

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch – June 21st, 2018 6:30 p.m.**

- I. Regular Session
 - a. Call to order by Vice President Lee Templeton 6:30 p.m.
 - b. Members present: Emily Pearson, Lee Templeton, Kini Magdun, Kim Radant
 - c. Members absent: Mike Jenkins, Julie Overton, Steve Griffith
 - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Jae Ebert (V&J Consulting), Darren Peterson & Tara Anker (Peterson Architecture), Matthew Schmidt (Hagerman), Mike Hiatt (Maintenance), Amy Wolfe (Bookkeeper)

- II. Review Agenda [Exhibit #1, Pages 1-2]
 - a. Review of Agenda by Vice President Lee Templeton

- III. Minutes – May 17th Regular Meeting [Exhibit # 2, Pages 1-8]
 - a. **Discussion:** none
 - b. **Motion: to approve minutes for May 17th**
 - i. Motion made by Emily Pearson
 - ii. Seconded by Kini Magdun
 - iii. Motion carried by vote of 4/4 (All vote AYE)
 - b. **Motion: to approve Kini Magdun as temporary Secretary for the meeting**
 - i. Motion made by Kim Radant
 - ii. Seconded by Emily Pearson
 - iii. Motion carried by vote of 4/4 (All vote AYE)

- IV. Public Participation
 - a. None

- V. Financial Reports for May 2018 [Exhibit #3, Pages 1-28]
 - a. Review of May report
 - i. \$42,082 personal services, \$1,325 supplies, \$4,137 Other Services & Charges \$4,348 Capital Outlays, \$43,617 total expense for month. Run rate 41.7%, 42.6% of total budget used.
 - ii. **Motion to pay May bills**
 - a. Motion made by Kim Radant
 - b. Seconded by Kini Magdun
 - c. Motion carried by a vote of 4/4 (All vote AYE)
 - d. All signed voucher register summary
 - iii. **Action Item:** Amy to work with Boyce to tweak the claim register notations/memorandums because they are confusing in light of what the budget line actually pays for in gross.

VI. Department Reports [Exhibit #4, Pages 1-11]

A. Director – Ann Hoehn

| 2017-2018 Cicero Stats | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May |
|---------------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| Number of Visits | 3139 | 4085 | 3780 | 3519 | 3201 | 3279 | 3113 | 2630 | 2942 | 2671 | 3616 | 3387 | 3315 |
| Directional Questions | 120 | 93 | 125 | 201 | 111 | 106 | 93 | 108 | 116 | 131 | 225 | 149 | 138 |
| Reference Questions | 109 | 50 | 136 | 167 | 126 | 135 | 123 | 154 | 175 | 161 | 282 | 232 | 231 |

| | | | | | | | | | | | | | |
|---|----|-----|----|-----|-----|----|-----|----|-----|----|----|----|-----|
| Book & Other Recommendations | 39 | 13 | 43 | 56 | 43 | 60 | 33 | 36 | 40 | 39 | 53 | 72 | 68 |
| Scanned Pages | 72 | 239 | 85 | 104 | 108 | 95 | 172 | 48 | 114 | 43 | 47 | 26 | 68 |
| Volunteer Hours (not including Friends) | 9 | 3 | 2 | 1 | 22 | 16 | 12 | 7 | 4 | 16 | 15 | 15 | 12 |
| Study Room Use | 30 | 19 | 22 | 25 | 24 | 37 | 25 | 27 | 32 | 25 | 29 | 25 | 26 |
| Yearbook Use | 39 | 14 | 23 | 30 | 19 | 26 | 13 | 6 | 19 | 37 | 34 | 12 | 25 |
| Mandatory Service Hours | 0 | 0 | 0 | 0 | 0 | 18 | 8 | 2 | 29 | 8 | 0 | 0 | 0 |
| Test Proctoring (# of tests/# of hrs) | | | | | | | | | | | | | 1/2 |

