

Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch —January 16th, 2020 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, 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); Tara Anker (Peterson Architecture)

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

- III. Minutes – December 19th Regular Meeting [Exhibit #2, Pages 1-13]
 - a. **Discussion:** New Business 2020 Employee Action item 1: 2016 not 2015.
 - b. **Motion: to approve minutes for December 19th as corrected**
 - i. Motion made by Emily Pearson
 - ii. Seconded by Kini Magdun
 - iii. Motion carried by vote of 7/0 (All vote AYE)

- IV. Other Public Participation
 - i. None

- V. Financial Reports for December 2019 [Exhibit #3,4,5 Pages 1-17, 1-3, 1]
 - a. Review of December report
 - i. **Motion to pay December bills**
 - a. Motion made by Kini Magdun
 - b. Seconded by Julie Davis
 - c. Motion carried by a vote of 7/0 (All vote AYE)
 - d. All Board members present signed voucher register summary.
 - ii. **Motion to approve Resolution to Transfer Funds Between Major Categories**
 - a. Motion made by Mike Jenkins
 - b. Seconded by Kelly Wuerch
 - c. Motion carried by a vote of 7/0 (All vote AYE)
 - iii. **Motion to approve Resolution to Cancel Outstanding Warrants**
 - a. Motion made by Lee Templeton
 - b. Seconded by Julie Davis
 - c. Motion carried by a vote of 7/0 (All vote AYE)
 - iv. **Action Item:** Ann/Natalie to follow up on resolutions
 - v. **Notes:** 2019 year was in budget, annual budget transfers completed.

VI. Department Reports [Exhibit #6, Pages 1-9]

A. Director – Ann Hoehn

I have been filling in as Circulation Manager since Cindy retired in mid-December. I've been busy, but we have a good Circulation team that has kept things going very well. I hope to hire a new Circulation Manager this week. Kate's been very busy since taking over the duties of the Materials Selector who retired in December.

We've had some setbacks with regard to the new meeting spaces. First, someone apparently poured liquid floor leveler down one of our new drains, resulting in a blocked drain(s). A course of action will be discussed at a specially scheduled construction meeting this Wednesday, the 15th. The Board will be updated at Thursday's meeting. Also, the carpet tiles in the new meeting room were popping up, so the contractor was at the library today to fix the problem. The situation will be monitored to see if more work will need to be done.

2018-2019 Cicero Stats	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Number of Visits	2639	2318	2443	3331	2751	2931	3658	3774	2993	3235	3082	3645	3409
Directional Questions	129	101	131	113	106	101	165	148	145	105	163	111	106
Reference Questions	175	189	209	217	183	210	274	192	272	219	204	231	175
Book & Other Recommendations	31	54	41	28	36	40	57	43	37	45	48	33	27
Scanned Pages	51	50	220	193	25	69	106	45	103	77	126	70	72
Volunteer Hours	18	8	16	2	4	26	2	5	3	20	21	12	17
Study Room Use	24	32	35	33	43	27	32	36	37	40	41	23	28
Yearbook Use	11	12	70	40	46	26	27	33	43	62	79	67	46
Mandatory Service Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
Test Proctoring (# of tests/# of hrs)	0/0	2/3	0/0	0/0	1/1	2/3	0/0	1/3	1/3	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: Winter Reading!

Notes: Upcoming Bluegrass Jams organized by Steve Martin, former director at Sheridan.

Action Items:

B. Assistant Director – Kate Marshall

GENERAL - 35+ hours, highlights include:

7 notary events

Professional development

Collection development & maintenance

2 Ask a Librarian sessions

Updating documentation

TECHNOLOGY - 5+ hours, highlights include:

Set up new Maintenance computer

Follow up on tech troubleshooting

MARKETING - 2+ hours, highlights include:

Facebook post creation

Marketing Meeting and follow up

CATALOGING & ACQUISITIONS - Cataloging has wrapped up most new order processing for the year and is now tackling a round of catalog cleanup as well as some leftover projects from earlier in the year.

Acquisitions helped with evaluating our standing orders and documentation clean up before they retire at the end of the year.

