeting to Order
 - A. Called to order by President Lee Templeton at 6:32 p.m.
 - B. Members present: Kini Magdun, Lee Templeton, Emily Pearson, Kelly Wuerch, Julie Davis, Beth Roberts
 - C. Members absent: Steve Griffith
 - D. Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Mike Hiatt (Maintenance); Natalie Strader (Bookkeeper)

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

- III. Approve Board Meeting Minutes: [Exhibit #2, Pages 1-9]
 - A. **Notes:** October Atlanta report had no action item; was left from September minutes. Children's section: removed Education Outreach section; not in official version of board reports. Old Business needed period instead of a question mark on #2.
 - B. **Motion to approve October 15, 2020 regular meeting minutes as amended.**
 - 1. Motion made by Emily Pearson
 - 2. Seconded by Kini Magdun
 - 3. Motion carried by vote of 6/0 (All vote AYE)

- IV. Financial Reports – October 2020 [Exhibit #3, Pages 1-18]
 - A. Review of October report
 - 1. **Motion to pay October bills and approve financial reports**
 - a. Motion made by Julie Davis
 - 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.
 - 2. **Action Item:** none
 - 3. **Notes:** Sold 1 non-resident & 1 PLAC card. Annual payments occurred. Ann submitted our 2021 budget; waiting for official approval.

- V. Public Participation
 - A. None
 - 1. **Discussion:**
 - 2. **Action Item:**

VI. Director’s and Department Reports [Exhibit #4, Pages 1-9]

This month’s Board agenda includes an initial discussion on 2021 employee compensation. I propose a cost-of-living increase for all library employees of 1.3%. This percent equals the 2021 COLA set by the federal government. In addition, I propose 2021 merit increases of 0-3% based on annual employee evaluation ratings, with the average merit increase to be around 1.5 – 2.0%. The Board will be asked to approve 2021 employee compensation, including employee pay ranges and Health Savings contributions, at the December Board meeting. Our anticipated 2021 Budget will accommodate my recommendations. By the December meeting, we should have received our approved 2021 Budget from the DLGF.

Notes: Kiwani’s King’s Treasure Collection Box for Walmart \$25 gift card; they’ve requested that the library put out the collection box. Would plan to tape it down to the Circulation Desk if approved for security. Informally, the board approves.

Action Item: Board requests Ann present the official raises and cost of living paperwork at the December board meeting. Executive Session regarding Ann’s annual review to be held before the December 2020 board meeting at 6:15 pm. Kini Magdun to coordinate board evaluations of Ann.

Statistics

| 2019-2020 Cicero Stats | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct |
|-------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|-------------|------------|-------------|------------|
| Number of Visits | 3082 | 3645 | 3409 | 2811 | 2975 | 1571 | -- | -- | 1756 | 1819 | 1834 | 1699 | 1750 |
| Directional Questions | 163 | 111 | 106 | 139 | 178 | 64 | 9 | 15 | 167 | 108 | 102 | 82 | 62 |
| Reference Questions | 204 | 231 | 175 | 231 | 192 | 98 | -- | 7 | 200 | 116 | 104 | 64 | 100 |
| Book & Other Recommendations | 48 | 33 | 27 | 50 | 53 | 20 | -- | -- | 22 | 15 | 27 | 30 | 18 |
| Scanned Pages | 126 | 70 | 72 | 166 | 122 | 98 | -- | -- | 121 | 93 | 48 | 26 | 101 |
| Volunteer Hours | 21 | 12 | 17 | 10 | 15 | 6 | -- | -- | 0 | 0 | 0 | 0 | 0 |
| Study Room Use | 41 | 23 | 28 | 23 | 35 | 17 | -- | -- | 20 | 22 | 20 | 25 | 30 est. |
| Yearbook Use | 79 | 67 | 46 | 62 | 81 | 29 | -- | -- | 11 | 19 | 34 | 38 | 10 |
| Mandatory Service Hours | 0 | 0 | 0 | 0 | 0 | 0 | -- | -- | 0 | 0 | 0 | 0 | 0 |

| ACTIVITY | DATE | NUMBER OF TIMES | ATTENDANCE | COST |
|---|-------|-----------------|--|------|
| Mystery Book Group – <i>Memory Man</i> by David Baldacci | 10/26 | 1 | 5 | 0 |
| Hope Clinic Flu Shots | 10/31 | 1 | 24 persons (16 clients + 8 workers) | 0 |
| Non-Library Room Use | | 1 | 9 | 0 |

