

**Hamilton North Public Library
Board of Trustees Meeting Minutes
June 17, 2021 at 6:30 p.m.
Cicero Branch, Jenkins Meeting Room**

- I. Call Meeting to Order
 - A. Called to order by President Kini Magdun at 6:30 p.m.
 - B. Members present: Kini Magdun, Emily Pearson, Jim Hunter, Julie Davis, Michael Morris (in at 6:33)
 - C. Members absent: Kelly Wuerch, Beth Roberts
 - D. Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Natalie Strader (Bookkeeper); Mike Hiatt (Maintenance); Katie Strader (Marketing Specialist)

- II. Review Agenda [Exhibit #1, Pages 1]
 - A. Agenda was reviewed

- III. Approve May 20, 2021 Board Meeting Minutes [Exhibit #2, Pages 1-11]
 - A. **Notes:** none.
 - B. **Motion to approve May 20, 2021 regular meeting minutes.**
 1. Motion made by Emily Pearson
 2. Seconded by Jim Hunter
 3. Motion carried by vote of 4/0 (All vote AYE)

- IV. Public Participation
 - A. None.

- V. Financial Reports – May 2021 [Exhibit #3,4 Pages 1-2, 1-18]
 - A. Review of May report
 1. **Motion to pay May bills and approve financial reports**
 - a. Motion made by Julie Davis
 - b. Seconded by Jim Hunter
 - c. Motion carried by a vote of 5/0 (All vote AYE)
 - d. All Board members present signed voucher register summary.
 2. **Action Item:** none
 3. **Notes:** Julie & Kini added as signers to our bank account last Saturday.

- VI. Director's and Department Reports [Exhibit #5, Pages 1-8]

Summer Reading (June 1 - July 19) on Beanstack seems to be going well, and, once again, drawing prizes are on display in the Indiana Room. On the last day of Summer Reading, both Cicero and Atlanta Libraries will be hosting root beer float parties. We hope to recreate the success of the Cicero Library 2019 root beer float party.

Our June 5th Outdoor Marketplace (including yard sale, bake sale, and book sale) was something of a success. While public turnout was low, over \$450 was raised for the library's general gift fund. The Friends themselves raised \$245. Event organizer Jackie Hayden did a great job. We hope to do it again next year. The money added to the library's gift fund may cover expenses for the upcoming Jenkins Wing Open House, the date of which will likely be determined at this month's Board meeting.

As a sort of spin-off of our Tails and Tales Summer Reading Challenge, we are planning an August reading challenge in celebration of National Dog Month. This challenge is called "Double Dog Dare." We will double dog dare the public to take the challenge by reading about dogs in some way, shape, or form and by completing certain dog-related activities. One such activity will be to donate to the Hamilton County Humane Society. Another activity will be for patrons to submit pictures of their dogs which will be posted on our Proud Dog Bulletin Board. There will be plenty of activities that people without dogs can complete.

Katie Strader, our new Marketing Specialist, has been hitting social media hard with her beautiful marketing designs, and with good results. She plans to stop by Thursday's Board so you can meet her. In addition, the ten rain barrels entered in this year's local Rain Barrel Auction are currently on display at Cicero Library. They look great. The rain barrels will be judged, and winners are awarded cash prizes. I have been asked to be one of this year's judges. Also, this year the library sponsored the third-place prize by donating \$100 from our gift fund.

Finally, after a 15-month hiatus due to COVID, the members of the day program of Mephibosheth Ministries returned to the library on June 7th for a morning of fun. Deb presented her Light and Shadow Workshop. In addition, each participant received a coupon for a free personal pan pizza from Pizza Hut and were allowed to select remaining yard sale merchandize. Many people left with armfuls of good things!

Notes: none.

Action Item: none.

