

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch --February 20th, 2020 6:30 p.m.**

- I. Regular Session
 - a. Call to order by President Lee Templeton 6:30 p.m.
 - b. Members present: Steve Griffith, Lee Templeton, Mike Jenkins, Emily Pearson, Julie Davis, Kelly Wuerch, Kini Magdun
 - c. Members absent: none
 - d. Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Mike Hiatt (Maintenance); Natalie Strader (HNPL Bookkeeper); Jae Ebert (V&J Consulting); Ian Wooten (Hagerman); Jason (Acuity)

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

- III. Minutes – January 16th Regular Meeting [Exhibit #2, Pages 1-13]
 - a. **Discussion:** reviewed, no edits needed.
 - b. **Motion: to approve minutes for January 16th**
 - i. Motion made by Kelly Wuerch
 - ii. Seconded by Emily Pearson
 - iii. Motion carried by vote of 7/0 (All vote AYE)

- IV. Other Public Participation
 - i. None

- V. Financial Reports for January 2019 [Exhibit #3, Pages 1-17]
 - a. Review of January report
 - i. **Motion to pay January bills**
 - a. Motion made by Julie Davis
 - b. Seconded by Kelly Wuerch
 - c. Motion carried by a vote of 7/0 (All vote AYE)
 - d. All Board members present signed voucher register summary.
 - ii. **Action Item:** none
 - iii. **Notes:** Several large yearly bills came due in January, so run rate is a bit higher than average.

- VI. Director's Report
 - A.

Jenn Crusenberry was promoted from Circulation Clerk to Circulation Manager. Jenn has many years of retail supervisory experience which is translating well to our library environment. In addition, Jenn is taking Library Science classes at Ivy Tech and is the new President of Friends of the Library. Way to go, Jenn!

| | | | | | | | | | | | | | |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Service Hours | | | | | | | | | | | | | |
| Test Proctoring (# of tests/# of hrs) | 2/3 | 0/0 | 0/0 | 1/1 | 2/3 | 0/0 | 1/3 | 1/3 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 |

HNPL Website Audience Review

HNPL Website Audience Review

| | Dec-18 | Jan-19 | Feb-19 | Mar-19 | Apr-19 | May-19 | Jun-19 | Jul-19 | Aug-19 | Sep-19 | Oct-19 | Nov-19 | Dec-19 |
|---------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Sessions | 1,477 | 1,694 | 1,526 | 1,670 | 1,536 | 1,713 | 2,164 | 1,882 | 1,589 | 1,513 | 1,550 | 1,286 | 1,177 |
| Users | 932 | 1,047 | 921 | 1,076 | 992 | 1,010 | 1,510 | 1,223 | 975 | 923 | 907 | 822 | 754 |
| Pageviews | 2,905 | 2,847 | 2,538 | 2,614 | 2,762 | 3,168 | 3,790 | 3,810 | 2,972 | 2,773 | 2,858 | 2,373 | 2,197 |
| Pages/Session | 1.97 | 1.68 | 1.66 | 1.57 | 1.80 | 1.85 | 1.75 | 2.02 | 1.87 | 1.83 | 1.84 | 1.85 | 1.87 |
| Avg. Duration | 1:17 | 1:02 | 1:04 | 0:53 | 0:57 | 1:15 | 0:54 | 1:11 | 1:17 | 1:11 | 1:20 | 1:17 | 1:05 |
| Bounce Rate | 65.27% | 71.02% | 70.05% | 73.65% | 69.92% | 67.48% | 72.23% | 66.21% | 66.71% | 64.71% | 67.68% | 66.80% | 68.39% |
| Sessions/User | 1.58 | 1.62 | 1.66 | 1.55 | 1.55 | 1.70 | 1.43 | 1.54 | 1.63 | 1.63 | 1.71 | 1.56 | 1.56 |
| New Users | 759 | 845 | 727 | 889 | 828 | 840 | 1316 | 1047 | 825 | 782 | 762 | 689 | 659 |

Looking Forward: Grand Opening for new wing; Summer Reading Committee work

Notes: Annual report was submitted today.