HNPL Website Audience Review

| | Oct-19 | Nov-19 | Dec-19 | Jan-20 | Feb-20 | Mar-20 | Apr-20 | May-20 | Jun-20 | Jul-20 | Aug-20 | Sep-20 | Oct-20 |
|---------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Sessions | 1,550 | 1,286 | 1,177 | 1,520 | 1,553 | 1,725 | 688 | 1,262 | 1,656 | 1,449 | 1,354 | 1,177 | 1,348 |
| Users | 907 | 822 | 754 | 912 | 967 | 1,214 | 462 | 796 | 923 | 871 | 795 | 800 | 890 |
| Pageviews | 2,858 | 2,373 | 2,197 | 2,732 | 2,807 | 3,216 | 1,435 | 2,440 | 2,903 | 2,463 | 2,262 | 2,042 | 2,191 |
| Pages/Session | 1.84 | 1.85 | 1.87 | 1.80 | 1.81 | 1.86 | 2.09 | 1.93 | 1.75 | 1.70 | 1.67 | 1.73 | 1.63 |
| Avg. Duration | 1:20 | 1:17 | 1:05 | 1:11 | 1:01 | 2:31 | 1:18 | 1:18 | 1:28 | 1:11 | 1:12 | 1:05 | 1:07 |
| Bounce Rate | 67.68% | 66.80% | 68.39% | 68.36% | 69.29% | 59.13% | 60.32% | 62.60% | 65.16% | 68.25% | 71.42% | 72.22% | 74.04% |
| Sessions/User | 1.71 | 1.56 | 1.56 | 1.67 | 1.61 | 1.42 | 1.49 | 1.59 | 1.79 | 1.66 | 1.70 | 1.47 | 1.51 |
| New Users | 762 | 689 | 659 | 783 | 830 | 1086 | 389 | 706 | 786 | 732 | 679 | 694 | 772 |

Upcoming:

- A. Working to stay COVID-free at HNPL.

Assistant Director – Kate Marshall

GENERAL

95+ hours, highlights include:

- Collection development & maintenance
- Acquisitions
- 7 notary events
- Professional development; roundtable, webinars
- Nature donation project

TECHNOLOGY

5+ hours, highlights include:

- Following up with Brightworks on projects
- Technology troubleshooting & maintenance

MARKETING

17+ hours, highlights include:

Marketing FB & Pinterest updates

Updating electronic resources on the website

CATALOGING & ACQUISITIONS

Acquisitions has been wrapping up end of year purchases as well as identifying new materials for our Nature-related donation. Cataloging is working on adding parts to all our DVDs, per Evergreen mandate.

LOOKING FORWARD

Marketing

Technology & Technical Services projects

Circulation – Ann Hoehn/Jenn Crusenberry

October 2020 circulation was **7,038** compared to October 2019 of **9,324** and a three year average of **8,130**.

Atlanta had **273** circulations and Cicero had **5,378** + Overdrive eBooks **765** + Hoopla **622**. In-house use for Atlanta was 12 and Cicero was 305. Sent out 89 holds from Atlanta and 378 from Cicero. Atlanta received 7 holds and Cicero received 462 holds from other libraries.

29 new patron cards were issued in October.

We had a small bounce in circulation for the month of October. We started using displays again to increase circulation. Our small Halloween display had 25 circulations for the month. The Writing Contest was a success for the month of October. We had a lot of patron interest. We had 31 submissions, the bulk coming from a Hamilton Heights Junior High social studies class. We will be displaying submissions at the Atlanta Library in November. We continue to keep up with cleaning and disinfecting all incoming and outgoing materials, study rooms, and frequently touched surfaces.

Notes: none

Action Items: none

Atlanta Report – Mary Palmiero/Ann Hoehn

The Writers' Group members were very pleased to find out that they would be able to meet again toward the end of the month. However, some participants had already planned activities for October. In general, almost all of those who had the most miles to travel were the ones to show up. Everyone followed the safety guidelines with no complaints.