Statistics

2020-2021 Cicero Stats	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Number of Visits	--	1756	1819	1834	1699	1750	1515	1382	1571	1504	1720	1600	1601
Directional Questions	15	167	108	102	82	62	110	78	104	60	94	85	114
Reference Questions	7	200	116	104	64	100	41	81	115	72	157	175	186
Book & Other Recommendations	--	22	15	27	30	18	11	14	22	8	34	31	23

Scanned Pages	--	121	93	48	26	101	16	76	62	79	199	30	9
Volunteer Hours	--	0	0	0	0	0	0	0	0	0	0	0	0
Study Room Use (est.)	--	20	22	20	25	30	30	20	20	0	0	0	15 est.
Yearbook Use	--	11	19	34	38	10	8	12	30	35	23	17	27
New Wing Tours (persons)									7	4	4	7	8

Activities for Adults & Families	Date	# of Times	Attendance	Cost
Indy Car Series Photographer Roger Bedwell (Friends Program)	5/11	1	9	0
Classic Movie Club – <i>The More, The Merrier</i>	5/15	1	2	0
Mystery Book Group – <i>Chocolate Cat Caper</i> by JoAnna Carl	5/24	1	3	0
Total		3	14	0
Non-Library Room Use		3	19 est.	0

HNPL Website Audience Review

	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21
Sessions	1,262	1,656	1,449	1,354	1,177	1,348	1,262	1,089	1,231	1,449	1,685	1,687	1,204
Users	796	923	871	795	800	890	773	683	740	887	1,038	1,154	758
Pageviews	2,440	2,903	2,463	2,262	2,042	2,191	2,186	1,737	1,994	2,731	2,968	3,365	2,570
Pages/Session	1.93	1.75	1.70	1.67	1.73	1.63	1.73	1.60	1.62	1.88	1.76	1.99	2.13
Avg. Duration	1:18	1:28	1:11	1:12	1:05	1:07	1:00	1:03	1:06	1:18	1:02	1:11	1:21
Bounce Rate	62.60%	65.16%	68.25%	71.42%	72.22%	74.04%	71.00%	74.10%	74.90%	70.81%	57.21%	55.25%	66.53%
Sessions/User	1.59	1.79	1.66	1.70	1.47	1.51	1.63	1.59	1.66	1.63	1.62	1.46	1.59
New Users	706	786	732	679	694	772	675	569	644	785	927	1001	665

Upcoming:

2022 Budget Approval – September Board Meeting—need quorum.

2022 Budget Adoption – October Board Meeting—need quorum.

Continuation of Summer Reading.

Continue to plan August's *Double Dog Dare Reading Challenge* in celebration of National Dog Month.

Continue to increase marketing efforts.

Assistant Director – Kate Marshall

GENERAL

140+ hours, highlights include:

Collection development & maintenance
Acquisitions
5 notary events
Cataloging (60+ hrs)
New employee onboarding tasks

TECHNOLOGY

4+ hours, highlights include:

Monthly alignment mtg w/Brightworks
Technology troubleshooting & maintenance
New computer research

MARKETING

Highlights include:

Job postings

CATALOGING & ACQUISITIONS

Acquisitions has been working on prepping Summer/Fall purchasing carts. Cataloging concentrated on processing new materials this month as well as material repairs. The new cataloger started in May and has been performing well.

LOOKING FORWARD

Technology projects
Cataloger onboarding

Notes:

Circulation – Ann Hoehn/Jenn Crusenberry

May 2021 circulation was **5,946** compared to May 2020 of **2,644** and a three-year average of **5,865**.

Atlanta had **288** circulations and Cicero had **4,226** + Overdrive eBooks **772**+ Hoopla **660**. In-house use for Atlanta was 47 and Cicero was 557. Sent out 75 holds from Atlanta and 288 from Cicero. Atlanta received 8 holds and Cicero received 281 holds from other libraries.

19 new patron cards were issued in May.

Fifteen *Teen Take and Makes* were taken home by patrons. We will distribute the same kit in June and introduce a new kit in July. Circulation is no longer wiping down returned library materials, but we

continue to clean high-use surfaces. We hired a new Circulation Clerk, so Circulation is now fully staffed. Jenn attended the free, online Evergreen International Conference.

Notes: none.

Action Items: none.

Atlanta Report – Mary Palmiero/Ann Hoehn

This month several visitors returned to the library after having moved away some time ago. They were quite surprised at the new look of the downstairs and much appreciative of the brighter look. We’ve seen a slight increase in the number of adults and children requesting to use the computers, with May seeing 27 computer users. The adults used the computers for tax, work, or other purposes, while the children play educational games or download pages to color.

