

**Hamilton North Public Library
Board of Trustees Meeting Minutes
July 21, 2022 at 6:30 p.m.
Cicero Branch, Jenkins Meeting Room**

- I. Call Meeting to Order
 - A. Called to order by President Kini Magdun at 6:35 p.m.
 - B. Members present: Kini Magdun, Julie Davis, Jim Hunter (late—6:40), Emily Pearson, Beth Roberts
 - C. Members absent: Michael Morris, Kelly Wuerch
 - D. Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Natalie Strader (Bookkeeper); Mike Hiatt (Maintenance); Lor MacNorton (Art Instructor)
 - E. **Motion to approve Julie Davis as temporary Secretary**
 1. Motion made by Jim Hunter
 2. Seconded by Emily Pearson
 3. Motion carried by vote of 5/0 (All vote AYE)

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

- III. Approve June 16, 2022 Board Meeting Minutes [Exhibit#2, Pages 1-8]
 - A. **Notes:** none.
 - B. **Motion to approve June 16, 2022 meeting minutes.**
 - i. Motion made by Julie Davis
 - ii. Seconded by Emily Pearson
 - iii. Motion carried by vote of 5/0 (All vote AYE)

- IV. Public Participation
 - A. None.

- V. Financial Report – June 2022 [Exhibit#3,4 Pages 1-2, 1-18]
 - A. Review of June report
 1. **Motion to pay June bills and approve financial report**
 - a. Motion made by Beth Roberts
 - b. Seconded by Julie Davis
 - c. Motion carried by a vote of 5/0 (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.

VI. Director's and Department Reports [Exhibit#5, Pages 1-8]

2021-2022 Cicero Stats	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Number of Visits	2606	2369	2339	1959	2307	1905	1932	1712	1726	2571	1847	2156	2530
Directional Questions	196	90	88	70	94	130	109	120	122	145	103	96	97
Reference Questions	206	113	108	137	141	131	137	175	169	178	119	113	146
Book & Other Recommendations	41	25	15	15	24	27	39	55	17	26	18	14	49
Scanned Pages	64	85	59	139	23	37	27	28	10	20	22	6	23
Volunteer Hours	0	0	0	0	0	0	0	7.5	9	13	12	13	6
Study Room Use (est.)	60	64	53	67	92	116	123	96	104	141	98	153	129
Yearbook Use	31	46	27	19	12	9	22	13	16	15	21	22	23
New Wing Tours (persons)	14	9	9	6	4	10	6	4	0	7	8	3	2

Activities for Adults and Families	Dates	# of Times	Attendance	Cost
Northern Chamber Luncheon	6/9	1	28	0
Friends Author Reading—James Dworkin	6/14	1	10	0
Mystery Book Club— <i>Boar Island</i> by Nevada Barr	6/27	1	11	0
Total		3	49	0
Non-Library Room Use		15	240 est.	0

Top Facebook Posts:

Post Description	Reach	Link Clicks	Likes/ Reactions	Comments	Shares
Rain Barrels, 6/23	3,113	348	57	8	11
Summer Reading, 6/24	1,085	20	8	0	4
Professor Steve, 6/9	1,068	18	7	2	3
Professor Steve, 6/28	1,003	24	1	3	3
Author Visit, James Dworkin, 6/7	947	10	5	0	3

Top Instagram Posts:

Post Description	Reach	Likes	Comments
Rain Barrels, 6/23	37	6	0
Professor Steve, 6/25	23	0	0
Summer Reading Prizes Video, 6/10	22	2	0
Mystery Book Club—Boar Island, 6/5	21	0	0