The library sponsored a story writing contest consisting of several categories and age groups. All thirty-one participants will have their stories displayed in the Atlanta building in November.

I have noticed an increase in attendance since Ann attended the Atlanta Town Board Meeting. One town board member brought in a grandchild the day after the meeting to get a new library card. Also, more people are beginning to realize that it is safe to be in the library.

| ACTIVITY | NUMBER OF TIMES | ATTENDANCE | COST |
|----------------|-----------------|------------|------|
| Writers' Group | 2 | 10 | 0 |

Statistics for 2019-2020

| | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct |
|-----------------------|-----|-----|-----|-----|-----|-----|-----|-----|------|------|-----|---------|-----|
| Number of Visits | 344 | 207 | 154 | 187 | 139 | 92 | -- | -- | 143 | 178 | 132 | 124 | 141 |
| Directional Questions | 50 | 37 | 29 | 25 | 16 | 4 | -- | -- | 16 | 8 | 25 | 5 | 18 |
| Reference Questions | 40 | 27 | 15 | 25 | 25 | 9 | 1 | 1 | 21 | 13 | 12 | 7 | 13 |
| Recommendations | 46 | 25 | 26 | 31 | 19 | 4 | -- | -- | 19 | 6 | 31 | 29 | 23 |
| 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 | 22 | 12 | 11 | 12 | 9 | 5 | -- | -- | 17 | 15 | 10 | 10 est. | 15 |

Discussion: none.

Action Item: none.

Children's – Debra Brown

Library Collection – Every October, the Newbooks collection has that “seasonal” look as we display the new Halloween, Thanksgiving, and even early Christmas books that that were purchased in September. This area is browsed heavily during the month because it is so visually pleasing and hopeful for the upcoming holidays.

Library Programs – October 6th was the relaunch of our morning story time sessions in the Jenkins Meeting Room at 11:15 on Tuesdays, Wednesdays and Thursdays. Currently, we are using a “beach towel” system where clean, folded beach towels are spaced ten feet apart on the floor of the meeting room area. Each family unit that attends picks a towel where they should remain for the duration of the program. Though we have incorporated music and gross motor movement activities into the sessions (dancing, stretching and marching), we make every effort to minimize “running around” and to keep everyone with their family unit. Any participatory props are placed at each towel before the session and then gathered and cleaned at the end. At the back of the room is a table which has hand sanitizer, tissues, wipes and disposable masks if needed. On this table also are copies of

theme specific songsheets, coloring pages, bookmarks etc. for participants to take on their way out. Story Time themes for October were Autumn, Farming & Harvest, Pumpkins and Halloween. We learned four new songs and practiced the yoga tree pose. Farming & Harvest week was a great chance to learn about tractors and review farm animal sounds

Spatial Changes in the Children's Department – The picture book section saw the return of face-out book displays this month as we sought to promote the collection's Halloween and Autumn titles. Thanksgiving and Christmas displays will follow this same procedure with the goal of highlighting seasonal titles but still leaving them in the section where they are normally housed. We continue to field a few patron questions about book location because the collection has shifted in the nonfiction, reader and fiction areas.

Looking Ahead – November Story Time program themes will include leaves, owls, turkeys and Thanksgiving. We will continue with a new song each week from our November song sheet and will incorporate gross motor activities with each of the weekly themes. Children's Book Week is 11/9 – 11/15 and we have a new "owl" book to read that week. The Homeschool sessions for Nature Science study and Thanksgiving are already planned and we hope to have some interest/participation for these Friday morning programs. Children's book purchasing for 2020 will be completed by mid-November.

Maintenance – Mike Hiatt/Ann Hoehn

- Worked on Pavilion lights that wouldn't turn off.
- Reset DVD shelving at Cicero Library (added shelves).
- Reset Cicero HVAC system; sensor wasn't working right.
- Took tables and chairs to Atlanta for Board meeting.
- Stained baseboard at entry to new wing.
- Worked on electrical at Atlanta.

Notes: none.