| HNPL Website Audience Review | | | | | | | | | | | | | |
|------------------------------|--------|--------|--------|--------|-----------|----------|--------|--------|--------|--------|--------|--------|--------|
| | 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 | Apr-18 | May-18 |
| Sessions | 1,727 | 2,004 | 1,985 | 1,912 | NA | 312 | 1,789 | 1,456 | 1,760 | 1,374 | 1,617 | 1,352 | 1,418 |
| Users | 909 | 1,023 | 984 | 1,009 | NA | 208 | 924 | 759 | 907 | 726 | 811 | 694 | 725 |
| Pageviews | 2,946 | 3,340 | 3,629 | 3,340 | NA | 531 | 2,968 | 2,447 | 3,093 | 2,274 | 2,674 | 2,186 | 2,362 |
| Pages/Session | 1.71 | 1.67 | 1.83 | 1.75 | NA | 1.70 | 1.66 | 1.68 | 1.76 | 1.66 | 1.65 | 1.62 | 1.67 |
| Avg. Duration | 1:30 | 1:36 | 1:42 | 1:38 | NA | 0:54 | 1:19 | 1:19 | 1:23 | 1:13 | 1:26 | 1:07 | 1:04 |
| Bounce Rate | 70.30% | 68.01% | 69.47% | 71.76% | NA | 71.79% | 70.04% | 70.40% | 68.86% | 70.60% | 70.32% | 72.26% | 70.94% |
| % New Sessions | 39.72% | 39.42% | 37.18% | 40.53% | NA | 46.79% | 41.48% | 38.87% | 40.40% | --- | --- | --- | --- |
| Sessions/User | | | | | | | | | | 1.89 | 1.99 | 1.95 | 1.96 |
| New Users | | | | | | | | | | 546 | 600 | 494 | 535 |

- I wanted to give everyone a heads up. Large capital project invoices have been received and need to be paid. These items are on this month's Board agenda.
- Over 500 people have signed up for summer reading so far this season. Many more are expected to still register. Five and a half weeks of the program remains! The prizes are outstanding this year—thanks to our various fundraisers, donors (Thanks Friends), bargain shopping, and free merchandise received with qualified quill.com orders.
- The construction projects at Atlanta are essentially done. Library staff members have to paint the basement floor, order new basement bookshelves and other furniture, hook the computers back up, weed the basement collection, and then put the basement back together. The Atlanta roof with its beautiful new tiles looks gorgeous!

Looking Forward:

- 2018 Bond
- Implementing materials resource sharing "program" between Cicero and Atlanta Libraries.
- Working through 2019 budget process and meeting key deadlines
- Atlanta basement grand reopening! Date to be determined.

Action Item/Notes: Friends to invest in summer reading t-shirts for staff who want them next year?

B. Assistant Director – Kate Marshall

GENERAL

50+ hours, highlights include:

5 notary events
2 webinars (grants, data privacy)
1 book a librarian
Staff meetings
Construction meetings
Doing transit on a weekly basis now
3 month review for new cataloger
ILF Regional Conference

TECHNOLOGY

43+ hours, highlights include:

Fixing Gordon Flesch paperwork
Upcoming tech project work
Install of new staff RICOH network printer
Helping with install of new accounting software
Finalizing new wireless infrastructure details
Technology Plan overhaul
Pre & post construction plans for Atlanta technology

MARKETING

13+ hours, highlights include:

Pinterest board for HHMS summer reading
Summer Reading prep
Facebook post creation

LOOKING FORWARD

Atlanta Juvenile weed post-construction
Documenting IT infrastructure

Discussion: none

Action Item: none

C. Circulation – Cindy Ritter

- a. The **circulation stats** for May were **7,545** compared to May of last year at **7,510** and a three year average of **7,533**. Atlanta had 455 circulations and Cicero had 5,995+ Overdrive eBooks 651 + Hoopla 387 + RBdigital Mags 21 + RBdigital Audio 36. In-house use for Atlanta was 79 and Cicero had 426. Sent out 64 holds from Atlanta and 303 from Cicero. Atlanta received 30 holds from other libraries and Cicero received 378. Top selections for patrons in May were DVD, 1329; Children, 1019; Adult Fiction, 1104; Computer, 325; Juvenile Fiction, 512; Adult Non-Fiction, 302; J Non-Fiction, 457; YA Fiction, 210. **Subscription Databases Usage:** no databases subscribed at this time
- b. 31 new patron cards were issued in May

- c. The ongoing project of putting hoopla advertisement stickers in all of our audiobooks has been completed. Another project that was completed this month was the shifting of DVDs to once again use the bottom shelves. Colleen completed that project.
- d. The resulting check-outs from our book displays this month were as follows: Frankenstein-like books – 4; Series Starters – 18; Biographies – 12; Recently Added DVD display – 74.
- e. I notarized six documents this month for patrons and community members.
- f. **Action Item:** none
- g. **Discussion:** Circulation is up a bit over last year and over our three year average.

