

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Atlanta Branch – April 19th, 2018 6:30 p.m.**

- I. Regular Session
 - a. Call to order by President Steve Griffith 6:32 p.m.
 - b. Members present: Steve Griffith, Kini Magdun, Julie Overton, Mike Jenkins, Lee Templeton, Kim Radant (late)
 - c. Members absent: Emily Pearson
 - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Jae Ebert (V&J Consulting), Mike Hiatt (Maintenance), Darren Peterson (Peterson Architecture), Matthew Schmitz & Ian Wooten (Hagerman),
- II. Review Agenda [Exhibit #1, Pages 1]
 - a. Review of Agenda by President Steve Griffith
- III. Minutes – March 15th Regular Meeting [Exhibit # 2, Pages 1-7]
 - a. **Discussion:** none
 - b. **Motion: to approve minutes for March 15th**
 - i. Motion made by Julie Overton
 - ii. Seconded by Lee Templeton
 - iii. Motion carried by vote of 5/5 (All vote AYE)
- IV. Public Participation
 - a. None
- V. Financial Reports for March 2018 [Exhibit #3, Pages 1-28]
 - a. Review of March report
 - i. \$29,446 personal services, \$1,185 supplies, \$6,078 Other Services & Charges \$3,272 Capital Outlays, \$39, 981 total expense for month. Run rate 25.0%, 25.3% of total budget used.
 - ii. **Motion to pay March bills**
 - a. Motion made by Lee Templeton
 - b. Seconded by Kini Magdun
 - c. Motion carried by a vote of 6/6 (All vote AYE)
 - d. All signed registers of claims
 - iii. **Action Item:** none
- VI. Department Reports [Exhibit #4, Pages 1-12]
 - A. Director – Ann Hoehn

2017-2018 Cicero Stats	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Number of Visits	3886	2921	3139	4085	3780	3519	3201	3279	3113	2630	2942	2671	3616
Directional Questions	145	131	120	93	125	201	111	106	93	108	116	131	225
Reference Questions	105	100	109	50	136	167	126	135	123	154	175	161	282
Book & Other Recommendations	54	42	39	13	43	56	43	60	33	36	40	39	53
Scanned Pages	238	118	72	239	85	104	108	95	172	48	114	43	47

Volunteer Hours (not including Friends)	12	9	9	3	2	1	22	16	12	7	4	16	15
Study Room Use	45	40	30	19	22	25	24	37	25	27	32	25	29
Yearbook Use	7	20	39	14	23	30	19	26	13	6	19	37	34
Mandatory Service Hours	0	0	0	0	0	0	0	18	8	2	29	8	0

HNPL Website Audience Review

	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	9/1-10/25	10/26-31	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18
Sessions	1,805	1,690	1,727	2,004	1,985	1,912	NA	312	1,789	1,456	1,760	1,374	1,617
Users	919	854	909	1,023	984	1,009	NA	208	924	759	907	726	811
Pageviews	3,394	2,974	2,946	3,340	3,629	3,340	NA	531	2,968	2,447	3,093	2,274	2,674
Pages/Session	1.88	1.76	1.71	1.67	1.83	1.75	NA	1.70	1.66	1.68	1.76	1.66	1.65
Avg. Duration	1:41	1:46	1:30	1:36	1:42	1:38	NA	0:54	1:19	1:19	1:23	1:13	1:26
Bounce Rate	66.32%	67.40%	70.30%	68.01%	69.47%	71.76%	NA	71.79%	70.04%	70.40%	68.86%	70.60%	70.32%
% New Sessions	37.89%	37.51%	39.72%	39.42%	37.18%	40.53%	NA	46.79%	41.48%	38.87%	40.40%	---	---
Sessions/User												1.89%	1.99%
New Users												546	600

- Cicero Library is a polling location for the upcoming May election. (Just one of the many possible roles of a public library!)
- Summer activities are really taking shape. Our most recent additions include Thursday night bid euchre and Sunday afternoon line dancing—both brought to us by volunteers.
- The link to the *Hamilton County Goes to the Movies* podcast in which Cindy and I were interviewed is: <https://soundcloud.com/podcasts-by-larry-lannan/hamilton-county-goes-to-the-movies-4142018>
- The Midwest Rail Fest will be held in Atlanta on June 23rd. We are throwing around Atlanta Branch program ideas that will support the Fest and tie-in with Summer Reading.
- Emily Beechler has asked HNPL to help support the middle school's summer reading program. We have gladly agreed.
- The theme for this summer's Friends of the Library photo contest will be "Captured Moments". Entries will be accepted July 30 through August 3. The judging and displaying of photos will be done on August 4th, and the Reception will be held August 5.
- The Pre-Budget Report for the library's 2019 budget was submitted to the State of Indiana this week.