Action Items: none

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

A. Assistant Director – Kate Marshall

GENERAL - 118+ hours, highlights include:

5 notary events

2 Ask a Librarian sessions

Acquisitions/Transit

Collection development & maintenance

Capital project follow-ups

HHMS School Improvement meeting

Manager meeting

TECHNOLOGY - 5+ hours, highlights include:

Re-doing phone system announcements and routing menus

CATALOGING & ACQUISITIONS

Cataloging is staying busy with new orders and repairs; they are finishing leftover projects from 2019 when time allows.

The Acquisition role has been rolled into Assistant Director's duties and has been going well so far.

LOOKING FORWARD - Technology Projects, Administrative projects

- B. Circulation – Ann Hoehn/Jenn Crusenberry**
- a. The **circulation stats** for January were **8,166** compared to January of last year at **7,978** and a three year average of **7,898**. Atlanta had 351 circulations and Cicero had 6228 + Overdrive eBooks 1013 + Hoopla 574. In-house use for Atlanta was 85 and Cicero had 354. Sent out 104 holds from Atlanta and 416 from Cicero. Atlanta received 21 holds from other libraries and Cicero received 470. Top selections for patrons in January were DVD, 1487; Children, 1078; Adult Fiction, 1132; Computer, 316; Juvenile Fiction, 320; Adult Non-Fiction, 452; J Non-Fiction, 456; YA Fiction, 201. **Subscription Databases Usage:** no databases subscribed at this time
 - b. 48 new patron cards were issued in January
 - c. January displays were Newly Added DVDs, Last Chance Books, Book Was Blue, and Taste of the Book. Surprisingly, the Book Was Blue display of 14 books produced 25 circs. The DVD display led the way with the most circs, 56.
 - d. New to the library in January was the Cicero Bluegrass Jam. Good time was had by all, and we look forward to that program continuing to grow this year.
 - e. Digital resources continue to do well. Overdrive circulations reached over 1,000 in January, and Hoopla was near 600.
 - f. The staff have started putting more books in the adult stacks on display. We are hoping to increase circulation of older items.
 - g. In January I was promoted to Circulation Manager, and I couldn't be happier. This has been, so far, an amazing experience, and I am extremely happy here. I believe the transition from Cindy to me has gone smoothly. The staff have been opened to change and have been quite supportive.
 - h. **Action Item:** none
 - i. **Discussion:** Reminder: current circulation stats are inflated by auto-renewals.
- C. Atlanta – Mary Palmiero/Ann Hoehn**
- We have seen some new young people who moved into the area and have come into the library. They don't usually check out material but just come to socialize and use the Wi Fi. There is a new young couple who have been coming regularly to check out movies. They are very friendly and like to talk about books and film. Another couple who have been patrons for many years recently needed our notary services. The

problem was that one of the individuals is terminally ill and can no longer walk. Since the library is not handicap accessible, I had to perform the service at the curb. We were also able to help them find a couple of witnesses for her Will and Power of Attorney.

Statistics

| Name of Activity | Number of Events | Total Attendance | Cost |
|------------------|------------------|------------------|----------------------|
| STITCH CRAFTERS | 4 | 12 | 0 |
| HAVING YOUR SAY | 4 | 34 | Donated refreshments |
| YA MOVIE | 1 | 3 | 0 |
| YA BOARD GAMES | 3 | 10 | 0 |
| TOTALS | 12 | 59 | 0 |

Other Statistics – 2018-2019

| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan |
|-----------------------|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|-----|
| Number of Visits | 230 | 292 | 254 | 248 | 195 | 252 | 238 | 296 | 160 | 344 | 207 | 154 | 187 |
| Directional Questions | 40 | 33 | 55 | 44 | 42 | 39 | 49 | 52 | 28 | 50 | 37 | 29 | 25 |
| Reference Questions | 34 | 28 | 40 | 39 | 29 | 33 | 29 | 34 | 25 | 40 | 27 | 15 | 25 |
| Recommendations | 40 | 28 | 46 | 38 | 37 | 27 | 42 | 46 | 29 | 46 | 25 | 26 | 31 |
| Volunteer Hours | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Scanned Pages | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Computer Usage | 27 | 35 | 38 | 33 | 21 | 25 | 15 | 31 | 21 | 22 | 12 | 11 | 12 |

