

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
Cicero Branch – January 18<sup>th</sup>, 2018 6:30 p.m.**

- I. Regular Session
  - a. Call to order by President Steve Griffith 6:30 p.m.
  - b. Members present: Steve Griffith, Lee Templeton, Emily Pearson, Kim Radant, Kini Magdun
  - c. Members absent: Mike Jenkins
  - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Amy Wolfe (Bookkeeper), Jae Ebert (V&J Consulting), Darren Peterson (Peterson Architecture), Matthew Schmitz (Hagerman), Mike Hiatt (Maintenance), Julie Overton (upcoming board member)
  
- II. Review Agenda [Exhibit #1, Pages 1-2]
  - a. Review of Agenda by President Steve Griffith
  
- III. Minutes – December 21<sup>st</sup> & Executive Session [Exhibit # 2 & 3, Pages 1-7, Pages 1]
  - a. **Discussion:** There’s a double comma to remove in the Members presents area of the minutes.
  - b. **Motion to appoint Kim Radant as temporary Secretary**
    - i. Motion made by Emily Pearson
    - ii. Seconded by Lee Templeton
    - iii. Motion approved by a vote of 5/5 (All vote AYE)
  - c. **Motion: to approve both sets of minutes for December 21<sup>st</sup> with edits**
    - i. Motion made by Emily Pearson
    - 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 December 2017 [Exhibit #4, Pages 1-25]
  - a. Review of December report
    - i. \$27,386 personal services, \$0.00 supplies, \$6,028 Other Services & Charges \$0.00 Capital Outlays, \$33,414 total expense for month. Run rate 100%, 100% of total budget used.
    - ii. **Motion to pay December bills**
      - a. Motion made by Emily Pearson
      - b. Seconded by Lee Templeton
      - c. Motion carried by a vote of 5/5 (All vote AYE)
      - d. All signed registers of claims
    - iii. **Action Item:** none
  
- VI. Department Reports [Exhibit #5, Pages 1-13]
  - A. Director – Ann Hoehn

<b>2016-2017 Cicero Stats</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Number of Visits	3340	3172	3343	3886	2921	3139	4085	3780	3519	3201	3279	3113	2630
Directional Questions	123	107	157	145	131	120	93	125	201	111	106	93	108
Reference Questions	108	118	104	105	100	109	50	136	167	126	135	123	154

Book & Other Recommendations	16	46	52	54	42	39	13	43	56	43	60	33	36
Scanned Pages	199	144	185	238	118	72	239	85	104	108	95	172	48
Volunteer Hours (not including Friends)	16	17	10	12	9	9	3	2	1	22	16	12	7
Study Room Use	15	40	42	45	40	30	19	22	25	24	37	25	27
Yearbook Use	13	16	8	7	20	39	14	23	30	19	26	13	6
Mandatory Service Hours	0	0	0	0	0	0	0	0	0	0	18	8	2

### HNPL Website Audience Review

	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	9/1-10/25	10/26-31	Nov-17	Dec-17
<b>Sessions</b>	1,381	1,942	1,657	1,805	1,690	1,727	2,004	1,985	1,912	NA	312	1,789	1,456
<b>Users</b>	819	1,136	985	919	854	909	1,023	984	1,009	NA	208	924	759
<b>Pageviews</b>	2,348	3,242	2,917	3,394	2,974	2,946	3,340	3,629	3,340	NA	531	2,968	2,447
<b>Pages/Session</b>	1.70	1.67	1.76	1.88	1.76	1.71	1.67	1.83	1.75	NA	1.70	1.66	1.68
<b>Avg. Duration</b>	0:57	1:10	1:04	1:41	1:46	1:30	1:36	1:42	1:38	NA	0:54	1:19	1:19
<b>Bounce Rate</b>	67.41%	70.70%	69.64%	66.32%	67.40%	70.30%	68.01%	69.47%	71.76%	NA	71.79%	70.04%	70.40%
<b>% New Sessions</b>	45.91%	48.35%	45.62%	37.89%	37.51%	39.72%	39.42%	37.18%	40.53%	NA	46.79%	41.48%	38.87%