D. Atlanta – Mary Palmiero

Construction has begun on the library with some expected results. Young adult and juvenile patrons have come to the main floor of the library, where they hang out for a while talking with friends and using their phones. Some have used the computers upstairs, but with only two available, their time is limited. If a program is going on or there are quite a few adults present, the teens in particular tend to leave fairly quickly (as anyone who has lived with a teen might expect). Overall, the young adults have been interested and curious about the construction and have expressed interest in its completion.

Tutoring also takes place on the main floor, which may have affected the length of stay for some youth and children. Their “hang-out” spaces were less accessible. One young adult, however, has taken interest in participating in the Having Your Say writing group. He has taken part in the group twice, contributing to our discussions and participating in the writing prompts given. Members of the group encourage his participation.

Action Item: Ann will be at Atlanta on Saturday for the Midwest Rail Fest. The library will have a booth and Ann will have access to the new web client so we can sign people up for cards (and summer reading).

Statistics

| Name of Program | # of Events | Attendance | Cost |
|------------------------|-------------|------------|----------|
| Stitch Crafters | 5 | 23 | 0 |
| Having Your Say | 5 | 35 | 0 |
| Children’s Story/Craft | 2 | 8 | 0 |
| Total | 12 | 66 | 0 |

Other Statistics – 2017-2018

| | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May |
|-----------------------|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|
| Number of Visits | 322 | 310 | 271 | 386 | 347 | 339 | 230 | 143 | 226 | 226 | 200 | 229 | 292 |
| Directional Questions | 59 | 49 | 46 | 72 | 59 | 46 | 43 | 25 | 43 | 37 | 42 | 32 | 38 |
| Reference Questions | 55 | 49 | 35 | 61 | 43 | 42 | 29 | 18 | 53 | 38 | 27 | 33 | 40 |

| | | | | | | | | | | | | | |
|-----------------|----|-----|----|----|----|----|----|----|----|----|----|----|----|
| Recommendations | 67 | 97 | 65 | 71 | 42 | 44 | 44 | 29 | 43 | 32 | 41 | 43 | 43 |
| Volunteer Hours | 5 | 0 | 0 | 25 | 2 | 5 | 3 | 0 | 0 | 0 | 0 | 0 | 0 |
| Scanned Pages | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Computer Usage | 71 | 143 | 87 | 66 | 53 | 75 | 49 | 27 | 27 | 32 | 25 | 35 | 21 |

- **Looking Forward:** Construction clean up
- **Action Item:** Ann to purchase new shelves and furniture for basement. Staff to work on weeding and other clean up projects.

E. Adult – Cindy Ritter

- a. May Programs: 5; Attendance, 33; Cost: \$10.00. Cost Per: \$0.30. There were 17 non-library uses of rooms & gazebo; Attendance, approx. 600
- h. **Action Item:** none
- i. **Discussion:** Brief overview of Line Dancing June session and Rail Fest info.
- j. **Looking Forward:**
 - Midwest Rail Fest, 10 a.m. – 7 p.m. on June 23, on Main St., Atlanta
 - Mystery Book Club, The Zig Zag Girl, 6:30 p.m. on June 25
 - Tuesdays with Friends, Hopalong Cassidy, 6:30 p.m. on July 10
 - Euchre Club, Thursdays, 6-7:30 p.m. through July
 - Family Sunday Line Dancing Lessons (4th grade & up), 3 p.m., June 24 & every Sunday in July

F. Children’s – Debra Brown

- a. May Programs: 17; Attendance: 271 Cost: \$34.50
Library Collection – Since such large book orders were placed in March and April, the Newbooks section remained very well supplied for the month of May. Books pertaining to Spring and nature circulated very well in May, and our youngest patrons had a bounty of new seasonal board books from which to choose. In anticipation of SRP 2018, we acquired more chapter book fiction titles to meet the demands of June when students tend to check out piles of books to start their summer reading.

