

1. Regular Session

- a. Call to order by Secretary Emily Beechler at 6:33 pm
- b. Members present: Laura Holliday, Mike Jenkins, Emily Holt, Emily Beechler [out at 7:15 pm], Lee Templeton, Steve Griffith
- c. Members absent: Sharon Bislich
- d. Others present: Ann Hoehn (Director), Katherine Marshal (Assistant Director), Amy Wolfe (Bookkeeper)

2. Review Agenda

- a. Review of Agenda by Secretary Emily Beechler [Exhibit #1, Pages 1]

3. Bank Papers to approve Amy Wolfe as legal contact for the library

- a. Signed by appropriate board members

4. Minutes- January 15, 2015 [Exhibit #2, Pages 1-7]

- a. Discussion: None
- b. Motion to approve minutes for January 15th, 2015
 - i. Motion made by Emily Beechler
 - ii. Seconded by Emily Holt
 - iii. Motion carried by vote of 6/6 (all vote AYE)

5. Officer Elections

a. Motion to appoint Steve President

- i. Motion made by Laura Holliday
- ii. Seconded by Emily Beechler
- iii. Motion carried by vote of 6/6 (all vote AYE)

6. Financial Report(s) - Amy Wolfe [Exhibits #3 (December) & #4 (January) Pages 1—34, 1-27]

- a. Review of edited December report.
 - i. \$37,465 for the month; \$2,708 for supplies; \$40,373 for Other Services & Charges, \$8370 for Capital Outlays. \$91,916.00 for month, 99% run rate.
 - ii. Motion to pay December bills
 - 1. Motion made by Emily Holt
 - 2. Seconded by Emily Beechler
 - 3. Motion passed by a vote of 6/6 (all voted AYE)
- b. Review of January report
 - i. \$24,363 personal services, \$2369 supplies, Other Services & Charges \$22,407, Capital Outlays \$4658. \$53,797 total expense for month. Run rate 8.3%, 11% of total budget used.
 - ii. Motion to pay January bills
 - 1. Motion made by Laura Holliday
 - 2. Seconded by Emily Holt
 - 3. Motion passed by a vote of 6/6 (All voted AYE)
- c. Resolution to Temporarily Transfer Funds to the Operating Fund [Exhibit #5, Pages 1]
 - i. Motion made by Mike Jenkins
 - ii. Seconded Emily Beechler
 - iii. Motion passed by a vote of 6/6 (all vote AYE)

7. Department Reports

a. Director

Steve Griffith and Lee Templeton have been appointed to the library board.

We are in the process of drafting possible revisions to our Internet Policy. Recommendations will be presented at the March Board meeting.

A plaque has been placed on the frame of the painting that was donated in memory of Lois Costomiris, and the painting has been moved to one of the lighted wall niches in the Indiana Room.

Decorative items in the Indiana Room have been rearranged to make the room more visually appealing and to make the collection easier to use. The cardboard magazine holders have been replaced with more attractive holders.

Emily Pearson and other Friends of HNPL worked on the year-book project. About half the books in the yearbook cabinet were duplicates. Those duplicates are now shelved in my office.

I assisted a long-distance caller with an Indiana Room research question. This gave me the opportunity to spend half a day better familiarizing myself with Indiana Room resources. I've decided that, since our monthly staff meetings are held in the Indiana Room, we will spend a few minutes of each staff meeting discussing some aspect of the Indiana Room collection so that staff will continue to learn about what the collection has to offer.

One circulation staff member resigned a couple weeks ago. This left of with three vacancies in that one department. Emily Dickos, however, filled all three positions, and our new staff members are being training and working the circulation desk.

I am waiting for a response to my inquiry about placing a library banner in the local high school gym.

Winter Reading is in progress. It ends February 28.

