

Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch --September 20th, 2018 6:30 p.m.

- I. Regular Session
 - a. Call to order by President Steve Griffith 6:32 p.m.
 - b. Members present: Kini Magdun, Steve Griffith, Emily Pearson, Lee Templeton, Mike Jenkins (late), Julie Overton (late)
 - c. Members absent: Kim Radant
 - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Amy Wolfe (Bookkeeper), Mike Hiatt (Maintenance), Darren Peterson (Peterson Architecture), Ian Wooten (Hagerman), Linda Mason (Asst. Regional Director of Mended Hearts)
- II. Review Agenda [Exhibit #1, Pages 1]
 - a. Review of Agenda by President Steve Griffith
- III. Minutes – August 16th Regular Meeting [Exhibit # 2, Pages 1-9]
 - a. **Discussion:** Adult report “Looking Forward” –Cindy’s name removed, Ann’s name added (will be case going forward), Sign additional appropriation (section x) –Secretary signed certificate vs. secretary “to sign” form, xiv. → Action Item: President & Secretary signed signature page vs. “to sign” form
 - b. **Motion: to approve minutes for August 16th as amended**
 - i. Motion made by Emily Pearson
 - ii. Seconded by Kini Magdun
 - iii. Motion carried by vote of 6/6 (All vote AYE)
- IV. Public Participation
 - a. Linda Mason, Mended Hearts organization (Riverview chapter)
 - i. Presentation: They visit patients and tell them about what their process will look like; they also offer a support group for heart patients. They partnered with Bolt for the Heart (Carmel, IN) who provides AED’s to public organizations. They are interested in donating an AED to somewhere in Atlanta; they are offering to put one in the library. In order to accept the donation, we would have to have certificates of employees taking an AED & CPR classes + a photo op for the papers. Provided informational documentation. Atlanta Fire Department may be open if our hours don’t work.
 - ii. **Action Item:** Board suggests that Mended Hearts donate to Fire Department due to our limited hours. Ann to send a note to Linda Mason declining the donation.
- V. Financial Reports for August 2018 [Exhibit #3, Pages 1-22]
 - a. Review of August report
 - i. \$26,467 personal services, \$1,256 supplies, \$9,388 Other Services & Charges \$3,430 Capital Outlays, \$40,539 total expense for month. Run rate 66.7%, 64.2% of total budget used.
 - ii. **Motion to pay August bills**
 - a. Motion made by Lee Templeton
 - b. Seconded by Kini Magdun
 - c. Motion carried by a vote of 5/5 (All vote AYE)
 - d. All signed voucher register summary
 - iii. **Action Item:** Rainy Day fund is in the negative because of some misapplied invoices; that will be corrected soon.
- VI. Department Reports [Exhibit #4, Pages 1-12]
 - A. Director – Ann Hoehn

HNPL Website Audience Review													
	Aug-17	9/1-10/25	10/26-31	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
Sessions	1,912	NA	312	1,789	1,456	1,760	1,374	1,617	1,352	1,418	1,734	1,696	1,744
Users	1,009	NA	208	924	759	907	726	811	694	725	1,005	966	1,021
Pageviews	3,340	NA	531	2,968	2,447	3,093	2,274	2,674	2,186	2,362	2,990	2,880	3,022
Pages/Session	1.75	NA	1.70	1.66	1.68	1.76	1.66	1.65	1.62	1.67	1.72	1.70	1.73
Avg. Duration	1:38	NA	0:54	1:19	1:19	1:23	1:13	1:26	1:07	1:04	1:04	0:58	1:08
Bounce Rate	71.76%	NA	71.79%	70.04%	70.40%	68.86%	70.60%	70.32%	72.26%	70.94%	72.09%	68.40%	68.75%
% New Sessions	40.53%	NA	46.79%	41.48%	38.87%	40.40%	---	---	---	---	---	---	---
Sessions/User							1.89	1.99	1.95	1.96	1.73	1.76	1.71
New Users							546	600	494	535	791	765	810