LOOKING FORWARD

Technology and Workflow Projects

Starting Acquisitions job duties

- A.** Circulation – Ann Hoehn
- a.** The **circulation stats** for December were **7177** compared to December of last year at **6590** and a three year average of **6744**. Atlanta had 260 circulations and Cicero had 5582 + Overdrive eBooks 928 + Hoopla 407. In-house use for Atlanta was 84 and Cicero had 453. Sent out 75 holds from Atlanta and 310 from Cicero. Atlanta received 26 holds from other libraries and Cicero received 346. Top selections for patrons in December were DVD, 939; Children, 1101; Adult Fiction, 957; Computer, 241; Juvenile Fiction, 441; Adult Non-Fiction, 331; J Non-Fiction, 395; YA Fiction, 179.
Subscription Databases Usage: no databases subscribed at this time
 - b.** 20 new patron cards were issued in December
 - c.** Display totals for December were as follows: Holiday Songs and Recipes – 26; Top Circulating – 80; Season’s Readings – 45; Christmas Crafts – 25; and Christmas DVDs – 311.
 - d. Action Item:** none
 - e. Discussion:** Reminder: current circulation stats are inflated by auto-renewals. Hoopla uses have been decreased from 10 to 8 for Nov/Dec 2019.
- B.** Atlanta – Mary Palmiero
- The library was not particularly busy this month. I believe it was due to the holidays falling in the middle of the week. Christmas break was a full two weeks, and quite a few patrons were traveling out of town. In spite of this, our core group of patrons were very supportive. Although we had no Thursday afternoon movies this month, several young adults came to play board games, use the Wi Fi, and socialize. We had a Christmas Open House with all the refreshments donated.

Statistics

NAME OF EVENT	NUMBER OF EVENTS	ATTENDANCE	COST
Stitch Crafters	3	9	0
Having Your Say	3	23	0
YA Games	3	10	0
Holiday Open House	1	21	0
TOTALS	10	63	0

Other Statistics – 2018-2019

	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Number of Visits	192	230	292	254	248	195	252	238	296	160	344	207	154
Directional Questions	38	40	33	55	44	42	39	49	52	28	50	37	29
Reference Questions	35	34	28	40	39	29	33	29	34	25	40	27	15
Recommendations	40	40	28	46	38	37	27	42	46	29	46	25	26
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	15	27	35	38	33	21	25	15	31	21	22	12	11

- **Looking Forward:** none
- **Action Item:** none

C. Adult – Ann Hoehn

- a. December Programs: 5; Attendance, 381; Cost: \$11.25 Cost Per: \$0.03. There were 7 non-library uses of rooms & gazebo; Attendance, approx. 133.
- f. **Action Item:** none
- g. **Notes:** Hope Clinic was here during December and had a good turnout. Holiday Marketplace also had a great turnout and the library was gifted \$900 from the event.
- h. **Looking Forward:**
 - Tuesdays with Friends—Souper Tuesday, Jan 14 at 6:30 p.m.
 - Classic Film—The Roaring Twenties starring James Cagney, Jan 18 at 11 a.m. (new time)

- Cicero Bluegrass Jam, Jan 19, 1:30-3:30 p.m.
- Amateur Bluegrass pickers welcomed. People who want to just listen to good Bluegrass are welcomed, too! Snacks and drinks provided. For the whole family. We'll gladly accept donations! Join us! The 3rd Sunday of the month, January-June 2020.
- Mystery Book Group—The Woman in Cabin 10 by Ruth Ware, Jan 27 at 6:30 p.m.

D. Children's – Debra Brown

- a. December Programs: 15; Attendance: 297 Cost: \$20.00 Cost per: \$0.07
Library Collection – We made full use of our festive, holiday picture books this year during story time programs and by displaying them throughout the children's area. Books used during story time were checked out almost immediately, and the books on display were circulated through in short order as well. Collection maintenance projects continued in the picture books, and the professional collection in the Children's office was inventoried. Many thanks to Kate Marshall for her assistance in re-tooling the standing order author list for our primary book vendor, Baker & Taylor. This updated list will be a big help going forward and is designed to automatically order new titles from top tier, popular authors.

Programs – We enjoyed a variety of holiday music in the Children's story room this season, and we made the most of the 3 weeks we had available for programs. December kicked off with a week devoted to the theme of Santa's reindeer, especially *Rudolph*. The Holiday Marketplace and Santa visit was held on 12/7 with a very good turnout. We prepped 80 craft sets for the day and cycled through almost the entire supply. The line to see Santa was manageable this year, and we had many visitors in the story room throughout the afternoon. Holiday transportation was also a big theme this month, and our preschoolers loved the books about trains, sleighs, and the red Christmas truck. Our Friday morning homeschool class enjoyed their *Feliz Navidad* party on 12/6, and we look forward to resuming their geography studies in February. Finally, because we had some great Christmas crafts this month, we kept the story room open afterschool for any school age students who wanted to be creative.