- **Looking Forward:** none
- **Discussion:** A conversation about the future of Atlanta Branch was started; continuing decline of users is still a concern. The area is due to experience some housing growth over the next few years, but that is no guarantee that use of the library will rebound. In differing capacities, entities such as Beck’s, the Hamilton Heights School Board, and the Northern Hamilton County Chamber of Commerce may be good resources for helping us address the question of Atlanta.
- **Action Item:** Ann to find professional literature that deals with the topic(s).

D. Adult – Ann Hoehn

- a. January Programs: 4; Attendance, 60; Cost: \$9.15 Cost Per: \$0.15. There were 10 non-library uses of rooms & pavilion; Attendance, approx. 130.
- b. **Action Item:** none
- c. **Notes:** Excellent turnover for Bluegrass Jam.
- d. **Looking Forward:**
 - Cicero Bluegrass Jam, March 15, 1:30-3:30 p.m.
 - Classic Film—Some Like It Hot (1959), March 21 at 11 a.m.
 - Mystery Book Club—Bootlegger’s Daughter by Margaret Maron, March 23 at 6:30 p.m.

E. Children’s – Debra Brown

- a. January Programs: 18; Attendance: 289 Cost: \$0.00 Cost per: \$0.00
Library Collection – – We expect an influx of new titles to fill the New Books shelf in February, which let us devote January to housekeeping projects in the juvenile book collection. Weeding continued in the Picture Book section, and the Board Books were shifted to allow for more shelving room in the coming year. Graphic Novels continue to circulate well, and we have added a few duplicate paperback copies of some popular titles so that more students will have a chance to check them out.

Programs – Story time programs were in the forefront during the month of January, as we explored snowmen, penguins, and the start of a new year. Bundle-Up Week was a popular theme, and we had a great time dressing up with extra hats, scarves, and mittens. *Yoga Bunny* was the featured book for the final week of the month, and we were able to pair this story with nonfiction books about yoga, health and exercise. We talked about the importance of indoor exercise in the winter months, and made a paper plate collage of different yoga poses that we practiced. We commemorated author A. A. Milne’s birthday with an extensive Winne the Pooh book and art display during the middle of the month. This display was made intergenerational by the addition of movie DVDs from the both the adult and juvenile sections.

Looking Ahead – February is the month for our annual Winter Reading Program, and we are excited this year to follow a 2020 vision theme for our winter literacy initiative. We have planned a “vision” week in the story room as we explore books about glasses and visiting the eye doctor. Valentine’s Day, pets and polar bears will be our other weekly themes. A *Vintage Valentines* craft program is planned for afterschool on 2/4 and our Friday morning homeschool students will resume their geography studies on 2/7. A book display of Presidential Biographies is planned for the 3rd week of the month.

Discussion/Notes: none

F. Young Adult – Ann Hoehn

- a. January Programs: 1; Attendance, 4; Cost \$36.76; Cost per person: \$9.19

- b. **Discussion:** We have a small but dedicated following for mobile craft club. Cursive clinics will happen again this year, although we're going open it to the public so we can actually advertise it in the paper. Coffee with legislators potentially on the docket as well to talk up the program.
- c. **Action Item:** none
- d. **Coming up:**
 - Floating Mobile Paper Craft Club, 5:30-7 pm:
 - Feb 18 – Go Fly a Kite!
 - March 17—Go Fish!

G. Maintenance – Mike Hiatt/Ann Hoehn

- Took down Christmas tree at Cicero.
- Inspected carpet in the new meeting room and tagged bad spots.
- Put property tags on new folding chairs and tables.
- Met with Stanley Locks to key new doors to our existing lock system.
- Spot cleaned carpet in meeting room and entryway.
- Met with Presidio on emergency button.
- Worked on electric outlet in kitchen. Breaker needed to be reset.
- Met with OBH Plumbing to try to clear drain in makerspace. Could not get it open. Will have to replace.