Programs – May is always a fun story time month as we enjoy Spring stories and crafts. Mother’s Day started our month, and we continued with weeks devoted to butterflies, dinosaurs and author Eric Carle. Each week, we featured related math concepts that pertained to our story selections and we practiced counting, sorting and measuring with our craft supplies. These literature/math connections began back in April, and we continue to look for opportunities to integrate numbers into morning story time. We held an afterschool STEM session for school-aged students that was patterned after the *Edible Architecture* class offered to homeschoolers in April. This group of students spent more time looking for project pictures in the architecture books, and their finished projects actually resembled the landmarks they were attempting to build. This was a fun program and we will plan it again for October with a focus on historic shelters (log cabins, etc.).

Looking Ahead – June will usher in not only our annual Summer Reading Program but also a seasonal change in the size and ability levels of morning Story time attendees. We strive to meet a diverse age range with children’s programming during June and July, and the session sizes will swell with daycare campers and older siblings. To meet this need we try to offer longer story books and also hand-on crafts and activities that appeal to a wider audience. Two Friday afternoon movies will be shown in

June, and we also welcome SRP performers Professor Steve and Magician Daniel Lusk. An evening Star Wars Lego party is being planned, and Caravan Art classes will also include a creative session for children.

Discussion: none

G. Young Adult – Ann Hoehn

- a. May Programs: 1; Attendance, 5; Cost \$3.00 ; Cost per person: \$0.60
- b. **Note:** Kylie, who is running our YA programs this summer, had an amazing turn out for her June event “Cakes & Crafts”. Her marketing techniques have been excellent and we’re very pleased with the results.
- c. **Action Item:** none
- d. **Coming up:**
 - Dungeons & Dragons, July 20, 4-6 p.m.

H. Maintenance – Mike Hiatt/Ann Hoehn

- Chris Davis, the person who cuts the grass at Atlanta Library, was hired to cut the grass at Cicero Library while Mike was on leave. He did a great job for us. Thanks Chris!

Looking Forward:

- Putting Atlanta basement back together again!

Discussion: none

Action Item: none

VII. Old Business

A. Cicero Branch Fish Tank

- a. **Discussion:** Ann found a new same-size tank on Amazon. We did not find anyone who cleans tanks.
- b. **Action Item:** Call Dr. Hartley to see who services their tanks.

VIII. New Business

B. Capital Projects Update

a. Discussion [Bond 1]:

- i. Change Order [Exhibit #5, Pages 1]
 1. All Change Orders will be presented to the board. This one is related only to time—they are moving the fire alarm system work to match the newer start date on the HVAC installation. Fire alarm system was originally scheduled for completion on July 1st.
 2. **Notes:** roof had some tile placement issues that were corrected before completion. Basement was completed to satisfaction.
 3. **Motion: to approve change order relating to time schedule**
 - a. Motion made by Kim Radant
 - b. Seconded by Kini Magdun
 - c. Motion carried by a vote of 4/4 (All vote AYE)
- ii. Addenda to Agreement Between HNPL and Peterson Architecture [Exhibit #6, Pages 1-3]
 1. **Notes:** Redo of original contract to include newer costs of Bond 2 work and a partial credit on Bond 1 work.
 2. **Motion to approve addenda to Agreement Between HNPL 7 Peterson Architecture**
 - a. Motion made by Kim Radant
 - b. Seconded by Kini Magdun
 - c. Motion carried by a vote of 4/4 (All vote AYE)