Looking Forward: Getting replacements for water-damaged makerspace doors.

VII. Old Business

A. Capital Project Updates

1. Flood Damage Update

a. Discussion: Waiting for Hagerman to send replacement carpeting and still waiting on doors; likely another 2-3 weeks minimum. We are still waiting on carpet tiles. We also need completely updated waiver paperwork from insurance relating to the flood; original copy did not have list of replacement items needed.

b. Action Item: none

2. Weather-worn New Exterior Doors

a. Discussion: Wood laminate is separating from all the exterior doors. Warranty is unfortunately not active due to the way the doors were installed; however, Hagerman & Peterson Architecture said they'll cover the doors. Our options are 1. New wood doors back on with awning over the top (we are not interested in this option). 2. Metal door that has a wood grain, they will look exactly like the ones we have and we'd paint to match (the problem with Option 2 is maintenance-- they have to be maintained like a normal wood door. The wood grain will eventually be worn off from annual sanding). 3. Regular, smooth metal door, painted to match the current colors. Options 2 or 3 would be fully covered by Hagerman. Option 3, the plain metal door is our best option with long-term maintenance in mind.

b. Motion to approve Option 3, the plain metal door

- i. Motion made by Emily Pearson
- ii. Seconded by Kini Magdun
- iii. Motion carried by a vote of 6/0 (all vote AYE)

3. Customer Complaint –No Handicap Parking By New Wing

a. Discussion: Customer complaint that there is no handicap parking close enough to the door of the new wing. We are in compliance with the law—we are only required to have handicap access near the main entrance. If we add a new handicap parking, we'd have to do a curb cut as well as other reshaping of the area. We want to make the library as accessible as we can, so the library and board would like to someday be able to install a courtesy handicap spot closer to our secondary entrance.

b. Action Item: Mike to source estimate for making the area near secondary entrance more accessible in Spring 2021. Put on library agenda in March 2021.

B. COVID-19 Review & Updates

1. Review of Overall Safety Protocol

a. Discussion: Current protocol are working well; staff are still heavily cleaning the building.

2. Holiday Marketplace

a. Discussion: Cicero parade is canceled. The Main Street event has been canceled. Christmas in the Park is canceled. The Holiday Marketplace is unlikely to be able to stay in compliance with the Governor's executive order regarding events in Orange & Red counties due to the number of people that annually attend and the general form & function of the event.

b. Action Item: Ann and Jackie Hayden to work out cancellation.

c. Motion to cancel the Holiday Marketplace

- i. Motion made by Emily Pearson
- ii. Seconded by Kelly Wuerch
- iii. Motion approved by vote of 5/0, Beth Roberts abstained, 5 remaining voted AYE.

3. Other Programming

a. Notes: All programming currently going well. Ann is willing to restart the Classic Movie club, with minor changes for COVID safety. Board is wondering what the makerspace will be used for; arts & crafts ideas have been identified already, STEM materials purchased with donation money will be used in that space as well. Patrons are not currently asking to use the Makerspace due to COVID.

b. Action Item: Restart Classic Movie Club in January 2021

c. Notes: Board is interested in the library potentially hosting a writing event quarterly and/or a poetry contest as we've had in the past.

4. COVID Paid Time Off

a. Discussion: We may be obligated to pay people for COVID related absences, per federal regulation. Our attorney says even part-time people must be paid for time away due to COVID and that they aren't allowed to be made to use vacation time off first, either. Attorney will work with Ann to present to the board in January a policy that is consistent with new federal act(s). Asking the board to approve the following motion as a temporary measure to ensure compliant payments. Attorney indicated that we should be able to apply to recoup payments somehow.

b. Action Item: Ann & Aaron Culp to draft policy for December 2020 board meeting.

c. Motion to allow employees to use any and all available paid time off, except bereavement leave, including the PTO bank for qualified COVID absences for the duration of the library's COVID emergency, and that up to 2 weeks of time used will be repaid once the library board passes a COVID Paid Time Off Policy.

i. Motion made by Emily Pearson

ii. Seconded by Julie Davis

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

5. Action Items: Ann and Natalie to follow up with Aaron Culp about applying for CARES Act money or similar.

VIII. New Business

A. Initial Discussion—Employee 2021 Raises, Cost of Living Adjustment, Health Savings Accounts, & Pay Ranges

1. Update: Board was notified that the library has built the budget to accommodate the proposed annual raises. Even with likely cuts to be made by the state, we should still be good.