On several occasions library staff members worked with children to help them learn how to use a computer, download pages to color, and make some small crafts. Additionally, we’ve had more opportunities to help students find books on particular subjects, such as sewing, crafting, rabbits, and sharks. One young patron even created cards for staff members, thanking them for helping her find the books she needed.

Statistics for 2020-2021

ACTIVITY	NUMBER OF EVENTS	ATTENDANCE	COST
Having Your Say	4	16	0
Crafts, all ages	5	21	0
Total	9	37	0

2020-2021	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Number of Visits	--	143	178	132	124	141	161	143	121	118	180	158	144
Directional Questions	--	16	8	25	5	18	31	27	16	18	31	29	31
Reference Questions	1	21	13	12	7	13	19	21	14	10	25	19	28
Recommendations	--	19	6	31	29	23	28	35	25	20	33	32	38
Volunteer Hours	--	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
Computer Usage	--	17	15	10	10 est.	15	15	15	15	5	15	9	27

Discussion: none.

Action Item: none.

Children's – Debra Brown

Library Collection – – Our push for new book ordering in April and May has paid off with a bounty of reading choices to offer when the Summer Reading Program kicks off next month. The New Books display is currently packed and awaiting summer readers to finish the school year and come to the library for book checkout. Book displays for the month of May followed story time topics, except for a special *Star Wars* display during the first week of the month.

Library Programs – Attendance for morning story time during May seemed to grow as the month progressed. Our biggest sessions were during the last week of the month when we presented the 5 picture books nominated for the Indiana Firefly Book Award. A picture book entitled *The Box Turtle* was the clear favorite, and the craft for the week was a green tissue paper turtle that was our first attempt at a craft experience being added back into story time. This was a success, so the take-home craft kits have now ended for the time being. We can return to this measure in the future as need be. Other themes for the month included Mother's Day, Baseball and African safari. We incorporated more music into these morning sessions as well and were surprised by how much these preschoolers liked dancing.

Looking Ahead – Our *Tails and Tales* Summer Reading Program kicks off at the beginning of June, and the bulk of Summer 2021 children's programs will occur in June also. A Lego Free Play session has been added for the afternoon of 6/10, and our youngest patrons will be treated to a special story time on 6/15 with a Cicero firefighter as guest reader. Two Makerspace painting sessions for school-age children have been added to the calendar on 6/17 and 6/28. *Leap Into Science Week* is June 7th through the 11th, and we will be having two extra sessions of our Light & Shadow program in addition to presenting the same program (in abbreviated format) to the 3 morning story time circles that week. Book displays for Father's Day, Dogs & Cats and Summer are being planned to help boost circulation and offer "grab and go" choices for Summer Reading. Spatial changes in the children's area include a return of 3 children's computers and full furniture table and seating arrangements. Morning Story Time will return to its regular room in June.

Maintenance – Mike Hiatt/Ann Hoehn

- Met with Hunter Plumbing on estimates for installing sump pump at Atlanta.
- Planted flowers at Cicero and Atlanta.
- Repaired exterior basement doorknob at Atlanta.
- Put up some of the soundproof panels in the Makerspace.
- Trimmed trees by the retention pond.

Notes: 1st Tru Green lawn treatment has been helping.

Action Item: none.

Looking Forward: Lawncare, Cicero front door installation, sound absorption panel installation, correcting flood issues at Atlanta.

VII. Old Business

- A. Handicap Parking for New Wing [Exhibit #6, Pages 1]
 1. **Note:** Vendor called today; no official start date yet but we're still on their list.
 2. **Discussion:** none.
 3. **Action Item:** none.
- B. Atlanta Flood Prevention
 1. **Notes:** Project has not started yet.
 2. **Action Item:**
- C. Echo in Makerspace
 1. **Notes:** All sound absorption panels that were ordered have now arrived.
- D. COVID-19 Review & Update [Exhibit#6, Pages 1]
 1. **Review and Update**
 - a. **Notes:** Mike took some of the furniture that was in storage and has redistributed it around the library; the story time room is fully cleared out and back in use. Next step is taking furniture out of storage in the makerspace and putting it back on the floor.
- E. March 2021 Employee Survey [Exhibit #6, Pages 1-4]
 1. **Notes:** Replacing chairs in computer lab and upgrading water fountain came up as ideas of interest. Employee bonuses also came up in discussion.
 2. **Discussion:** none.
 3. **Action Item:**
- F. Date for Dedication Ceremony to Be Decided Upon
 1. **Discussion/Notes:** Sunday, August 8, 1-4 pm is the scheduled day/time. Friends of the Library said they would do appetizer/snack type items for the open house. Emily