I have put the topic of staff pay periods and pay days on the agenda. I believe that, to ensure that staff members are paid on time, more time should elapse between the end of the pay period and the day payroll has to be processed. Staff are paid every other Tuesday, yet the pay period ends the Saturday before. To meet our bank's deadline, payroll must be submitted by 12 p.m. on Monday, the day before payday. This doesn't leave much time to correct any problems that may arise.

The marketing campaign launched. We have signs and flyers throughout the building and outside. We've received mixed reviews initially, but comments—positive and negative—have tapered off. Staff members have been passing out a "101 Things to Do at HNPL" to patrons. As with other components of the marketing campaign, this list serves to inform and remind customers of the many ways the library may benefit them. The 101 Things list will be revised slightly each month, and Debra Brown and I are creating a Children and Teen Services version of the list which we will introduce to the public at the Little Huskies festival.

The Annual Report for the Indiana State Library was completed, signed, and submitted. Amy is working on the Annual Report for the State Board of Accounts as well as the Debt Management Report.

The *Blind Date with a Book* display at Cicero Branch has been well received. Books in the display are wrapped in brown paper so the title and author is not visible. Patrons select these books based on a short description written on the paper wrapper. The concept of having a blind date with a book is very intriguing and is capturing the attention of a wide variety of patrons.

HNPL's Internet and Computer Use Policy is in need of major revision. A first draft of these proposed changes will be presented at the March 19, 2015 board meeting.

I am researching the Additional Appropriations process will put the topic on our March agenda.

The Atlanta Branch cleaning project is complete. The next step is to have the carpet cleaned. Jim Roy said he will do this.

MassMutual notified us in writing that the library's annual *Per Participant Charge* will increase from \$20 to \$40 effective July 10, 2015. \$10 will be deducted quarterly from participant accounts starting on September 30, 2015. Our written notification is "...our advance notice to you of this fee increase in accordance with the terms of your plan's contract." I will notify participating staff of the increase after the February board meeting.

The bookkeeper's equipment, files, and supplies have been moved to the upstairs office.

I had a book-a-librarian session with a patron who needed help with Freegal.

Web Statistics:

	Page Loads	Unique Visits	First Time Visits	Returning Visits
Total	3849	2059	1267	792
Average (daily)	124	66	41	26

Looking Forward: Attending Little Huskies festival with Debra Brown on Feb 21; seeing if the marketing campaign drums up business; February staff meeting

b. Assistant Director

General Projects

- Worked on & finished Annual Report
- Board meeting prep, board report finished.
- Posted and deleted bookkeeper job as needed.
- Finished first batch of Adult Non-Fiction weeding
- RICOH finished our paperwork and arrived to pick up our material for scanning. [Per Feb. 11th, scanning is now complete and will be returned on Friday Feb, 13th].
- Plan Winter Reading, buy gift cards, buy ticket boxes and create ticket box signs, complete advertising flyers, posting in various places.

- Consulted with Debra about first draft of Children's Internet computer desktop standardization list
- Helped briefly supervise Atlanta Library cleaning
- Recommended purchase of sturdy step stool so we can re-set the Belkin WIDI adapter as needed. Will also be useful for reaching high cupboards and dealing with other tasks.
- Edit Board of Trustees meeting minutes from January 2015.
- SpinWeb meeting(s): Continuing to provide more documents, photos, external links and catalog information as they work to build our website.
- Checked in with Emily Dickos about SignUp training videos & Circulation Staff.