2. Action Item: Ann to present raises and cost of living at December 2020 board meeting.

B. DRAFT – Criminal Background Check Policy [Exhibit #5, Pages 1]

1. Discussion: New legislation means we must have a Criminal Background Check Policy in place by the end of 2020.

2. Action Item: Ann to post or file new policy where needed.

3. Motion to approve Criminal Background Check Policy

a. Motion made by Julie Davis

b. Seconded by Kini Magdun

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

C. Potential Library Board Members

1. Discussion: Steve Griffith wants to resign due to personal matters and we are searching for a new board member. Cicero Chief of Police Jim Hunter was suggested. Emily confirmed he's interested.

2.Action Item: Ann to follow up

3.Motion to recommend Jim Hunter to the appointing body, the Hamilton County Commissioners.

- a. Motion made by Emily Pearson
- b. Seconded by Kini Magdun
- c. Motion carried by a vote of 6/0 (all vote AYE)

D. Technology Update, including Video Conferencing

1.Discussion: We were able to order and install our new hand scanners quickly and easily. Still waiting on proposals for the video conferencing system.

2.Action Item: Kate to continue follow up on video conferencing.

E. Server Software Renewal

1.Discussion: The vaguely worded renewals turned out to be for the Software Assurance (SA) aspect of our licenses. Letting SA lapse will not turn off licensing. As of now, we have no need to pay any renewal.

2.Action Item: none.

F. Request for New IT Service –ENA Netshield (added security & ability to work remotely)

1.Notes: With current public health concerns and general practicality in mind, the library is looking to add VPN capability (which would allow off-site work) to our infrastructure. Our current internet and firewall provider, ENA, has a UTM Feature Package that includes VPN licenses as well as extra firewall security measures. Our IT says that the security measures alone are worth the \$40/month extra it will cost us. The UTM package would start now and sync with our current Netshield firewall renewal cycle. Cancellation/downgrade at the end of a renewal cycle is possible if we no longer want the service in the future.

2.Action Item: Kate to follow up with Brightworks & ENA for UTM activation.

3.Motion to approve the addition of the UTM Feature set to our Netshield firewall for \$40/month

- a. Motion made by Kini Magdun
- b. Seconded by Julie Davis
- c. Motion carried by a vote of 6/0 (all vote AYE)

G. Copier/Printer Service Contract Renewal

1.Notes: Per our normal routine, it's time to sign a new 60-month lease since our current contract ends in early January 2021. RICOH remains our preferred vendor due to both a state contract that ensures excellent pricing and historically good service techs. The new contract will provide machines that are more energy efficient and are slightly cheaper (monthly leasing fees will drop about \$15). The newer Atlanta model will also look & operate more similarly to the Cicero Branch units, providing a standard experience across all branches for patrons & staff.

2.Action Item: Ann & Kate to finish paperwork

3.Motion to approve the new 60 month use

- a. Motion made by Kini Magdun
- b. Seconded by Emily Pearson
- c. Motion carried by a vote of 6/0 (all vote AYE)

H. Director and Officer Liability Insurance Annual Auto-Renewal

1. Discussion: Annual renewal notice came up. Payment was required by Nov. 6th

2. Action Item: Board approves.

I. Quotes for New Wing Fire Extinguishers with Cabinets

1. Discussion: We just had our annual test of all extinguishers & alarm systems and they discovered a gap in our fire extinguisher coverage in the new wing. Three fire extinguishers and cabinets are needed. This requirement was overlooked by construction group & architect. \$759.00 for the extinguishers, cabinets, and installers.

2. Action Item: Mike to follow up on this project

3. Motion to approve \$759.00 for fire extinguishers

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

IX. Looking Ahead:

A. Working to Stay COVID free.

X. Meeting Adjournment

A. Motion to adjourn

1. Motion made by Julie Davis

2. Seconded by Beth Roberts

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

B. 8:39 PM meeting adjourned.