has volunteered to organize the food part, as she is part of the Friends. A 1 pm ribbon cutting is currently planned. Emily will reach out to the Hamilton County Reporter; one of her contacts will be doing drone photography for the opening. Ann plans to take pictures from the open house to use for a targeted mailing.

2. **Action Item:** none.

G. 2022 Budget and Employee Pay Ranges/Bonus Discussion [Exhibit #7, Pages 1-4]

1. **Notes:** Natalie and Ann met with Beth Roberts to discuss; Beth is planning to look up the data on nearby libraries and other local businesses. Natalie crunched numbers to find out what we can afford to pay next year. Brainstorming how to make these moves sustainable in 2023 and onward and make all the job categories appropriately in line.
2. **Notes:** Natalie used growth quotient of 3% for the estimate of budget next year, but the library should know the actual quotient by the next board meeting. It is likely to be above 3%. Took into consideration general increases on services that always occur. Materials are slightly above 8% minimum. Anything extra was put into wage line item(s). Changes to pay ranges will need to wait until after the annual budget meeting (July 23rd).
3. **Discussion:** Meeting room revenues is part of operating budget, which means it can be used toward employee wages.
4. **Discussion:** Kini would like Ann & Natalie to look at the budget to find a way to give a bonus to those employees who were employed during COVID and are still currently employed. If the budget can support it, the board is interested in giving \$1,000.00. Natalie confirms we have been paying fewer staff hours in 2021 due a variety of factors, so there will be some money available from wages for a potential bonus. Natalie thinks there is \$15,000 or so available.
5. **Action Item:** Board requests that Ann provide a resolution for employee bonuses at the next board meeting.

VIII. New Business

A. Front Door Replacement Quote [Exhibit #8, Pages 1-2]

1. **Notes:** We have a quote from a Heartwood Enterprises, Inc. They have done a lot at Hamilton Town Center, Fishers Municipal Building, etc. The quote is for \$14,200.00. Doors will be bronze colored aluminum, windows will be tinted, with 10" kick-plate. All new bronze hardware except for handicap enclosure which is still in good shape. The quote is all inclusive of threshold, weather-stripping, etc. This would be paid using bond money. The company is requesting 50% upfront payment. Estimated as a 2-day project.
2. **Discussion:** Mike would like to approve up to \$17,000.00 for contingency purposes.
3. **Motion to approve up to and not to exceed \$17,000.00 for front door replacement using bond money.**
 - a. Motion made by Jim Hunter
 - b. Seconded by Emily Pearson
 - c. Motion carried by a vote of 5/0 (All vote AYE)