HNPL Website Audience Overview

	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
Sessions	1,591	1,849	1,300	1,142	1,146	1,145	1,042	1,412	1,198	1,145	1,528	1,880	1,321
Users	862	1,189	781	701	674	652	644	761	653	670	1,039	1,247	742
Pageviews	2,879	3,322	2,073	2,015	1,751	2,003	1,639	2,365	2,079	2,035	2,711	3,396	2,271
Pages/Session	1.81	1.80	1.59	1.76	1.53	1.75	1.57	1.67	1.74	1.78	1.77	1.81	1.72
Avg. Duration	1:10	1:02	1:11	1:12	0:57	1:16	1:03	1:16	1:24	1:22	0:54	0:55	1:06
Bounce Rate	65.6%	54.5%	73.4%	69.7%	76.9%	70.0%	75.1%	72.5%	71.5%	70.8%	52.9%	51.3%	69.8%
Sessions/User	1.85	1.56	1.66	1.63	1.70	1.76	1.62	1.86	1.83	1.71	1.47	1.51	1.78
New Users	749	939	684	608	575	569	562	664	555	589	958	1,070	650

Notes: Reminder that a group is going to the bank next Monday to open the new checking account at First Farmers Bank. Plan to deposit \$3,000.00. Summer Reading statistics were better than last year.

Upcoming:

- Annual Budget Workshop with DLGF on 7/22
- Board Budget Hearing during Sept. 15 Board Meeting at Cicero Library—must have quorum
- Board Budget Adoption during Oct. 20 Board Meeting at Atlanta Library—must have quorum

Assistant Director – Kate Marshall

GENERAL -- 168 + hours, highlights include:

- Collection development & maintenance
- Acquisitions
- Transit
- 7 notary events
- Professional development
- Worked at the circulation desk
- Cataloging (69 ~ hrs)

TECHNOLOGY -- 3 + hours, highlights include:

- Monthly alignment mtg w/Brightworks
- Quarterly Business Review mtg w/Brightworks
- Technology troubleshooting & maintenance

CATALOGING & ACQUISITIONS - Acquisitions has been working on prepping purchasing carts for all shelving locations. Cataloging has been working on processing new materials and collection maintenance.

LOOKING FORWARD - Collection maintenance, Documentation updates

Notes: none.

Circulation – Ann Hoehn/Jenn Crusenberry

June 2022 circulation was **8,432** compared to June 2021 of **8,430** and a three-year average of **7,657**.

Atlanta had **190** circulations and Cicero had **6,354** + Overdrive eBooks **1,140** + Hoopla **748**. In-house use for Atlanta was 16 and Cicero was 565. Sent out 63 holds from Atlanta and 421 from Cicero. Atlanta received 22 holds and Cicero received 331 holds from other libraries.

Circulation opened 40 new accounts for the month of June. Circulation has a new team member, Susan Sparks, who started work on July 5th. Jenn took various webinars related to training new staff and team communication.

Notes: none.

Action Items: none.

Atlanta Report – Mary Palmiero/Ann Hoehn

Statistics for 2020-2021

ACTIVITY	NUMBER OF EVENTS	ATTENDENCE	COST
Having Your Say/Stitch Crafters	5	16	0

2021-2022	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Number of Visits	178	164	216	186	190	91	68	63	59	97	57	84	84
Directional Questions	31	41	35	48	42	18	36	15	15	13	10	18	17
Reference Questions	28	40	27	34	35	13	20	7	17	13	7	12	19
Recommendations	33	39	29	41	42	21	29	11	21	24	15	22	28

Volunteer Hours	0	0	21	39	36	40	5	0	0	0	0	0	0
Computer Usage	12	19	16	18	19	10	12	10	10	11	15	17	17

Discussion: none.

Children's –Ann Hoehn

Program Type	Age Group	# of Programs	Attendance	Cost	Cost/Person
Story Times	Preschool	13	184	\$5	3 cents
Movies	4+	4	26	\$20	77 cents
Lego Free Play	4+	4	41	0	0
Professor Steve	All Ages	1	42	\$325	\$7.74
Totals		22	293	\$350	\$1.20

Program Details:

Date	Program	Age Group	Theme	Craft	Attendance
6/1	Storytime	Preschool		Paper Plate Bear	17
6/2	Storytime	Preschool		Paper Plate Bear	13
6/2	Movie: Luca (PG)	All Ages			2
6/6	Lego Free Play	4+			8
6/7	Storytime	Preschool		Paper Plate Fishbowl	11
6/8	Storytime	Preschool		Paper Plate Fishbowl	19
6/9	Storytime	Preschool		Paper Plate Fishbowl	20
6/9	Movie: Treasure Planet (PG)	4+			8
6/13	Lego Free Play	4+			7
6/14	Storytime	Preschool		Paper Ring Fuzzy Worm	10
6/15	Storytime	Preschool		Paper Ring Fuzzy Worm	20
6/16	Storytime	Preschool		Paper Ring Fuzzy Worm	3

6/20	Lego Free Play	4+			12
6/21	Storytime	Preschool		Paper Plate, Pipe Cleaner Spider	16
6/22	Storytime	Preschool		Paper Plate, Pipe Cleaner Spider	20
6/23	Storytime	Preschool		Paper Plate, Pipe Cleaner Spider	6
6/23	Movie: Moana (PG)	4+			16
6/27	Lego Free Play	4+			14
6/28	Storytime	Preschool		Pom Pom Initials	11
6/29	Professor Steve's Water Show	All Ages			42
6/30	Storytime	Preschool		Pom Pom Initials	18
6/30	Movie: Atlantis Lost Empire (PG)	4+			0

Looking Ahead - Distributing Summer Reading Prizes starting July 20th.

Maintenance – Mike Hiatt/Ann Hoehn

- Trimmed brushes in Atlanta.
- Met with appraiser in Atlanta.
- Unpacked new chairs for Makerspace.
- Reinsulated pipe over copy machine; condensation was dripping off pipe onto copy machine.
- Put down mulch around brushes in Atlanta.

Notes: Atlanta tree has been trimmed.

Looking Forward: Summer groundskeeping; sprucing up Atlanta

VII. Old Business

A. Continuing Discussion on the Future of Atlanta Library [Exhibit#6, Pages 1-4]

1. Discussion:

a. Board is interested in scheduling a public hearing to move sale process along.

b.Action Item: Ann and Aaron will coordinate public notice(s) for this.

c. Motion to add exhibits into the meeting minutes, Atlanta town zoning ordinance

- i. Motion made by Julie Davis
- ii. Seconded by Beth Roberts
- iii. Motion carried by a vote of 5/0 (All vote AYE)

- B. Proposed Revisions to Conduct Policy to be Consistent with New Firearms Law
 - 1. **Discussion:** Tabled
 - 2. **Action Item:** None.

VIII. New Business

- A. Technology Update
 - 1. **Notes:** OPACs have been added to managed services now that we had space on our contract to do so; all computers are consolidated under Brightworks contract now. We will be requesting the purchase of six new computers for the library soon: three staff (likely Ann, Cataloging, & one Circulation computer) and three patron lab computers. The largest issue we have is processing speed right now.
 - 2. **Action item:** none.
- B. Motion to Pay Appraisers for Atlanta Library Building [Exhibit#7, Pages 1]
 - 1. **Motion to approve pay for appraisers**
 - a. Motion made by Emily Pearson
 - b. Seconded by Jim Hunter
 - c. Motion carried by a vote of 5/0 (All vote AYE)
- C. Cicero Tree Trimming
 - 1. **Notes:** Tree near the picnic table has many dead limbs. Mike feels the entire tree may need to come down as the roots are starting to pop above ground.
 - 2. **Action item:** Mike to get a few quotes for trimming and removal.
- D. Resolution—Mid-Year Mileage Reimbursement Adjustment
 - 1. **Discussion:** Every year, usually once a year, the IRS indicates new federal reimbursement. This year they changed it mid-year due to inflation. Current 58.5 cents to increase to 62.5 cents per mile.
 - 2. **Action Item:** None.
 - 3. **Motion to approve Mid-Year Mileage Reimbursement Adjustment**
 - a. Motion made by Emily Pearson
 - b. Seconded by Beth Roberts
 - c. Motion carried by a vote of 5/0 (All vote AYE)
- E. 2023 Budget – Second Draft [Exhibit#8, Pages 1-4]
 - 1. **Discussion:** Growth quotient will be 5%, so several areas of the budget were increased. Dues & membership was decreased because we received the actual invoice for the library’s Evergreen membership, and it was cheaper than expected. Budget workshop meeting is Friday, 7/22. September meeting is the public hearing for budget, with October being adoption of budget.
 - 2. **Action item:** Budget will be revised based on DLGF feedback on Friday, July 22.

