

**Hamilton North Public Library
Board of Trustees Meeting Minutes
August 19, 2021 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, Jim Hunter, Michael Morris, Kelly Wuerch, Julie Davis, Beth Roberts, Emily Pearson
 - C. Members absent: none
 - D. Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Natalie Strader (Bookkeeper); Mike Hiatt (Maintenance); Maureen Hayden & Thomas Barclay & Andrew Cochrane (Commonwealth Engineers, Inc); Mr. Kevin Cavanaugh (Business Owner/Public Participation; Jeff Roberts; Mike & Judy Jenkins

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

- III. Approve July 15, 2021 Board Meeting Minutes [Exhibit #2, Pages 1-10]
 - A. **Notes:** Number of visits for June 2021 had a typo; it should be 1606 not 2606.
 - B. **Motion to approve July 15, 2021 regular meeting minutes as amended.**
 1. Motion made by Emily Pearson
 2. Seconded by Julie Davis
 3. Motion carried by vote of 7/0 (All vote AYE)

- IV. Public Participation
 - A. Mr. Kevin Cavanaugh.
 1. **Notes:** Is interested in renting our new meeting room space. He plans to meet for 2 days. Would like to get the second day of his proposed room rental free and only pay \$225 for the whole two days. He and his team would be using the room from roughly 9 am – 5 pm each day.
 2. **Discussion:** Board is open to a discount for the second day of the booking but will not allow it for free. Suggestion that policy would need to be amended to include policy terms for multi-day rental discounts. Board specifies any discount given is one time.
 3. **Motion to approve \$300 charge for room rental fees for the full 2 days of Cavanaugh booking for August 31 – September 1, 2021**
 - a. Motion made by Beth Roberts
 - b. Seconded by Jim Hunter
 - c. Motion carried by a vote of 7/0 (All vote AYE)
 4. **Action Item:** Agenda Item regarding multiple day booking discounts for next month.
 - B. Mike & Judy Jenkins

V. Financial Reports – July 2021 [Exhibit #3,4 Pages 1, 1-18]

A. Review of July report

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

- a. Motion made by Julie Davis
- b. Seconded by Michael Morris
- c. Motion carried by a vote of 7/0 (All vote AYE)
- d. All Board members present signed voucher register summary.

2. **Action Item:** none

3. **Notes:** We're below the run rate for this point in the year. We sold 4 non-resident cards and one PLAC card in July.

VI. Director's and Department Reports [Exhibit #5, Pages 1-7]

Unfortunately, based on conversation with the DLGF, HNPL will likely need to significantly reduce spending in the coming year. This will be discussed at the August meeting.

While the 2020 and 2021 Summer Reading Challenges were set up differently, I did want to give you some comparison stats. It a little bit like comparing apples and oranges, but worth a look:

	<u>2020 Summer Reading</u>	<u>2021 Summer Reading</u>
Active Readers	175	219
Registrations	226	291
Completions	84	98

2020-2021 Cicero Stats	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
Number of Visits	1819	1834	1699	1750	1515	1382	1571	1504	1720	1600	1601	2606	2369
Directional Questions	108	102	82	62	110	78	104	60	94	85	114	196	90
Reference Questions	116	104	64	100	41	81	115	72	157	175	186	206	113
Book & Other Recommendations	15	27	30	18	11	14	22	8	34	31	23	41	25
Scanned Pages	93	48	26	101	16	76	62	79	199	30	9	64	85
Volunteer Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
Study Room Use (est.)	22	20	25	30	30	20	20	0	0	0	15 est.	60	64
Yearbook Use	19	34	38	10	8	12	30	35	23	17	27	31	46
New Wing Tours (persons)							7	4	4	7	8	14	9

Activities for Adults, Families, and Teens	Date	# of Times	Attendance	Cost
End-of-Summer Reading Root Beer Float Party	7/19	1	24	0
Mystery Book Club— <i>Stranger Diaries</i> by Elly Griffiths	7/26	1	6	0
Classic Movie—Goodbye, Mr. Chips	7/31	1	2	0
Total		3	32	0
Non-Library Room Use		4	20 est.	0

The following July Facebook posts did well:

Post Description	Reach	Post Engagements	Reactions	Comments	Shares
Grand Opening 7/8	928	97	46	6	7
Grand Opening 7/22	664	56	24	3	6
Story Time with Kinley 7/28	2041	139	59	9	14