Tech

- General technology troubleshooting & consulting with Sim2K as needed.
- Take tech over to Atlanta to install: new computer monitor, fax machine
- Helped at least four patrons with various technology questions, including downloading Overdrive to devices, accessing eBooks, solving a printing issue, and online job application questions.
- Connected lab computers 7 & 9 to internet via Ethernet to prevent connectivity drops. Computer 8 refused to recognize an Ethernet cord, am not able troubleshoot that issue.
- Ordered three extra surge protectors to ease up the strain on dangling computer lab cords.
- Made sure all computer lab computers were plugged into a surge protector. Some had been simply plugged into the wall.
- Used Sim2K to set up new employee accounts, reset several old ones, and clean out old employee access.
- Emailed LSTA contact about getting a copy of our paperwork from the 2013 LSTA grant.
- Checked with RICOH to see how many more payments left on our copier leases.
- Added signs to computer lab explaining how to help curb printing issues by opening documents separately in Adobe Reader.
- Purchased all newly approved technology.
- Talked with Ann about reorganizing the staff drive for maximum usability, will be upcoming project.
- Finished disposing of 15+ years old Sharp machine that wouldn't stay fixed-properly recycled [certificate provided]. Also cancelled the service contract, saving us a few hundred dollars this year.
- Gathered up secondary batch of old/defunct technology for weeding & recycling.
- Helped Greg get set up with his email on Bev's old desktop

c. Circulation

- i. The circulation stats for January were 7896 compared to January of last year at 7824 and a three year average of 8254. Atlanta had 469 circulations and Cicero had 7427. In-house use for Atlanta was 24 and Cicero had 207. Sent out 127 holds from Atlanta and 327 from Cicero. Atlanta received 30 holds from other libraries and Cicero received 307. Top selections for patrons in January were DVD, 2676; Adult Fiction, 1365; Children, 865; Juvenile Fiction, 604; Computer, 577; Juvenile Non-Fiction, 430. Subscription databases Usage: Overdrive, 562; Freegal 66; Ancestry.com 2.
- ii. 41 new cards were issued in January.

- iii. With Greg Shepard’s promotion to Cataloguer and Windy Johnston abruptly quitting, we were left with openings in the circulation schedule. I’ve hired Cirita Watson, Karen Allen, and Mandi Johnson. All three are Cicero residents, and all three are avid library users. They are all proving to be excellent additions to the circulation staff.
- iv. Jim and Ann installed two new shelving units in the adult fiction section, and Lisa Alvey is working on shifting. The additional room has given the shelves a cleaner look, which is much easier for the patrons to navigate.

d. Atlanta

- i. The library received a new look this month thanks to Carrie Campassi and her cleaning business. Everything smells and looks fresher. She and her crew did an excellent job.
- ii. Although we had a few more computer issues lately, I thank Kate for making sure that we could still operate smoothly.
- iii. I look forward to Ann’s weekly meetings. It makes me feel more connected to the main branch. I appreciated the communication.

NAME OF PROGRAM	NUMBER OF TIMES	ATTENDANCE	COST
Build a Snowman Craft	1	3	0
Tuesday Movie	1	15	0
Crochet and Quilt	4	17	0
TOTALS	6	35	0

e. Adult

- i. January Programs: 15; Attendance, 161; Cost: \$14.68. There were 11 non-library uses of rooms.
- ii. Coming up: musician Jason Hathaway, Valentine’s day programs, Winter Reading Program

f. Children’s

- i. January Programs: 26; Attendance, 262; Cost: \$5.75.
- ii. Library Collection – Nonfiction collection analysis was started in January in the 500’s (sciences) and the biography section. I have initiated a weekly routine whereby I check currency on the New Books display and will edit titles that are ready to be integrated into the regular collection (3 months on New Books display). No large book orders were placed in January, but orders from two book vendors will be ready to go by the end of February. .
- iii. Programs – January did see a small decline in story time attendance. We battled weather the second week of the month and many of our regular attendees have mentioned illness as a factor since then. The Tuesday morning Books and Babies session was the hardest hit, but our Thursday morning Preschool session is starting to rebound. One mother suggested that an 11:00 start would be more convenient in the winter months, and I will certainly ask for feedback from others in February. The Tuesday afternoon Homeschool Class has increased in attendance as well.
- iv. Looking Ahead – In addition to Winter Reading Program, seasonal programming will be in full swing in February and March. Our biggest week will be March 2nd-6th with Dr.

Seuss/ Read Across America. At the schools, I will be attending the Little Husky Festival and also Kindergarten Round-Up to promote our summer reading program.