F. Library Art Classes – Registration Requirements

1. Discussion: Our new art classes use expensive materials; if sign ups start showing a bulk of attendees are not in our service district, we may want to restrict attendance to cardholders or residents only. No action needed at this time, but it is a potential concern.

2. Action item: none.

G. Resolution to Join Indiana State Library Internet Consortium for July 2023 – June 2024

1. Discussion: This is our annual renewal. We don't have prices yet, but this approval is to help with the state's planning process.

2. Action item: Ann to submit paperwork.

3. Motion to approve resolution to join the Indiana State Library Internet Consortium for July 2023 – June 2024

a. Motion made by Julie Davis

b. Seconded by Emily Pearson

c. Motion carried by a vote of 5/0 (All vote AYE)

H. Cicero Roof Damage

1. Discussion: Area of roof near the staff lounge has a bad spot in the roof. It is leaking into the soffit and onto the outside wall. Jim Hunter feels we need to bring someone in right away to get a repair quote. Jim suspects we may be told that a whole new roof will be in the cards within the next year or two due to the age.

2. Action item: Jim and Mike will collaborate on getting quotes.

I. Jenkins Wing HVAC – Estimate for Repair

1. Discussion: Various professionals have been contacted about this issue. During routine maintenance, Comfort Systems discovered leaks in the system in the Makerspace and all the freon was gone. The repair estimate from Comfort Systems for the potential leaks is \$1,420.00. All items under discussion are no longer under warranty. This repair is not likely to fix the full climate control issue we have in the Jenkins Room.

Mike talked to someone at Johnson Controls who installed the new HVAC thermostats and the computer software. Johnson Controls confirmed that we have no contract with them, they do not monitor our system, and there is no way for us to pull long-term data as the system only tracks for a 24-hour period. If we even wanted them to look at the 24 hours of data they'd have to drive out because they don't have remote access and it would likely cost money.

Jim has a contact at Beck's that does HVAC with 25 years of experience and some contacts at Hamilton County and would like to see if they're willing to evaluate our system and give us advice about how or what to pursue. Mike feels like talking to CMTA would also be more productive than following up with Johnson Controls, as Johnson Controls did not design our systems.

2. Action item: Jim Hunter to reach out to his contacts to see if they'll come provide advice—he plans to call his contacts first thing in the morning to get extra quotes.

- J. Cicero Main HVAC -- Estimate for Repair
- 1. Discussion:** All items under discussion are no longer under warranty. Jim's contact at Beck's feels the \$5,010.00 repair cost is out of line based on the parts only being \$600.00. Jim would prefer we get a few more quotes before committing to this quote.
 - 2. Action item:** Ann, Jim, and Mike to follow up on repair issues.
 - 3. Motion to approve both HVAC repair quotes not to exceed \$6,500 to be paid out of Rainy Day.**
 - a. Motion made by Julie Davis
 - b. Seconded by Jim Hunter
 - c. Motion carried by a vote of 5/0 (All vote AYE)

- K. Public Hearing on Sale of Atlanta Library Building
- 1. Discussion:** Board is interested in having this public hearing to move along the sale process.
 - 2. Action item:** Ann and Aaron will coordinate public notice(s) for this.
 - 3. Motion to approve scheduling Public Hearing at the next regular meeting on August 18th for discussion of sale of the Atlanta Library.**
 - a. Motion made by Emily Pearson
 - b. Seconded by Beth Roberts
 - c. Motion carried by a vote of 5/0 (All vote AYE)

- IX. Looking Ahead:
- A. Next Meeting – August 18th, Cicero Branch.

- X. Meeting Adjournment
- A. Motion to adjourn**
 1. Motion made by Emily Pearson
 2. Seconded by Beth Roberts
 3. Motion carried by a vote of 5/0 (all vote AYE)
 - B. 7:34 PM meeting adjourned.**