2017-2018 Cicero Stats	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug
Number of Visits	3519	3201	3279	3113	2630	2942	2671	3616	3387	3315	3930	4095	3513
Directional Questions	201	111	106	93	108	116	131	225	149	138	162	126	144
Reference Questions	167	126	135	123	154	175	161	282	232	231	343	229	216
Book & Other Recommendations	56	43	60	33	36	40	39	53	72	68	39	44	25
Scanned Pages	104	108	95	172	48	114	43	47	26	68	19	114	169
Volunteer Hours	1	22	16	12	7	4	16	15	15	12	8	4	24
Study Room Use	25	24	37	25	27	32	25	29	25	26	21	22	25
Yearbook Use	30	19	26	13	6	19	37	34	12	25	33	18	4
Mandatory Service Hours	0	0	18	8	2	29	8	0	0	0	0	1	0
Test Proctoring (# of tests/# of hrs)										1/2	1/2	0/0	0/0

The Library received a very nice letter from the Atlanta Trustees thanking the Library Board for the new Atlanta Library roof. I will pass the letter around at the upcoming Board meeting.

As I stated in a recent email, the lawsuit brought against HNPL by the patron who fell at Cicero Library in 2016 has been settled by our insurance company. The matter will not go to court.

We are on track for selling bonds on October 3, as scheduled. Before the sale, HNPL has to be rated by Standard and Poor's. We should receive our rating in a week or so. I will let the Board know how we've been rated as soon as I receive that information.

I received a letter from the Hamilton County prosecuting attorney assigned to the case against the person who allegedly broke into Cicero Library on August 5th. It states that the defendant is charged with Criminal Trespass (Class A Misdemeanor) and Criminal Mischief (Class B Misdemeanor). The letter pointed out that the prosecution of a criminal case can be a lengthy process.

Based on recent estimates, our 2019 Cicero expansion project is about \$600,000 over budget. Darren Peterson will be at this week's meeting to discuss our options.

At the July 2018 meeting, the board voted to set Jae Ebert's (V&J Consulting) new service agreement at 4 hours per month, \$165 per hour, with the option for the director to approve additional hours, as needed. Jae has indicated that he will be at our September meeting to ask the Board to approve a flat-rate monthly service agreement.

The Friends of the Library voted to not have a book sale at Atlanta Library during this year's New Earth Festival.

The Annual Holiday Marketplace and Santa Visit are scheduled to take place at Cicero Library on Dec 1st. Event planners were initially concerned that perhaps we wouldn't be able to hold the Marketplace at the library this year because of construction. Construction shouldn't be an issue during early December.

The Indiana Department of Environmental Management released a report on the land just east of Cicero Library. The report may be found at this link:

https://ecm.idem.in.gov/cs/idcplg?IdcService=GET_FILE&dID=82594169&dDocName=82595416&Rendition=web&allowInterrupt=1&noSaveAs=1&fileName=82595416.pdf

Arsenic levels in the water were found to be slightly elevated, as stated in the study's Conclusion.

Electronic magazines are now available through our Overdrive e-subscription. E-magazines were previously available to HNPL customers only through Hoopla.

Looking Forward: Budget Hearing; Budget Adoption; bond sale; and continuation of current Cicero capital project

Action Item/Notes: none

B. Assistant Director – Kate Marshall

GENERAL

92+ hours, highlights include:

Cataloging & Cataloger training
Chasing down LED sign information
Professional development
Collection development
Office spaces clean out
1 Ask a Librarian event
2 notary events

TECHNOLOGY

30+ hours, highlights include:

Troubleshooting accounting software
Wireless project final install
New ongoing server issue
Evergreen Web client event at Hussey-Mayfield

MARKETING

1+ hours, highlights include:

Marketing Meeting + follow up

LOOKING FORWARD

Onboarding new cataloger

Discussion: The recently promoted cataloger will also be doing some YA programming as well.