- v. *Special Thanks— I have learned a lot from Greg Shepard this month. As he transitions into the cataloging position, we are having several collaborative conversations about where to put new titles and how they should be labelled. This interaction will certainly help us both going forward – truly appreciate his insight.*

g. Young Adult

- i. January Programs: 5; Attendance, 17; Cost \$0.00; Cost per person: \$0.00.
- ii. League of Legends is becoming quite popular with the middle school boys. Though they request we meet weekly, we'll stay with the monthly meeting.
- iii. The members of TAB are very excited about the library, and will be making a video (loud eating) to put on YouTube and social media.
- iv. Coming up: League of Legends, teen art classes, Winter Reading Program

h. Maintenance [Exhibit #2, Page 1]

- i. HVAC system is now stable and functioning as required. All leaks have been repaired and Air Handler is running as required. The controller on the boilers has been bypassed and when they are not needed they will have to be turned off manually as well as back on. (e.g., winter to spring, fall to winter.) Comfort Systems is recommending that we not spend the \$4000 + at this time to replace the defective controller.
- ii. The cement work in front of and inside the dumpster area has been completed and is being allowed to cure thoroughly before allowing traffic.
- iii. New shelving has been added in adult fiction area. Two frames were purchased but all shelving and hardware was available from library storage area. However, we did not locate any "tops" or "caps" and they will be ordered.
- iv. Quotes have been received to change wiring to allow lighting in main restrooms to be controlled by a single toggle switch inside the door of each restroom regardless of the lighting status in the main library. This will allow those using the meeting rooms when library is closed to access to main restrooms.
- v. Looking forward: Will re-set dumpster and open new cement to traffic later this month

8. Old Business

- a. E-Rate [Exhibits #6, 7, & 8 Pages 1-2, 1-2, 1-7]
 - i. Discussion. General overview of situation, tracking number of patrons and the ENA Bandwidth analysis show we should seriously consider adding an additional T-1 line. The general mission of libraries was also brought up as a reason to continue providing the best service we are able.
 - ii. Motion to buy another T-1
 - 1. Motion made by Laura Holliday
 - 2. Seconded by Mike Jenkins
 - 3. Motion carried by a vote of 6/6 (all voted AYE)
- b. HVAC [Exhibits #9 & 10 Pages 1, 1-4]
 - i. It is suggested we have Comfort Systems come in and talk to board about the future of our system, what steps we should be considering at some point in April. Board is interested, let's make it happen. Will need to switch the Atlanta location of the April meeting to May.
 - ii. Upgrade will be more energy efficient, which is a huge plus.
 - iii. A bond will likely be needed, board will look into that.
- c. Installation of Light Switches in Public Restrooms – Quotes [Exhibits 11 & 12, Pages 1]

- i. Jim recommends going with Swan, despite lower cost from White's, because Swan's showed a much keener attention to detail and our project parameters. White's was difficult to get ahold of, did not show same attention to detail.
 - ii. Motion to choose Swan Electrical Systems for \$863.00
 - 1. Motion made by Emily Holt
 - 2. Seconded by Laura Holliday
 - 3. Motion carried by a vote of 6/6 (all voted AYE)
- d. Marketing/Rebranding
 - i. Some initial negative feedback about the marketing campaign, but this has dropped off. Will be promoting our new material at the Little Husky Festival on Saturday.
 - ii. Future event idea: Health Fair day, sponsored by Riverview? Steve says he has a contact at Riverview, will check in with them.
- e. Technology Projects Update
 - i. Our three new hires have been added to the All Staff contact group in Outlook
 - ii. RICOH has returned our scanning
 - iii. Deep Freeze has been resolved! Will coordinate the implementation with Lance from Sim2K
 - iv. AV rollout should be finished Friday, February 20, 2015.
- f. New Website
- g. Emergency Manual Update [Exhibit #13, Pages 1-28]
 - i. Only change, Page 23, 'makes certain front doors and back door is unlocked so persons may enter the building for cover'.
 - ii. Motion to accept manual as revised
 - 1. Motion made by Emily Holt
 - 2. Seconded by Mike Jenkins
 - 3. Motioned carried by a vote of 6/6 (all vote AYE)
 - iii. Suggested hold practice fire drill, talk to local chief
- h. 2015 Goals and 3-5 Year Plan
 - i. Need a board retreat to talk about it. Ann to put some Saturday dates together toward end of April. Attendees will be Board plus Ann, Kate, or anyone else who needs to have a voice.
 - ii. Hire a facilitator? Legacy Grant was obtained last time to fund one at the retreat.