- iii. Request to Pay Peterson Architecture
 - 1. Approved.
 - iv. Request to Pay Hagerman, App 1 [Exhibit #7, Pages 1]
 - v. Request to Pay Hagerman, App 2 [Exhibit #8, Pages 1]
 - 1. **Motion to approve the single check including both Apps payment**
 - a. Motion made by Kim Radant
 - b. Seconded by Kini Magdun
 - c. Motion carried by a vote of 4/4 (All vote AYE)
 - vi. Request to Pay V&J Consulting [Exhibit #9, Pages 1]
 - 1. Mostly an overview of our standing agreement for Jae's services for our new Treasurer.
 - vii. 1st Bond Payment Due [Exhibit #10, Pages 1]
 - 1. Sign Check
 - a. Per bond council, we'd ideally have the bond money sent about 2 weeks before Bond payment due dates. Check was signed.
 - 2. Resolution to Create Debt Service Fund [Exhibit #11, Pages 1]
 - a. **Motion to approve Resolution to Create Debt Service Fund**
 - i. Motion made by Emily Pearson
 - ii. Seconded Lee Templeton
 - iii. Motion carried by a vote of 4/4 (All vote AYE)
 - viii. Atlanta Basement Furniture Purchase Request [Exhibit #12, Pages 1]
 - 1. **Motion to approve furniture from Demco pricing**
 - a. Motion made by Kim Radant
 - b. Seconded by Kini Magdun
 - c. Motion carried by a vote of 4/4 (All vote AYE)
 - ix. Estimate for Pavilion Wiring [Exhibit #13, Pages 1]
 - 1. Estimate from Swan Electrical at \$1,607.00. This is separate from the bond.
 - a. **Motion to accept the bid from Swan Electrical**
 - i. Motion made by Kim Radant
 - ii. Seconded by Kini Magdun
 - iii. Motion carried by a vote of 4/4 (All vote AYE)
- a. Action Item:** Ann and Mike to follow up on approved payments and quotes.

C. 2018 Bond and Project(s)

b. Discussion: Peterson brought the most recent version of floor design. Interior Design works is a pre-approved part of Peterson's fee. MEP is at 50%. Architectural is just under 50% at the moment.

c. Bond Calendar: importance of having quorum at key meetings mentioned.

d. Resolution for County Counsel [Exhibit #14, Pages 1]

e. Preliminary Scope, Project Description, Project Schedule [Exhibit #15, 16, Pages 1-3, Pages 1-4]

- a. Currently showing budget overrun on Bond 1 by over 95k. The overrun is strictly earthwork related, and per Hagerman, it makes more sense financially to try to find a way to fit it into this first bond so we don't get charged twice for the work by having to split it out. Even if we split the crew work, we would still need to find an extra 35k to finish the main Bond 1 overrun. Due to timing of Bond 2, we can push most of the cost onto Bond 2 without issue. Landscaping is not included in this Bond 1 currently.
- b. **Notes:** Re: old Atlanta roof: Heights has asked for about 50 tiles so the HS & MS art teachers can do projects work. Deanna will likely be doing an art project with a number of retained tiles. Ann plans to test the market on tile sales during the Library Garage Sale in July (at least \$10/ea suggested base price). Suggestion that Nickel Plate do a contest or something similar with them.

f. Action Item: none

D. Technology Update

a. Notes: LED signs—rough range given by a vendor was 15k-50k, although based on our needs we're currently suspecting we'll be in the lower ranges of that. Expecting at least 2 vendors to come out to

assess library and give quotes. ENA Air Wi-Fi is partially installed. We're hung up on the mis-configured switches that had to be sent back to the manufacturer to get redone. Still waiting on a new timeline from ENA.

b. Action Item: Look at size of outdoor conduit to see if data cable will fit. If cost to upgrade to Wi-Fi (if Wi-Fi is not standard) on sign is \$1,000+ it would be cheaper to run conduit. But if about \$200 it might be about comparable.

E. 2019 Budget Calendar [Exhibit #17, Pages 1]

a. Notes: We might need to have a special meeting in order to have budget adopted by legal deadline due to late meeting with DGLF this year.

b. Action Item: none

F. Technology Plan—Proposed Revisions [Exhibit#18, Pages 1-26]

a. Discussion: none

b. Action Item: Kate to edit tech plan

c. Motion to approve changes to Technology Plan

i. Motion made by Kim Radant

ii. Seconded by Kini Magdun

iii. Motion carried by a vote of 4/4 (All vote AYE)

IX. Looking Ahead: July 19, 2018 Board Meeting at Cicero Library, 6:30 p.m.

X. Meeting Adjournment

a. Motion to adjourn

i. Motion made by Kim Radant

ii. Seconded by Kini Magdun

iii. Motion carried by a vote of 4/4 (all vote AYE)

b. 8:31 PM meeting adjourned.

XI. Executive Session – No