- I wanted to give you a heads-up. As you see by looking at this month's agenda, the Board will be asked to approve a number of sizeable expenses (accounting software, Evergreen membership, an architect invoice, Comfort Systems agreement, hoopla, Deep Freeze renewal, and scheduled computer upgrades). I have included in this packet the invoices/pricing that I have verified as accurate. We are working to verify the remaining invoices/pricing and plan to present that information at Thursday's meeting.
- We received a letter from Sacred Heart of Jesus Catholic Church thanking us for our donation of 6 boxes of food for their food pantry. The food was collected from patrons during November's *Food for Fines*.
- Sally Wolf has beautiful photographs taken in Cuba on display at Cicero Library during the month of January. It is a truly gorgeous exhibit.
- Our cataloger has resigned. She will be missed! We are working to fill the position.
- Staff annual evaluations were completed in December, and corresponding 2018 raises have been applied.
- The heating system is still running on manual. It seems to be working fine.
- The library Board appointment to fill our vacancy will be on the County Council's February agenda.

#### Looking Forward:

- Hiring and training a new cataloger
- Meeting with SpinWeb on Jan. 23 to discuss ADA compliance of the library's website
- Winter Reading throughout February
- Indiana Academy students volunteering the afternoon of Feb. 6 at Cicero Library

- Local Government Finance webinar on Feb. 7
- Creating a Frankenstein display to put on the art panels for the month of March
- HH Student Art Exhibit for the month of March and their reception on March 8, 5:00-7:30 p.m.
- March 8<sup>th</sup> webinar on *“Design Thinking: How Librarians Are Incorporating It Into Their Practices”*

**Action Item/Notes:** HHHS has confirmed they’ll be reading Frankenstein in the fall, some artwork display tie-ins are happening and in the works. Mr. Muffin’s Train Depot in Atlanta (owner is also a professor at Butler) – query whether there’s a way to tie-in his work with the library. Perhaps a display?

B. Assistant Director – Kate Marshall

**GENERAL**

**71+ hours, highlights include:**

Evergreen web client training webinars  
 Frankenstein grant follow up  
 Annual review(s)  
 Cataloging documentation

**TECHNOLOGY**

**4+ hours, highlights include:**

Tech troubleshooting  
 Tech project quote wrangling

**MARKETING**

**13+ hours, highlights include:**

Display prep & flip  
 Facebook marketing  
 Marketing meeting

**LOOKING FORWARD**

Marketing  
 Technology planning

**Action Item:** none

**Discussion:** Brief overview of internet outage that happened.

C. Circulation – Cindy Ritter

- The **circulation stats** for December were **6,465** compared to December of last year at **6,884** and a three year average of **6,857**. Atlanta had 211 circulations and Cicero had 5,205 + Overdrive eBooks 591 + Hoopla 402. In-house use for Atlanta was 34 and Cicero had 299. Sent out 71 holds from Atlanta and 262 from Cicero. Atlanta received 14 holds from other libraries and Cicero received 258. Top selections for patrons in December were DVD, 1012; Children, 882; Adult Fiction, 959; Computer, 285; Juvenile Fiction, 312; Adult Non-Fiction, 235; J Non-Fiction, 240; YA Fiction, 210. **Subscription Databases Usage:** Ancestry.com 16 searches, Lynda.com 25 hours
- 25 new patron cards were issued in December
- Circulation was down. However, our Christmas display did very well with a total of 355 circulations; last year’s total came in at 176 circulations. New displays have been put out for January. RBdigital use is increasing, as is hoopla. Overdrive use is slightly down.
- Cindy has been working on an ongoing project moving DVD barcodes from the outside of the cases to under the clear plastic case coverings. When barcodes are on the outside they eventually start to wear off and then can no longer be scanned. Moving them to under the clear covering protects and doesn’t interfere with scanning. Cindy completed this project on January 16th!
- Action Item:** none

- f. **Discussion:** Christmas display was amazing, DVD circulation was actually up in 2017 over 2016 per annual report statistics.

D. Atlanta – Mary Palmiero

December was a slow month due to Christmas and cold weather. Most patrons walk to the library, but falling temperatures and wind chill discouraged many from coming. This could be rather discouraging except for the fact that I have worked here for several years and have seen a few dry spells in the attendance. Thankfully, the numbers have always returned to normal. Just this week I have seen an increase in numbers over the past few weeks.

I found a couple of quotes that remind me of how important public libraries are. “A library is not a luxury but one of the necessities of life,” Henry Ward Beecher. “Closing a public library is child abuse, really, because it hinders child development,” Alan Bennett.