Action Item: none

C. Circulation – Cindy Ritter

- a. The **circulation stats** for August were **8,475** compared to August of last year at **9,027** and a three year average of **8,698**. Atlanta had 275 circulations and Cicero had 6,844+ Overdrive eBooks 884 + Hoopla 434 + RBdigital Mags 20 + RBdigital Audio 18. In-house use for Atlanta was 56 and Cicero had 459. Sent out 102 holds from Atlanta and 405 from Cicero. Atlanta received 17 holds from other libraries and Cicero received 438. Top selections for patrons in August were DVD, 1453; Children, 1269; Adult Fiction, 1245; Computer, 426; Juvenile Fiction, 473; Adult Non-Fiction, 320; J Non-Fiction, 438; YA Fiction, 212. **Subscription Databases Usage:** no databases subscribed at this time
- b. 50 new patron cards were issued in August
- c. Overall circulation was down. Both Overdrive and hoopla use have seen increased numbers. Display results were as follows: Books from the Bottom Shelf – 30 circs; Books to Movies – 31 circs; Recently Added DVDs – 113.
- d. I notarized 7 items in August. I attended webinars on Advanced Cataloging, Circulation, and Holds. These were all taught in the web client. I had taken them previously in the staff client. I've been using the web client for several weeks on my computer, and so far I haven't had any problems getting accustomed to it.
- e. **Action Item:** none
- f. **Discussion:** none

D. Atlanta – Mary Palmiero

By the end of August the computers in the basement became operational again. It was good to see the young adults on the computers and hanging out in the library to talk or to play games again. In general, the response to the improvements has been positive. In fact, Linda, one of the regular staff was gone for a few weeks. On her first day back, she was turning off computers, locking the door, and turning off the lights when she suddenly realized that the basement lights had never been turned on. It was so much brighter and lighter that she thought it had been on all afternoon.

Statistics

NAME OF EVENT	NUMBER OF EVENTS	ATTENDANCE	COST
Board Games	4	12	0
Stitch Crafters	5	25	0
Having Your Say	5	37	0
TOTALS	14	74	0

Other Statistics – 2017-2018

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Number of Visits	386	347	339	230	143	226	226	200	229	292	245	249	280

Directional Questions	72	59	46	43	25	43	37	42	32	38	38	42	54
Reference Questions	61	43	42	29	18	53	38	27	33	40	40	34	42
Recommendations	71	42	44	44	29	43	32	41	43	43	57	45	54
Volunteer Hours	25	2	5	3	0	0	0	0	0	0	0	0	0
Scanned Pages	0	0	0	1	0	0	0	0	0	0	0	0	0
Computer Usage	66	53	75	49	27	27	32	25	35	21	See graph	See graph	10

- **Looking Forward:** Atlanta Open House, Sept. 26, 5-7 p.m.
- **Action Item:** none

E. Adult – Ann Hoehn

- a. August Programs: 8; Attendance, 87; Cost: \$551.00. Cost Per: \$6.33. There were 8 non-library uses of rooms & gazebo; Attendance, approx. 130
- g. **Action Item:** none
- h. **Discussion:**
- i. **Looking Forward:**
 - Classic Movie, Roman Holiday, Sept. 22 at 1 p.m.
 - Mystery Book Group, Water Like a Stone by Debbie Crombie, Sept. 24 at 6:30 p.m.
 - Crafts with Jackie Hayden, Sept. 25 at 4 p.m.
 - Brown Bag Reading Group, Crooked House by Agatha Christie, Sept. 28 at 11:30 a.m.
 - Taste of the Book Goes Chopsticks! Oct. 8 at 6 p.m.
 - Tuesdays with Friends—A Continuation of the Frankenstein Story, Speaker Greg Kishbaugh, author of Bone Welder, Oct. 9 at 6:30 p.m.