HNPL Website Audience Review

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21
Sessions	1,449	1,354	1,177	1,348	1,262	1,089	1,231	1,449	1,685	1,687	1,204	1,591	1,849
Users	871	795	800	890	773	683	740	887	1,038	1,154	758	862	1,189
Pageviews	2,463	2,262	2,042	2,191	2,186	1,737	1,994	2,731	2,968	3,365	2,570	2,879	3,322
Pages/Session	1.70	1.67	1.73	1.63	1.73	1.60	1.62	1.88	1.76	1.99	2.13	1.81	1.80
Avg. Duration	1:11	1:12	1:05	1:07	1:00	1:03	1:06	1:18	1:02	1:11	1:21	1:10	1:02
Bounce Rate	68.25%	71.42%	72.22%	74.04%	71.00%	74.10%	74.90%	70.81%	57.21%	55.25%	66.53%	65.56%	54.52%
Sessions/User	1.66	1.70	1.47	1.51	1.63	1.59	1.66	1.63	1.62	1.46	1.59	1.85	1.56
New Users	732	679	694	772	675	569	644	785	927	1001	665	749	939

Notes: New Youth Services Manager starts on August 30th.

Action Item: none.

Upcoming:

Discussion on how to cut spending in 2022

2022 Budget Approval – September Board Meeting—need quorum.

2022 Budget Adoption – October Board Meeting—need quorum.

Assistant Director – Kate Marshall

125+ hours, highlights include:

Collection development & maintenance
Acquisitions
Transit
8 notary events
Annual magazine review & renewal
Grant research

TECHNOLOGY

5 + hours, highlights include:

Monthly alignment mtg w/Brightworks
Technology troubleshooting & maintenance
Meeting room AV check w/tech

CATALOGING & ACQUISITIONS

Acquisitions has been working on prepping purchasing carts for all shelving locations. Cataloging concentrated on processing new materials this month and started their first round of reports-based catalog maintenance.

LOOKING FORWARD

Cataloging maintenance projects

Notes: none.

Circulation – Ann Hoehn/Jenn Crusenberry

July 2021 circulation was **8,387** compared to July 2020 of **8,880** and a three-year average of **9,473**.

Atlanta had **331** circulations and Cicero had **6,648** + Overdrive eBooks **770** + Hoopla **638**. In-house use for Atlanta was 31 and Cicero was 757. Sent out 85 holds from Atlanta and 332 from Cicero. Atlanta received 42 holds and Cicero received 385 holds from other libraries.

46 new patron cards were issued in July, giving up a June/July total of 107 new cards

Circulation staff continued shelf reading in the stacks. Adult Non-fiction, Biography, and half of Adult Fiction have been shelf read. We've started shelf reading Children's Non-fiction. Displays counted for 288 July circulations. Jenn took a customer service webinar which discussed taking an empathetic approach to customer service. Jenn indicated that, while the webinar was interesting, she believes we already practice this approach at HNPL.

Notes: none.

Action Items: none.

Atlanta Report – Mary Palmiero/Ann Hoehn

We are seeing an increasing number of younger patrons. Young patrons have started playing board games again in the library. Our most popular games are Jenga and Apples to Apples.

Statistics for 2020-2021

ACTIVITY	NUMBER OF EVENTS	ATTENDANCE	COST
Story Time	2	7	0
Having Your Say	3	9	0
Root Beer Float Party	1	19	0 (donated)
Total	6	35	0

2020-2021	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
Number of Visits	178	132	124	141	161	143	121	118	180	158	144	178	164
Directional Questions	8	25	5	18	31	27	16	18	31	29	31	31	41
Reference Questions	13	12	7	13	19	21	14	10	25	19	28	28	40
Recommendations	6	31	29	23	28	35	25	20	33	32	38	33	39
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	15	10	10 est.	15	15	15	15	5	15	9	27	12	19

Discussion:

Action Item: none.

Children’s – Karyn Millikin and Ann Hoehn

Date	Program	Age Group	Theme	Attendance
7/6	Story Time	B - Prschl	Flowers	4
7/7	Story Time	B - Prschl	Flowers	9
7/8	Story Time	B - Prschl	Flowers	12

7/13	Story Time	B - Prschl	Circus	9
7/14	Story Time	B - Prschl	Circus	17
7/15	Story Time	B - Prschl	Circus	20
7/20	Story Time	B - Prschl	Misc.	10
7/21	Story Time	B - Prschl	Bears	16
7/22	Story Time	B - Prschl	Bears	14
7/27	Story Time	B - Prschl	Zoo	19
7/28	Story Time	B - Prschl	Zoo	15
7/29	Story Time	B - Prschl	Zoo	16

Program	Age Group	# of Times	Attendance	Cost
Story Times	Preschool	12	161	\$ 0.00

Notes: none.