**Action Item:** none

**Statistics**

Name of Program	# of Events	Attendance	Cost	Cost per Person
Stitch Crafters	4	14	0	0
Having Your Say	4	24	0	0
Holiday Open House	1	21	25.63	1.22
Junior Games & Crafts	14	30	0	0
<b>Total</b>	<b>23</b>	<b>89</b>	<b>25.63</b>	<b>29 cents</b>

**Other Statistics**

2016-2017	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Number of Visits	260	203	225	309	223	322	310	271	386	347	339	230	143
Directional Questions	29	35	38	45	39	59	49	46	72	59	46	43	25
Reference Questions	24	47	49	45	46	55	49	35	61	43	42	29	18
Recommendations	10	56	59	69	53	67	97	65	71	42	44	44	29
Volunteer Hours	2	4	4	5	4	5	0	0	25	2	5	3	0
Scanned Pages	0	0	0	1	0	0	1	0	0	0	0	1	0
Computer Usage	33	33	37	75	48	71	143	87	66	53	75	49	27

➤ Looking Forward: YA Movie Day, Feb 1, 8, 15, 22 @ 4 p.m.

E. Adult – Cindy Ritter

- a. December Programs: 5; Attendance, 724; Cost: \$31.00. Cost Per: \$0.04. There were 6 non-library uses of rooms & gazebo; Attendance, approx. 85
- g. **Action Item:** none
- h. **Discussion:** We were up in 2017 over 2016 in terms of money collected for the library, re: vendor fees from Holiday Marketplace. Attendance was down a bit overall, but Our Town Cicero did hold their Santa event on the same evening as us.
- i. Looking Forward:
  - Classic Film – Dinner at 8, Jan. 20 @ 2 p.m.
  - Mystery Book Club – Fever Season by Barbara Hambly, Jan. 22 @ 6:30 p.m.
  - Brown Bag Reading Group – Like Water for Chocolate by Laura Esquivel, Jan. 26 @ 11:30 a.m.
  - Cuba Travelogue presented by Sally Wolfe, Jan. 30 @ 6:30 p.m.
  - Special Needs Adult program on Feb. 8 – Underwater Photography presentation
  - Taste of the Book—Musically Delicious, Feb. 12 @ 6:30

F. Children’s – Debra Brown

- a. December Programs: 16; Attendance: 311 Cost: \$219.45  
Library Collection – First, sincere thanks to all staff members who helped maintain the Children’s Picture book collection during the month of December. Because holiday books were circulating so quickly, most were immediately placed on faceout display rather than being shelved back in their original spots. As fast as the display books were checked out, more were located from the shelves below and moved up to fill in the holes. This was a great, month-long effort that involved many pairs of hands – much appreciated. The “Reader” category of the children’s book collection is the next section that will be weeded to provide space for the addition of new Graphic Novels.

Programs – A very successful Holiday Marketplace was held on Saturday, December 2<sup>nd</sup> as Santa once again visited HNPL to meet with children and pose for pictures. We distributed approximately 90 holiday bags in the line to see Santa and roughly 75 people were hosted in the story room as the children completed a wishlist and gift tag craft. In addition, we kept the *Charlie Brown Christmas* movie playing all day to help occupy the crowd. Story time sessions during the month included Gingerbread Friends, Holiday Pirates and a Teddy Bear Christmas Party on National Cocoa Day (December 13<sup>th</sup>).

Looking Ahead – January will give us a chance to settle back into a full weekly story time schedule as we celebrate various winter themes throughout the month. Snow, snowmen, and arctic animals will be weeks 1-3 with week 4 being devoted to calendar activities such as how the days, weeks and months add up to an entire year. The Friday morning homeschool class will re-organize on January 26<sup>th</sup> as we start the first of 7 planned STEM sessions. We will round out the month with a special afterschool program on the 29<sup>th</sup> in honor of National Puzzle Day.

**Discussion:** none

G. Young Adult – Ann Hoehn

- a. December Programs: 1; Attendance, 0; Cost \$0.00 ; Cost per person: \$0.00
- b. **Discussion:**
- c. **Action Item:** none
- d. **Coming up:**

- YA Puzzle Day at Cicero Library (with Frankenstein tie-ins)—crosswords, jigsaws, word searches, brain teasers, and Sudoku, Jan. 29, 4:00-5:15 p.m.