Looking Forward:

- Construction completion

Discussion:

Action Item: none

VIII. Old Business

A. None

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

IX. New Business

a. Capital Projects

i. Retention Pond

1. **Discussion:** With IDEM testing requirements on next-door property still in play, plans to remediate the retention pond are on hold until final results come back.
2. **Action Item:** none

ii. Dedication Plaque [Exhibit #5, Pages 1]

1. **Discussion:** Date to be used on the plaque is just the year of completion/dedication: 2020. Dedication plaques in bronze seem to run

around \$2,000-3,000; glass dedication plaque are cheaper, but install makes it hard to keep the area behind it clean. Ann to use Darren to get price check. We do not want logos on the plaque.

2. **Action Item:** Ann to follow up with Darren.
3. **Motion to approve a bronze plaque not to exceed \$3,000.00**
 - a. Motion made by Kini Magdun
 - b. Seconded by Lee Templeton
 - c. Motion carried by a vote of 7/0 (All vote AYE)

iii. Open House Date

1. **Discussion:** Taking into consideration a potential AV installation date, March 22nd, 1-4 p.m. has been chosen as Open House day and time; 2 p.m. is when the ceremonial aspects will take place. Library has funds to put on the open house. Friends of the Library will provide photography/videography. General punch, water, coffee, and snacks for refreshments suggested.
2. **Action Item:** Ann to follow up on party prep

iv. New Microwave

1. **Discussion:** Microwave shelf is not very deep and will not fit standard or large size microwave. There is a suggestion to put a small microwave on the actual dedicated shelf space and then also a larger one on the countertop.
2. **Action Item:** Ann to buy both microwaves.

v. General Updates

1. **Discussion:** Doors are almost done finally. One door required significant repairs. Drain was resolved in the maker space. Entire drain system was snaked and no other issues were found. There is a walkthrough scheduled for tomorrow (2/21). Windows replacement sashes have arrived at the window supplier, but they will still need to be stained. AV group is hoping to install around February 29th/first week of March. Documentation on the project provided in hard copy and flash drive by Hagerman tonight. Stove and fridge came in today in the new kitchen.
2. **Action Items:** none

vi. Update on Monitoring Performance of Attic Thermal/Moisture Building Envelope

1. **Discussion:** We'll be monitoring for the next year. We're installing 2 sensors/humidity monitors tomorrow, one in the northwest corner and one in the southeast corner of attic.
2. **Action Item:** none

vii. Hagerman Pay Application(s) [Exhibit #6, Pages 1-2]

1. **Discussion:** Two were submitted to Jae and Darren. First one was regarding Bond 1 construction; retainage release related. Second pay application is for Bond 2; 100% construction/close out billing related. There is actually going to be a credit to the library as well, but we did not have that documentation ahead of time. Jae wants to review the change order/credit first, so that will be addressed at next month's meeting.
 2. **Action Item:** Ann/Natalie to deal with pay apps.
 3. **Motion to pay on the first two application and review third change order**
 - a. Motion made by Steve Griffith
 - b. Seconded by Julie Davis
 - c. Motion carried by a vote of 7/0 (All vote AYE)
- b. ACUITY—Request to Drill on Library Property
- i. **Discussion:** Overview provided of what has been going on next door with the drilling and testing. Almost done finding extent of contamination of the site. They detected a few contaminants in the surface soil and manganese in the monitoring well, which was above the IDEM tap water screening level. No immediate health concerns, but IDEM requires them to continue finding extent of contaminants. They want to retest and do more sample borings. Week of March 9th is their preferred digging week. Worst case scenario would be a deed restriction saying no agricultural use of area near property line. Soil removal may be another remediation/worst case scenario. The owner of the property is paying for this testing. They are hoping this is a final investigation completed by mid-year before moving into remediation stages. Could be another year before they get to a remediation stage. Our lawyer says there's no reason to refuse this request.
 - ii. **Action Item:** Acuity will coordinate with Ann.
 - iii. **Motion to approve boring on library property**
 1. Motion made by Mike Jenkins
 2. Seconded by Emily Pearson
 3. Motion carried by a vote of 7/0 (All vote AYE)
- c. 2020 Employee Compensation [Exhibit #7, Pages 1-3]
- i. **Discussion:** Employee pay ranges will accommodate maximum raises for each job title.
 - ii. **Action Item:** Ann/Natalie to implement
 - iii. **Motion to approve 2020 cost of living adjustment at 1.6% retroactive to January 1st, 2020**
 1. Motion made by Emily Pearson
 2. Seconded by Steve Griffith