Maintenance – Mike Hiatt/Ann Hoehn

- Finished moving furniture out of storage and back onto the floor.
- Power sprayed the Pavilion stage.
- Met with Heartwood on final measurement on front doors.
- Temporarily installation of soundproof panels in makerspace.
- Met with Nugent Electric on an estimate for outside lights.
- Weed whacked along Brinton and put down mulch.

Notes: none.

Action Item: none.

Looking Forward: Cicero front door installation; permanent installation of sound absorption panels; work to stop basement flooding at Atlanta; and work to create handicap parking spot by Jenkins Wing

VII. Old Business

A. Handicap Parking for New Wing

1. **Note:** Project is completed.
2. **Action Item:** none.

B. Atlanta Flood Prevention

1. **Notes:** Project is completed.
2. **Action Item:** none.

C. 2022 Budget – Third Draft-- Probable Need to Greatly Reduce Spending [Exhibit #6, Pages 1-5]

1. **Note:** Originally proposed operating budget for 2022 is going to be underfunded, likely by about \$186,198. Natalie covered the ins and outs of our options in addressing this issue. Board must make decision on whether to reduce budget to reasonable supported amounts or continue to budget for the full maximum amount for 2022. The second part of the issue is where we can cut back due to the budget shortfall. If we reduce the budget to a supported amount this year, it will reduce maximum spending for the foreseeable future.
2. **Discussion:** Board would like more information about what would happen if the library sold or rented out the Atlanta building. Beth Roberts is more interested in renting out Atlanta, but board notes that ongoing costs of upkeep on a historic building combined with lack of ADA accessibility for the building may make renting it out less of an option.

Beyond potentially selling the Atlanta building to help with the 2022 budget shortfall, other discussed cost-cutting measures are likely cuts to staffing and operating hours at the Cicero Branch. Ann and Kini will work to draw up plans for staffing and services under our newly reduced budget with an eye on meeting community needs as best as possible and adhering to Indiana State standards. Beth Roberts would like us to try and adjust the pay scale as positively as possible while investigating our likely necessary reductions.

Regarding our need to adjust our approach to the 2022 budget, the board is in favor of reducing operating budget down to match expected revenue. Beth Roberts suggests we add a larger than normal cushion to our Rainy Day appropriation in order to cover any potential costs relating to a potential sale of the Atlanta Building. She also suggests purchasing as much as possible out of the Rainy Day fund in 2022.

3. **Action Item:** Board wants Ann to work on finding out what happens if we sell or rent Atlanta. If we lease it out, how much will cost us to insure against rental liability, etc.
4. **Action Item:** Julie Davis and Kini Magdun will work with Natalie and Ann to provide feedback on potential changes to staffing and services. The board should send all budget ideas directly to Ann.
5. **Motion made to approve option 2: to approve bringing operating budget down to close to where revenue will match along with Rainy Day funds of \$60,000.**
 - a. Motion made by Emily Pearson
 - b. Seconded by Beth Roberts
 - c. Motion carried by a vote of 7/0 (all vote AYE)

VIII. New Business

A. Commonwealth Engineering Estimate—Retention Pond Reconfiguration [Exhibit #7, Pages 1-4]

1. Discussion: This firm only does “wet” aspects of engineering, which is why they think they’re a good fit for our retention pond issue. They met on-site at the library to assess our pond. Per Jim Hunter, the person in charge of approving Cicero plans said that the scope of the project was good by them via e-mail to Jim. They are making sure we’re not losing volume of retention pond.

2. Discussion: Their quote includes the following aspects: board meeting & coordination meeting attendance, full topographic survey (unless avoidable), and then full set of grading plans. Once we have a grading plan, the library should be able to get approval and then use them to solicit contractor bids to do the work. Jim Hunter requested that the engineering firm create documentation fit for bids—the firm said that the grading plan should be enough to solicit the bids. Mike Hiatt wondered if our original survey of the retention pond area is enough to work from rather than paying to get it surveyed again? Firm would need an as-built survey from Mike to use in producing the grading plan. Mike doesn’t believe we own an as-built survey. The engineering firm suggests checking with town engineer to see if they might be able to use the site drawing/design plan sheet on file with the town, as that document may be an as-built version.