#### H. Maintenance – Mike Hiatt/Ann Hoehn

- Met with team members on finalizing bid for the basement walls and roof at Atlanta
- Met with contractors on telephone and security system in Cicero
- Met with Rutledge Well Drilling on giving estimate on drillings wells
- Worked on outdoor sign by street; had to reattach bolts to concrete
- Relocated display panels and put up Christmas wreaths
- Removed snow from sidewalks and put down salt
- Called JSD about removing snow from parking lots this year. They will be charging the same amount as last year, \$150.
- Met with Comfort System on the heating system. Air damper was on to 100% letting cold air go in from outside. Manually closed damper to stop air flow from outside. Found it was the outside temperature assembly. Estimate on replacing the assembly is \$1,970.

#### **Looking Forward:**

- Carpet cleaning at Atlanta

**Discussion:** Snow removal guy will salt if we ask him to as well. We're holding off on repairing the damaged flap due to potential upcoming construction. We can control the damper manually until further notice. We have two dampers, one is working and the other isn't. We'd only really need both operating for air conditioning purposes, not for heating.

**Action Item:** Mike to show Stan how to operate the damper for backup purposes.

### VII. Old Business

#### A. None

- a. **Discussion:** none
- b. **Action Item:** none

### VIII. New Business

#### B. Capital Projects -- Darren Peterson and Jae Ebert [Exhibit #5 & 6, Pages 1, 1-2]

##### a. **Current Cicero Construction Schedule**

- i. Overview of current project spending and allocated spending. HVAC redesign is finished, it's ready for rebidding. If it works out, it'll come back to the board for approval. If it's over budget, we'll continue to look for other ways to reduce cost/value engineer. Third option if not within budget is that we'd wait until the next bond issue and carry the HVAC into the second bond. Due to delays, we may have reached the point of having to shift the construction to the fall.

##### b. **2018 Bond—Cicero Library Expansion Plan**

- i. Darren presented the second bond issue design drawings. 3.9 million (3.5 million less the 10% cushion) was our top bond request to keep taxes the same. Bond number two can go up to 5 million without remonstrance but would raise taxes.

**c. Action Item:** The board should ideally have a number for Darren re: bond #2 by the next board meeting.

**d. Notes:** Questions about FFE & Friends of the Library room.

#### C. Resolution to Adjust Mileage Reimbursement Rate [Exhibit #7, Pages 1]

**a. Discussion:** We move our rate to match the federal rate.

**b. Motion to approve Resolution to Adjust Mileage Reimbursement Rate to 54.5 cents/mile**

- a. Motion made by Emily Pearson
  - b. Seconded by Kim Radant
  - c. Motion carried by a vote of 5/5 (All vote AYE)
  - c. Action Item:** none
- D. Resolution to Transfer Operating and Rainy Date Funds [Exhibit #8, Pages 1-2]
- a. **Discussion:** We do this every year to manage the budget line differentials. Net change is zero.
  - b. **Action Item:** Amy to move funds.
  - c. **Motion to approve resolution**
    - i. Motion made by Lee Templeton
    - ii. Seconded by Emily Pearson
    - iii. Motion carried by a vote of 5/5 (All vote AYE)
- E. Resolution to Reduce LIRF [Exhibit #9, Pages 1]
- a. **Discussion:** Library Improvement Reserve Fund (LIRF). We're reducing our amount because we did not spend all of it—we do this each year. It's deliberately appropriated a bit higher than we expect to use to cover any eventualities.
  - b. **Motion to approve resolution to reduce LIRF**
    - i. Motion made by Kim Radant
    - ii. Seconded by Emily Pearson
    - iii. Motion carried by a vote of 5/5 (All vote AYE)
  - c. **Action Item:** Amy to adjust financials.
- F. Annual Review of Non-resident Fee
- a. **Discussion:** We're going to table this until February so we can get a more accurate number for this.
  - b. **Action Item:** none
- G. Director's 2018 Compensation
- a. **Discussion:** none
  - b. **Motion to approve 4% increase to the Director, retroactive to Jan 1<sup>st</sup>.**
    - i. Motion made by Kini Magdun
    - ii. Seconded by Lee Templeton
    - iii. Motion carried by a vote of 5/5 (All vote AYE)
  - c. **Action Item:** Amy to apply raise.
- H. Permission to Pay Invoice for Boyce Accounting Software
- a. **Discussion:** Install will happen soon, just need final okay to pay the bill.
  - b. **Motion to approve invoice**
    - i. Motion made by Emily Pearson
    - ii. Seconded by Kim Radant
    - iii. Motion carried by a vote of 5/5 (All vote AYE)
  - c. **Action Item:** Amy to pay invoice.
- I. Evergreen Membership Renewal
- a. **Discussion:** Reminder that in order to keep using Evergreen we must pay membership fee
  - b. **Motion to approve annual Evergreen Renewal**
    - i. Motion made by Kim Radant
    - ii. Seconded Kini Magdun
    - iii. Motion carried by a vote of 5/5 (All vote AYE)
  - c. **Action Item:** Amy to pay bill.
- J. Permission to Pay Architect
- a. **Discussion:** Double-checking the mileage.