3. Motion carried by a vote of 7/0 (All vote AYE)
 - iv. **Motion to approve employee merit increases from (0-3%) based on employee evaluations retroactive to Jan 1st, 2020**
 1. Motion made by Emily Pearson
 2. Seconded by Julie Davis
 3. Motion carried by a vote of 7/0 (All vote AYE)
 - v. **Motion to approve resolution employee pay ranges**
 1. Motion made by Kini Magdun
 2. Seconded by Emily Pearson
 3. Motion carried by a vote of 7/0 (All vote AYE)
 4. All sign Resolution
- d. Accounting/Payroll Software Renewal
- i. **Discussion:** Time for our annual renewal of accounting software for \$3,630.00, same amount as last year.
 - ii. **Action Item:** Ann/Natalie to deal with renewal
 - iii. **Motion to approve annual renewal**
 1. Motion made by Julie Davis
 2. Seconded by Kini Magdun
 3. Motion carried by a vote of 7/0 (All vote AYE)
- e. Brightworks IT Proposal and a Proposed Reduction in Number of Public Computers
- i. **Discussion:** Quick overview of what is covered in new IT proposal provided. Also, in conjunction with this shift in IT partners, the library would like to adjust the number of public computers at Atlanta from 2 upstairs to 1 upstairs, downstairs at Atlanta from 5 to 3 and Cicero from 10 to 8. Board approves the reduction of public computers.
 - ii. **Action Item:** Ann to sign contract after one last review.
 - iii. **Motion to approve Brightworks IT Proposal**
 1. Motion made by Steve Griffith
 2. Seconded by Julie Davis
 3. Motion carried by a vote of 7/0 (All vote AYE)
- f. Friends of Cicero Park Sponsorship Request
- i. **Discussion:** Board will revisit this in the summer.
 - ii. **Action Item:** none
- g. Annual Review of Board By-Laws [Exhibit #8, Pages 1-3]
- i. **Discussion:** Board has reviewed by-laws, does not see the need for any changes.
 - ii. **Action Item:** Ann to update revision date on document

- h. Annual Review of Non-Resident Card Fee
 - i. **Discussion:** Per the state formula for determining the cost, there is no need to change the price this year.
 - ii. **Action Item:** none

- i. Technology Update
 - i. **Notes:** A brief power blip over the weekend of Feb 8th at Atlanta caused us to have to reset some equipment at that branch that had gotten knocked off the network temporarily. Sever at Cicero experienced a DNS configuration malfunction on Tuesday, Feb 19; it was repaired, but current IT group does not know what caused it. Working on creating outline of technology concerns for new IT group. Current IT group has reassigned our vCIO/management team and we have two new people assigned to us. Still waiting for an introductory email from the new team.
 - ii. **Discussion:** None
 - iii. **Action Item:** none

X. Looking Ahead: March 19th Board Meeting at Cicero Library, 6:30 p.m.

- XI. Meeting Adjournment
 - a. Motion to adjourn
 - i. Motion made by Kini Magdun
 - ii. Seconded by Julie Davis
 - iii. Motion carried by a vote of 7/0 (all vote AYE)
 - b. 8:12 PM meeting adjourned.

- XII. Executive Session – YES