F. Children’s – Debra Brown

- a. August Programs: 16; Attendance: 345 Cost: \$0.00 Cost per person: \$0.00
Library Collection – August was good month for catching up on library collection projects that had to be tabled during the busy Summer Reading Program. New Graphic Novels were added and have been circulating well. An order was placed with one of our book vendors (Penworthy) for 4 new Big Books to add to our small and aging collection that is housed in the Atlas Stand in the Children’s Section. These are oversized, teaching- style picture books usually displayed on an easel and incorporated into lesson plans for story circles. Each one will be used in a story time lesson and then be available for patron checkout. The Newbooks section has been transitioned from the Summer Reading selections to creating room for new autumn and holiday books that will need shelf space.

Aside from the actual book collection, we are starting to look around the physical Children’s area with an eye toward which decorative furnishings will be kept through the renovation process and which can be jettisoned to allow for a more updated look.

Programs – Story time attendees during August enjoyed two weeks of Doreen Cronin books (*Click Clack Moo*) as we studied barnyard animals and read her new title, *Click Quack Back to School*. We also devoted story time weeks to zoo animals and planets & stars. I attended the Back to School Ice Cream social at the Primary School on August 6th and enjoyed talking to many families as they waited

in the ice cream line. Friday morning story time visits to Cicero Christian Preschool resumed on August 17th and will mostly follow the same story time themes that I presented in-house during that week.

Looking Ahead – September story time themes include Grandparents, apples and the start of autumn. In addition, we will be celebrating a week of Libraries and Library books in keeping with National Library Card Signup Month. We will cap off that week with an afterschool movie (*The Incredibles*) on Friday 9/21. Homeschool learning sessions will resume on Friday, September 7th and we will be focusing on Music Appreciation this Fall.

Discussion/Notes: none

G. Young Adult – Ann Hoehn

- a. August Programs: 1; Attendance, 6; Cost \$0.00 ; Cost per person: \$0.00
- b. **Note:** none
- c. **Action Item:** none
- d. **Coming up:**
 - Revenge of the Nerds—Trivia Night, Sept. 26 @ 6 p.m.

H. Maintenance – Mike Hiatt/Ann Hoehn

- Took new computer chairs to Atlanta and assembled.
- Trimmed trees and bushes in front of Cicero Library.
- Moved shelves out of Atlanta bathroom and put in basement storage room.
- Refinished wood tables in basement at Atlanta.
- Met with Ian from Hagerman and a rep from Cool Spot about temporary air conditioning units for Cicero Library.
- Weeded and trimmed bushes at Atlanta to get ready for mulch.
- Organized storage room in Atlanta basement.

Looking Forward:

- Cicero construction projects!

Discussion: Potential for Duke not to show if it's raining on Monday the 24th.

Action Item: none

VII. Old Business

A. Outdoor Digital Sign

- a. **Discussion:** Optec came with a display trailer showcasing the LED sign that we are pursuing. We're not sure if purchase would come out of Bond 2 or library funds.
- b. **Action Item:** Library to continue researching.

VIII. New Business

a. Resolution to Reduce 2018 Library Improvement Reserve Fund (LIRF) [Exhibit #5, Pages 1]

- a. **Discussion:** We're reducing it by 9k next year due to analysis of our current spending.
- b. **Motion to approve reduction of LIRF budget**
 - i. Motion made by Emily Pearson
 - ii. Seconded by Mike Jenkins
 - iii. Motion carried by a vote of 5/5 (All vote AYE)