9. New Business

- a. Library Attorney
 - i. Discussion: Some concern that per nepotism/conflict of interest bylaws Steve Holt's firm may not be an appropriate fit.
 - ii. Per review of the by-laws, as long as Emily Holt doesn't vote on things that affect the law firm relationship and the annual lawyer retainer fee is counter-signed by a neutral board party, we're okay.
 - iii. Emily Holt will sign the Uniform Conflict of Interest Disclosure Statement annually.
 - iv. Ann is approved to sign and mail the check after Emily has signed the document.
 - v. Motion to continue with current legal counsel
 - 1. Motioned by Mike Jenkins
 - 2. Seconded by Lee Templeton
 - 3. Motioned carried by a vote of 3/4

- b. Recovering 3 wall panels
 - i. Ann would like to replace the 3 wall panels leading into the Children's Section
 - ii. Board agrees for Ann to contact Patti Host about dealing with this project
 - iii. Ann will present information at April meeting, Steve will contribute some information as well.
 - c. Staff Pay Scale [Exhibit #14, Pages 1]
 - i. Circulation Manager pay range needs updated as they are above the maximum.
 - ii. Ann would like to see all % differences be the same range
 - iii. Board identifies ideal % difference should be a 12%
 - iv. Ann will rework this based on board agreement and bring it back in March for review
 - d. Cicero Branch as Polling Site
 - i. May & November were requested again as polling months.
 - e. Patrons with Poor Hygiene
 - i. We need to find the letter where the disruptive patron was banned, written by Kay Barnum.
 - f. Pay Periods and Pay Days [Exhibit #15, Pages 1]
 - i. There was a payroll emergency due to unprocessed paperwork on the bank end, and our own very tight payroll schedule contributed to the problem. It's suggested that we alter our payroll schedule in order to allow more time to correct errors and allow for more time.
 - ii. Board agrees to move pay day to Thursday starting in a month or two to allow people time to adjust their finances for the shift.
 - g. Proposed By-Laws Changes [Exhibit #16, Pages 1-3]
 - i. Grammatical update in Section 3, Section 4 brought up to State Code, Article 7: added "Public Participation", "Department Reports" as additions to order of regular business. Proposed Article 9: Conflict of Interest and Nepotism section, added per state requirement.
 - ii. Will be on agenda in March & April, then board will vote on it after appropriate number of reviews.
 - h. Donation Policy – Draft [Exhibit #17, Pages 1]
 - i. Draft presented
 - ii. Motion to accept as is:
 - 1. Laura Holliday motions
 - 2. Emily Holt seconded
 - 3. Motion carried by a vote of 6/6 (all vote AYE)
 - i. Proposed Circulation Policy Changes [Exhibit #18, Pages 1-6]
 - i. No discussion
10. **Looking Ahead:** March 19th, 2015 meeting, 6:30 p.m. at Cicero Branch
- a. Steve will not be here. Vice President will be on vacation. Secretary will have to chair the meeting. Ann will contact Emily Beechler to make sure she'll be here.
- 11. Meeting Adjournment**
- a. Motion to adjourn
 - i. Motion made by Laura Holliday
 - ii. Seconded by Emily Holt
 - iii. Motion carried by a vote of 6/6 (all vote AYE)
 - b. 8:44 meeting adjourned.
- 12. Executive Session - None**