3. Discussion: \$10/cubic yard is a super rough estimate for moving dirt, rough estimate of pond volume would place a rough estimate of \$40-50,000 for dirt moving in total. Jim Hunter is open to talking to town council about gaining town land for the retention pond if necessary, but Jim Hunter & Mike Hiatt think this entire project should be able to be handled on library property. Mike Hiatt thinks the whole project might cost about \$100,000.00. The work performed by the engineering firm would not have an expiration date on it – the plans will remain good essentially forever unless the pond is changed in the interim. If permits enter play, then a time limit may apply. The library can’t just change the pond because we’d be in violation of what was approved. We must have an approved change plan.

4. Action Item: The engineering firm will send a contract for review by Aaron Culp sometime next week.

B. Midwest Shade & Drapery Estimate—Window Treatments for Makerspace [Exhibit #8, Pages 1-3]

1. Discussion: Each set of windows would have two window blinds but a single fascia/valence cover. Manual pull would be installed with a child safety feature. All materials and installation are included in the quote. Board would like at least one more estimate as well from Pings Custom Drapery.

2. Action Item: Ann to get another estimate on window dressings from Pings Custom Drapery.

- C. Nugent Electric Estimate—Canopy and Parking Lot Work [Exhibit #9, Pages 1-2]
1. **Notes:** We've got about 6 canopy lights out that need to be replaced and a total 11 lights not changed to LED yet. If we have them do just the 6 that are out, it'll be \$2,673. IF we go with all lights being changed out to LED for only \$100 more. Mike suggests that we go with the \$2,767 to get them all done at once. This could be paid using bond money.
 2. **Discussion:** none.
 3. **Motion to approve the Alternate #1 option on the Nugent with balance not to exceed \$2,900.00**
 - a. Motion made by Jim Hunter
 - b. Seconded by Emily Pearson
 - c. Motion carried by a vote of 7/0 (All vote AYE)
- D. Resolution to Join State Library Internet Consortium for July 2022 - June 2023 [Exhibit #10, Pages 1]
1. **Discussion:** Our usual resolution that allows us cheaper internet.
 2. **Action Item:** none.
 3. **Motion to approve Resolution to Join State Library Internet Consortium for July 2022 - June 2023.**
 - a. Motion made by Emily Pearson
 - b. Seconded by Julie Davis
 - c. Motion carried by a vote of 7/0 (All vote AYE)
- E. Personnel Handbook – Proposed Revisions -- Holidays [Exhibit #11, Pages 1]
1. **Discussion:** Board seems pleased with general direction of revisions; Ann plans to work on them further before bringing them to vote.
 2. **Action Item:** none.
- F. Personnel Handbook – Funeral Leave
1. **Discussion:** Current handbook does not specify that allow leave must be taken consecutively.
 2. **Action Item:** Tabled.
- G. Meeting Room Policy—Proposed Revision—No Grilling or Barbequing [Exhibit #12, Pages 1-2]
1. **Discussion:** Board in approval.
 2. **Action Item:** Ann to update policy
 3. **Motion to approve proposed revision to the meeting room policy**
 - a. Motion made by Michael Morris
 - b. Seconded by Emily Pearson
 - c. Motion carried by a vote of 7/0 (all vote AYE)

H. Technology Update

1. Discussion: Bookkeeper's laptop was reimaged because the operating system that came pre-installed was fundamentally broken somehow. So far, the reinstall seems to have fixed the issue. We're hopeful that the marketing specialist's laptop will ship by tomorrow and that we should have it by the end of August.

2. Action Item: none.

I. 2021 Holiday Marketplace

1. Discussion: Ann seeking general permission to host it. Board expressed no objections.

2. Action Item: none.

J. Library's Long-range Plan

1. Discussion: Our strategic plan is nearing expiration in about a year and Ann is soliciting feedback from board about what sort of things they may want to see in it. Ann has applied for American Rescue Plan funds that we hope may be used in the Maker Space, which in turn may influence new goals for the Maker Space.

2. Action Item: none.

K. Resolution to Amend 2021 Pay Range Resolution [Exhibit #13, Pages 1]

1. Discussion: Only changes are for Children's Manager title, Pandemic bonuses, and new Marketing Specialist job.

2. Action Item:

3. Motion to approve the Resolution to Amend 2021 Pay Range Resolution

- a. Motion made by Beth Roberts
- b. Seconded by Michael Morris
- c. Motion carried by a vote of 7/0 (all vote AYE)
- d. All board members present signed resolution

IX. Looking Ahead:

A. Next Meeting – September 16th at 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 7/0 (all vote AYE)

B. 8:25 PM meeting adjourned.