- b. Motion to approve architect invoice**
  - i. Motion made by Lee Templeton
  - ii. Seconded by Kim Radant
  - iii. Motion carried by a vote of 5/5 (All vote AYE)
- c. Action Item:** Amy to pay bill.

K. Comfort Systems Renewal

- a. Discussion:** Would like us to table this until February to clarify the invoice.
- b. Action Item:** none

L. Hoopla Renewal

- a. Discussion:** None
- b. Motion to refill hoopla account**
  - i. Motion made by Emily Pearson
  - ii. Seconded by Lee Templeton
  - iii. Motion carried by a vote of 5/5 (All vote AYE)
- c. Action Item:** Amy to pay invoice.

M. Technology Update

- a. Notes:** Discovered a couple of dead VGA cables while triaging a circulation computer.
- b. Discussion:** none
- c. Action Item:** none

N. Consumer Faronics Deep Freeze Maintenance Renewal

- a. Discussion:** Overview of what Deep Freeze does.
- b. Motion to approve annual 1 year renewal for Deep Freeze**
  - i. Motion made by Emily Pearson
  - ii. Seconded by Kini Magdun
  - iii. Motion carried by a vote of 5/5 (All vote AYE)
- c. Action Item:** Amy to pay bill.

O. Scheduled Computer Upgrades – Request to Purchase Equipment

- a. Discussion:** Kate presented an overview of the necessity of the upgrades.
- b. Motion to approve quote prices for computer upgrades**
  - i. Motion made by Emily Pearson
  - ii. Seconded by Kim Radant
  - iii. Motion carried by a vote of 5/5 (All vote AYE)
- c. Action Item:** Kate to purchase electronics

**IX.** Looking Ahead: February 15<sup>th</sup>, 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 Emily Pearson
  - iii. Motion carried by a vote of 5/5 (all vote AYE)
- b. 7:52 PM meeting adjourned.**

**XI.** Executive Session – Board of Finance Meeting 8:00 p.m.

- a. Call to Order at 7:53 p.m.**
- b. Review Agenda**

- i. Note: Kim Radant continued as temporary Secretary for this meeting.
- c. Motion to Select Board of Finance Officers with Steve Griffith as President, Mike Jenkins as Secretary
  - i. Motion made by Emily Pearson
  - ii. Seconded by Kini Magdun
  - iii. Motion carried by a vote of 5/5 (All vote AYE)
- d. Year-End Investment Report
  - i. Brief overview of financial report as previously covered in Board Meeting.
  - ii. **Motion to Accept the Year Investment Report**
    - a. Motion made by Lee Templeton
    - b. Seconded by Emily Pearson
    - c. Motion carried by a vote of 5/5 (All vote AYE)
- e. Investment Policy Review
  - i. **Motion to keep current investment policy as is**
    - a. Motion made by Kim Radant
    - b. Seconded by Kini Magdun
    - c. Motion carried by a vote of 5/5 (All vote AYE)
- f. Resolution to Designate Financial Institutions for HNPL Deposits for 2018
  - a. Everyone keen to keep current institutions, no motion needed.
- g. Meeting Adjournment
  - i. Motion to adjourn
    - a. Motion made by Emily Pearson
    - b. Seconded by Lee Templeton
    - c. Motion carried by a vote of 5/5 (All vote AYE)
    - d. 7:59 PM meeting adjourned