- iv. All sign document
 - c. **Action Item:** none
- b. 2019 Budget Approval [Exhibit #6, Pages 1-4]
- a. **Discussion:** If approved tonight, will allow us to advertise the budget in accordance with legal regulation.
 - b. **Motion to approve Form 1 & Form 3 for the 2019 Budget**
 - i. Motion made by Lee Templeton
 - ii. Seconded by Kini Magdun
 - iii. Motion carried by a vote of 5/5 (All vote AYE)
 - c. **Action Item:** Ann to carry out usual budget procedures.
- c. Capital Projects
- i. Darren Peterson – Over Budget on Expansion Project
 - 1. **Discussion:** Bond 2 construction budget from Hagerman came in at \$2.589 million + fees for total of 3.1 million. We are approximately \$550k over budget. By bidding out parts we can save an estimated \$150,000, Darren also feels we have about \$100,000 in erroneous pricing on some bids. We would have \$50,000 in the bathrooms in savings if we don't replace the toilets. If we eliminate the incubator space and reading room (our two additions least central to current long-range goals) we can shave off 400k. Suggest that Indiana Room also be styled as a reading room to get best of both. Hagerman needs to be at 1.8 million to stay in budget. Suggested we maybe keep book drop in new Indiana Room and bid out the move to the back of the building as an alternate. There are some logistical issues with moving the box drop to the back. Bathrooms will need some further evaluation, but we would like to keep as much renovation as we can on them. Board feels that a camera diagnostic on the drain system to check for cracks or other structural issue is very important.
 - 2. **Action Item:** Darren will get us information about snaking our drain infrastructure ASAP
 - 3. **Motion to approve up to \$5,000 for diagnostic drain snaking**
 - a. Motion made by Emily Pearson
 - b. Seconded by Lee Templeton
 - c. Motion carried by a vote of 5/5 (All vote AYE)
 - ii. Jae Ebert – Service Agreement
 - 1. **Discussion:** N/A
 - 2. **Action Item:** N/A
 - iii. Permission to Pay Hagerman [Exhibit #7, Pages 1]
 - 1. **Notes:** none
 - 2. **Motion to pay Hagerman for certified amount**
 - a. Motion made by Kini Magdun
 - b. Seconded by Lee Templeton
 - c. Motion carried by a vote of 5/5 (All vote AYE)
 - iv. Permission to Pay Peterson Architecture [Exhibit #8, Pages 1-2]
 - 1. **Notes:** none
 - 2. **Motion to pay Peterson**
 - a. Motion made by Kini Magdun
 - b. Seconded by Lee Templeton
 - c. Motion carried by a vote of 5/5 (All vote AYE)
 - v. **Notes:** Pond should be finished by middle of next week, parking lot should start next week. Some redo of the area right near the gazebo needs done to maximize usable entertainment space. Estimated 1 month to get HVAC up and running once they bring it down on Monday the

24th. HVAC will be brought in via the roof and then via a hole cut into in the side of the mechanical room. Minimal impact to patrons and staff.

- vi. **Notes:** Johnson Controls are going to put in the new HVAC software control system. When they came in today we found out VAV boxes will require us to keep the old software until VAV is replaced in Phase 2 in 2019.
- vii. **Action Item:** Currently 3 of the 4 light poles in front parking lot are out, 4th will go back up (in Phase 1) with a double head (in Phase 2). These will have to be addressed very soon. Estimated to fix should be about \$700.00. Board suggests we contact Swan Electrical because it would be cheapest and less bother with the bond.

d. Option to Intercept Tax Refunds to Pay HNPL Customer Fines/Fees

a. Discussion: Attorney for the State Library recently sent around a notice around detailing an option to collection fines via intercepting tax refunds. Guidelines would have to be drawn up (e.g. dollar amount, length of fine, etc).

b. Action Item: Board approves more research into process.

IX. Looking Ahead:

- a. Oct 4. Special Meeting – Public Hearing on 2019 Budget – Cicero Library, 6:30 p.m.
- b. Oct. 18 Regular Meeting, to include 2019 Budget Adoption – Atlanta Library, 6:30 p.m.

X. Meeting Adjournment

- a. Motion to adjourn
 - i. Motion made by Emily Pearson
 - ii. Seconded by Kini Magdun
 - iii. Motion carried by a vote of 6/6 (all vote AYE)
- b. 7:54 PM meeting adjourned.

XI. Executive Session – No