B. Repeal HNPL State of Emergency Declared March 15, 2020

1. **Discussion:** Ann talked to attorney, who suggested we go ahead and repeal since the state has rescinded theirs.
 2. **Action Item:** none.
 3. **Motion to approve repeal of State of Emergency Declaration**
 - a. Motion made by Emily Pearson
 - b. Seconded by Jim Hunter
 - c. Motion carried by a vote of 5/0 (all vote AYE)
- C. Personnel Handbook – Proposed Revisions [Exhibit #9, Pages 1-5]
1. **Discussion:** Ann provided overview of proposed changes.
 2. **Action Item:** Ann to update handbook with approved changes.
 3. **Motion to approve the changes**
 - a. Motion made by Emily Pearson
 - b. Seconded by Michael Morris
 - c. Motion carried by a vote of 5/0 (all vote AYE)
- D. Request by Hamilton Heights to Borrow Yearbooks for 3rd Party Digitization Project
1. **Discussion:** Heights is digitizing all yearbooks and we have a couple of years that the school is missing. They would like to check them out and send them to the 3rd party vendor who will be digitizing. There will be a kiosk near the gym where anyone can look up yearbook material once the project is complete. The board is supportive of this project.
 2. **Action Item:** Ann to arrange for yearbook checkout to the school.
- E. Technology Update
1. **Discussion:** We are looking to purchase a few technology items in this fiscal year, including security locks for the new staff laptops, a new uninterrupted power supply (UPS) battery backup for the hardware in the IT closet, and two new receipt printers. The battery backup is needed as the current UPS unit in the IT closet is past an average lifespan and is unlikely to perform as needed in an actual power loss situation. We are looking at the receipt printers to help us optimize the Circulation workflow and also provide emergency backup should one of our older units fail.
 2. **Action Item:** Kate to arrange purchase of technology.
 3. **Motion to approve up to \$1,200 for technology hardware**
 - a. Motion to approve by Julie Davis
 - b. Seconded by Michael Morris
 - c. Motion carried by a vote of 5/0 (all vote AYE)
- F. HEA 1437 – Electronic Meetings [Exhibit #10, Pages 1-2]
1. **Discussion:** Review of state memo detailing how to legally hold electronic board meetings. We will need to have a policy based on this memo in order for the board to

have electronic meetings going forward. Board is concerned about people skipping meetings too often and not meeting quorum, but would like a policy in case of further emergencies.

2.Action Item: Ann to draft a policy and bring to the July meeting.

G. Approval of Treasurer Mid-year Payment

1.Note: Our usual mid-year payment just needs approval from the board.

2.Action Item: none.

3.Motion to approve Treasurer mid-year payment

- a. Motion made by Jim Hunter
- b. Seconded by Julie Davis
- c. Motion carried by a vote of 5/0 (all vote AYE)

H. Skateboards/Vandalism in the Pavilion

1.Discussion: Ann has discovered that our pavilion poles have been stripped of wood again and things like railroad ties have been found lying around the Pavilion. Parts of the Pavilion have also been found in the park's lockbox. Skateboarders are of concern due to safety considerations and potential damage to the Pavilion. They endangered a child who was near the Pavilion during a program. There is a sign against skateboards out there but there is no policy. Ann would like to add an item about no skateboarding allowed into the Code of Conduct policy as well as post more signs. Jim Hunter will send Mike and Ann a vendor contact for getting new signs made; 12" x 15" sized sign was suggested by Jim. Phrasing suggestion: vandals will be prosecuted. The library would like to have the library name on the signs (as many people think pavilion belongs to Parks Dept.). Board suggests the signs be inclusive of bikes, skateboards, and rollerblades listed on sign. The Police Department has field cameras that they can put out for a few days at a time if vandalism continues to happen. Jim suggests that if the library sees the same kids back for a 3rd time that the library issue a no trespass warning for at least 30 days. The police will make a note in their system of that warning.

2.Action Item: Ann to modify the Code of Conduct policy.

3.Motion to approve addition of the statement: "skateboards, bikes, rollerblades are prohibited on the pavilion stage, stairs, path, rails, and ramp" to policy, editing allowed at Ann's discretion.

- a. Motion made by Julie Davis
- b. Seconded by Emily Pearson
- c. Motion carried by a vote of 5/0 (all vote AYE)

I. Christmas Party

1. Discussion: Friends of the Library is planning to have a Christmas Party for employees and the board on Thursday, December 2nd, 2021 at Red Bridge Park. They have not chosen the time yet. Board usually votes to close the library slightly early each year for this event.

2. Action Item: none.

3. Motion to approve closing the library at 5 pm on Dec 2nd, 2021 to allow employees to attend Christmas Party.

- a. Motion made by Emily Pearson
- b. Seconded by Julie Davis
- c. Motion carried by a vote of 5/0 (all vote AYE)

IX. Looking Ahead:

A. Next Meeting – July 15th at Cicero Branch; Retention Pond to be on the agenda.

X. Meeting Adjournment

A. Motion to adjourn

1. Motion made by Emily Pearson
2. Seconded by Michael Morris
3. Motion carried by a vote of 5/0 (all vote AYE)

B. 7:59 PM meeting adjourned.