Looking Forward:

- Completing the conversion to our new accounting/payroll software

Action Item/Notes: Suggested we promote sign up for library card and summer reading during Rail Fest.

B. Assistant Director – Kate Marshall

63+ hours, highlights include:

YA collection development
1 Book a Librarian
Cataloging fixes
Advanced cataloging webinar
Money Smart Week talk prep
7 notary events

TECHNOLOGY

5+ hours, highlights include:

Technology Plan annual revision prep work

MARKETING

13+ hours, highlights include:

Facebook marketing
Marketing & Summer Reading Committee meetings & follow up

LOOKING FORWARD

Wireless infrastructure overhaul
Wrapping up YA Fiction Weed

Discussion: none

Action Item: none

C. Circulation – Cindy Ritter

- a. The **circulation stats** for March were **7,900** compared to March of last year at **8,879** and a three year average of **8,299**. Atlanta had 229 circulations and Cicero had 6,383 + Overdrive eBooks 741 + Hoopla 510 + RBdigital Mags 19 + RBdigital Audio 18. In-house use for Atlanta was 98 and Cicero had 466. Sent out 87 holds from Atlanta and 335 from Cicero. Atlanta received 16 holds from other libraries and Cicero received 373. Top selections for patrons in March were DVD, 1233; Children, 1028; Adult Fiction, 1096; Computer, 348; Juvenile Fiction, 485; Adult Non-Fiction, 430; J Non-Fiction, 494; YA Fiction, 231. **Subscription Databases Usage:** no databases subscribed at this time
- b. 35 new patron cards were issued in March
- c. We are continuing to put out fresh displays monthly. In March our Time Travel display (for Daylight Savings Time) resulted in 34 circulations, Recently Added DVDs (donations) – 62; Women’s History – 21; and Goodreads/Librarian Favorites – 56.
- d. Foot traffic overall has been slow but there have been a few busy days. Hopefully this will pick when warm weather arrives (and stays!). Circulation is down but is following the yearly trend. Overdrive and hoopla use continues to rise and 5 new users signed up for RBdigital in March.
- e. **Action Item:** none
- f. **Discussion:** Extended winter and wide-spread illness suggested as impacting patron attendance at library.

D. Atlanta – Mary Palmiero

I have a journal for quotations, and I found the perfect quotation that defines libraries and librarians:

“I see libraries and librarians as frontline soldiers in the war against illiteracy and the lack of imagination”---Neil Gaiman, author

I know that I speak for my co-workers and for librarians everywhere when I say that there are not too many jobs where you look forward to going to work every day, but working in a library ranks near the top of the list. Knowing that we offered a warm place to escape the cold and offered books and DVDs to warm the mind helped to make this usually dreary month very pleasant.

Crafters began working and planning the “Frankenstein” quilts which are designed for beginners to the advanced. Having Your Say writers’ group looks forward to meeting every week and sharing writing and writing-related activities.

A variety of activities including painting, coloring, bead projects, card making, puzzles, and games were available for the children every day.

Action Item: none

Statistics

Name of Program	# of Events	Attendance	Cost	Cost per Person
Stitch Crafters	4	24	0	0
Having Your Say	4	27	0	0
Total	8	51	0	0

Other Statistics – 2017-2018

	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Number of Visits	309	223	322	310	271	386	347	339	230	143	226	226	200
Directional Questions	45	39	59	49	46	72	59	46	43	25	43	37	42
Reference Questions	45	46	55	49	35	61	43	42	29	18	53	38	27
Recommendations	69	53	67	97	65	71	42	44	44	29	43	32	41
Volunteer Hours	5	4	5	0	0	25	2	5	3	0	0	0	0
Scanned Pages	1	0	0	1	0	0	0	0	1	0	0	0	0
Computer Usage	75	48	71	143	87	66	53	75	49	27	27	32	25

- **Looking Forward:** Frankenstein quilts
- **Notes:** Drop in computer usage attributed to dip in tracking vs. actual dip in usage.
- **Action Item:** none

E. Adult – Cindy Ritter

- a. March Programs: 5; Attendance, 56; Cost: \$40.00. Cost Per: \$0.71. There were 11 non-library uses of rooms & gazebo; Attendance, approx. 119
- g. **Action Item:** none
- h. **Discussion:** none
- i. **Looking Forward:**
 - Classic Film Club – The Defiant Ones, April 21 @ 2 p.m.
 - Mystery Book Club – Crooked House by Agatha Christie, April 23 @ 6:30 p.m.
 - Brown Bag Reading Group – Diary of Mattie Spenser by Sandra Dallas, April 27 @ 11:30 a.m.
 - Classic Film Club – Angels in the Outfield, May 12 @ 2 p.m.

F. Children’s – Debra Brown

- a. March Programs: 20; Attendance: 450 Cost: \$27.64
Library Collection – Weeding continues in the Early Reader section, and the Board Books continue to be monitored for condition. Book ordering was on pace for the 1st quarter.

Programs – Story times in March featured Dr. Seuss, St. Patrick’s Day and Easter. We learned about Spring weather and used the rainbow motif in our art experiences all month to learn our colors. We also presented our first Firefly book nominee with the title *Everybunny Dance* during Easter week. Firefly Books are the 5 annually nominated titles for the Indiana Early Literacy Award promoted through the Indiana Center of the Book. We will read all 5 titles by the beginning of May, have a simple balloting ceremony, and then report our stats to the State Library for inclusion in the overall state vote. The homeschool STEM students examined health/nutrition this month as well as a session on technology and inventors. Student Drama Club continues to be popular and will resume after the 2-week Spring Break.

*Kindergarten Roundup - Many thanks to Carol Warning at HHPs who moved our HNPL promotional table to inside of the cafeteria this year, further increasing our exposure and chance to speak with new families enrolling in kindergarten. We were able to speak with a constant line of families for the full 2 hours and distribute our entire supply of brochures and bookmarks.

Looking Ahead – Spring Break runs through the 1st week of April, and then we will have a return to the full programming schedule for National Library Week which is the 8th through the 14th. Earth Day is also in April, and we will devote weeks to the themes of environmental science, birds, and Pete the Cat. Finally, Poetry Month is also in play, and we will create a Shel Silverstein (*Where the Sidewalk Ends*) display and share a different short poem in each story time session.

Discussion: Cicero Christian Church preschool & HHPs Day Care are working to set up visitations days from Debra this summer.

G. Young Adult – Ann Hoehn

- a. March Programs: 3; Attendance, 127; Cost \$63.75.00 ; Cost per person: \$9.11
- b. **Note:** School did not promote or contact us about the last upcoming e-learning day, which likely drove the non-attendance.
- c. **Action Item:** none
- d. **Coming up:**
 - Middle School E-Learning Day, May 25

H. Maintenance – Mike Hiatt/Ann Hoehn

- Stripped and waxed all restrooms and the front entryway at Cicero.
- Cleaned carpet in the Children’s Room and the computer lab.
- Did walk-through with Hagerman and contractors for nitrogen system on dry fire system.

- Cleaned and worked on sump pump in Atlanta.
- Mopped up water in storage room and public restroom in Atlanta.

Looking Forward:

- Spring yardwork

Discussion: The whole building will be scaffolded when the Atlanta work starts.

Action Item: none

VII. Old Business

A. None

- a. **Discussion:** none

VIII. New Business

B. Capital Projects [Exhibit#5,6,7&8, Pages 1, Pages 1, Pages 1, Pages 1-8]

a. Discussion [Bond 1]:

- Must pick list of things to do with the last of money in Bond 1. Agreed that we delay replacing VAV boxes because they're not likely to need replacing and, if they turn out to be necessary, can be deferred until Bond 2. Considering a partial completion of some front work, such as the drive & asphalt; considering all parts except landscaping (less some temporary seeding). Suggested we buy all lights now, but then only install in key areas that wouldn't be affected by future construction. These changes will affect our agreement with Duke Energy. Will have to redo bid packages less removed items and put them back out for bid.
- The lights ultimately decided to be put off until Bond 2 in favor of external site work. May 19th is our tentative start date for Atlanta work. Equipment looks like it will be available for a fall start on HVAC.

b. Discussion [Bond 2]:

- We have a base of 2.1 million, plus extra considerations for lights from Bond 1, and un-quoted concepts like FFE, cushion, and potential redesign costs from Peterson as closet space needs added into the design. We aim to pick base round number that we're comfortable bonding for; our upper limit is officially 2.5 million. Hagerman has recommended a 7.5% cushion for project. We're only asking Peterson to design to 2.3 million.

c. Action Item: Peterson will give input by May on redesign before turn it over to Hagerman. Suggested we advertise our groundbreaking day & create a press release for Atlanta work. Suggested we ask county historian David Heighway for some press release input.

d. Motion to authorized Hagerman to get firm bids on site work without final topcoat

- Motion made by Mike Jenkins
- Seconded by Julie Overton
- Motion carried by a vote of 6/6 (All vote AYE)

e. Motion to authorize Ann to contact Umbaugh to get started on Bond 2

- Motion made by Lee Templeton
- Seconded by Kim Radant
- Motion carried by a vote of 6/6 (All vote AYE)

C. 4th of July Celebration – Library Yard Sale

a. Discussion: Would like to do a yard sale during 4th celebration in order to raise money for Summer Reading. Ann is talking to Lights Over Morse (LOM) committee to see if they wouldn't mind the sale. Board is fine with the library hosting the sale.

a. Note: none

b. Action Item: Ann to continue organizing sale (pending LOM okay)

- D. *Food for Fines* in May
- a. **Discussion:** In order to help patrons clear fines before Summer Reading participation, we'd like to hold an extra food for fines session this year in May.
 - b. **Action Item:** Ann/Cindy to coordinate *Food for Fines*.
 - c. **Motion to approve**
 - i. Motion made by Kini Magdun
 - ii. Seconded by Kim Radant
 - iii. Motion carried by a vote of 6/6 (All vote AYE)
- E. Technology Update
- a. **Notes:** Quarterly Business Review with GF went well—they will be helping us navigate the end-of-life (EOL) on Office 2010/Exchange 2010 as that comes up at the end of 2019. First site visit for wireless project with ENA is on the books and I'm doing research for upcoming project work (Office swap, EOL of server, bond projects, etc)
 - b. **Discussion:** none
 - c. **Action Item:** none
- F. Quilting Group – Request to Extend Free Meeting Room Use
- a. **Discussion:** For the last 10 years a local quilting group has been using our meeting room for free 2x a month. They want to increase the use by 2 hrs a month, so they'd be meeting for 4 hours each Tuesday they're on site.
 - b. **Action Item:** Board approves quilting group upping usage of room pending non-interference with library-led programming or hired bookings.
- G. New Lease on New Staff Copier
- a. **Discussion:** Current staff multifunction machine lease ends in May 2018 and it has been breaking down quite a lot in the last six months. We're looking to upgrade to the newer, more energy efficient model of what we currently lease for a slightly smaller monthly fee than we pay now.
 - b. **Action Item:** Board approves new lease, Ann & Kate to complete transition.
 - c. **Motion to approve new 60 month lease with RICOH for 4504ex model**
 - i. Motion made by Kim Radant
 - ii. Seconded by Kini Magdun
 - iii. Motion carried by a vote of 6/6 (All vote AYE)
- H. Cicero Branch Fish Tank
- a. **Discussion:** Looking to price out an ongoing cleaning service as well as a new tank due to wear and tear plus ongoing moderately severe algae problem. Suggestion that we ask local Hazelrigg Dentistry about who cleans their tanks. Wild Bill's current cleans it (our interval is about 2-3 months between cleaning), there was a previous group that did the cleaning but they just stopped coming.
 - b. **Action Item:** Ann to price new fish tank and new cleaning services
- I. Permission to Pay Architect's Invoice [Exhibit #9, Pages 1]
- a. **Discussion:** Ann unsure if gas mileage reimbursement is 100% correct, will double-check with Peterson.
 - b. **Action Item:** Ann/Amy to complete payment
 - c. **Motion to pay the Architect**
 - i. Motion made by Kim Radant
 - ii. Seconded by Kini Magdun
 - iii. Motion carried by a vote of 6/6 (All vote AYE)

- X.** Meeting Adjournment
 - a. Motion to adjourn
 - i. Motion made by Julie Overton
 - ii. Seconded by Kim Radant
 - iii. Motion carried by a vote of 6/6 (all vote AYE)
 - b. 8:12 PM meeting adjourned.

- XI.** Executive Session – No