Looking Ahead – January is always a full month for program planning, and we hope the weather cooperates. We will devote weeks to snowmen and penguins, as always, but we are adding this year a "Bundle Up" week and a "Let's Move" week in honor of National Preschool Fitness Day on 1/31. In addition, we will promote a 2-week display of Winnie-the-Pooh materials and resources in the children's area to commemorate author A.A. Milne's birthday (1/18).

Discussion/Notes: none

- E. Young Adult – Ann Hoehn
- a. December Programs: 1; Attendance, 3; Cost \$27.65; Cost per person: \$9.22
 - b. **Discussion:** We have a small but dedicated following for mobile craft club.
 - c. **Action Item:** none
 - d. **Coming up:**
 - Floating Mobile Paper Craft Club, 5:30-7 pm:
 - Jan 21 –Winter Birds
 - Feb 18 – Go Fly a Kite!
 - March 17—Go Fish!

- F. Maintenance – Mike Hiatt/Ann Hoehn
- Unpacked new meeting room chairs, and assembled new chair carts.
 - Worked on leaky toilet in family restroom at Cicero. Called in a plumber to finish the job.
 - Replaced ballast in adult area at Cicero.
 - Wrote 3-month employee evaluation for new janitor. Met and discussed the evaluation with the employee.
 - Attended OAC (construction) meetings.
 - Determined that the new meeting room carpet squares were not glued properly. Many of them were popping up. Reported the problem to Hagerman.
 - Discovered that some of the windows in both the new meeting room and makerspace were not sealed properly. Reported problem to Hagerman.
 - Shoveled snow from Cicero sidewalks.

Looking Forward:

- Construction completion

Discussion: Holding off on concrete sidewalk fixes until later in the Spring due to weather complications. Exit lights should be in within a few weeks.

Action Item: none

VII. Old Business

- A. To Be Determined
- a. **Discussion:**
 - b. **Action Item:**

VIII. New Business

- a. Election of Board Officers
- i. **Discussion:** Lee Templeton will accept Presidency nomination. Kini Madgun will accept Vice Presidency nomination. Mike Jenkins agrees to continue to serve as Secretary until the end of his appointment in May. Emily Pearson will accept Treasurer Nomination. At Kiwanis's Library

program recently, Emily Pearson noted that she appreciates all the current staff for their work during construction.

- ii. **Action Item:** Update board info appropriately where needed
- iii. **Motion to approve slate of board officers with Lee Templeton as President, Kini Magdun as Vice President, Mike Jenkins as Secretary, and Emily Pearson as Treasurer.**
 1. Motion made by Kelly Wuerch
 2. Seconded by Kini Magdun
 3. Motion carried by a vote of 7/0 (All vote AYE)

b. Capital Projects

- i. Dishwasher Appliance – Clarification [Exhibit #7, Pages 1-2]
 1. **Discussion:** The meeting notes from December state that the board agreed a dishwasher was not necessary but Ann would like confirmation.
 2. **Action Item:** Board agrees again that dishwasher would not be ideal.
- ii. Approved AV Quote—Permission to Pay in 3 Steps, including an Initial Deposit of \$6390.98
 1. **Discussion:** Fine print about their preferred pay schedule was missed during initial readings.
 2. **Action Item:** Ann to cut check for initial deposit on project.
 3. **Motion to approve entire AV Quote pay schedule as stated in original documentation**
 - a. Motion made by Mike Jenkins
 - b. Seconded by Julie Davis
 - c. Motion carried by a vote of 7/0 (All vote AYE)
- iii. Presidio Quote to Upgrade Electronic Door Software Support [Exhibit #7, Pages 1-2]
 1. **Discussion:** In order for us to install software for the lockdown button, we have to get an upgrade on our existing software and also need to renew our service contract before he can install required upgrades and new software.
 2. **Action Item:** Ann and Mike to follow up with Presidio
 3. **Motion to approve Presidio quote to upgrade Electronic Door Software Support**
 - a. Motion made by Mike Jenkins
 - b. Seconded by Lee Templeton
 - c. Motion carried by a vote of 7/0 (All vote AYE)
- iv. General Updates
 1. **Discussion:** When they changed floor in makerspace to LVT product tiles, the LVT can only adhere to so much slope so the flooring

contractor applied floor leveler liquid – they thought they covered the drains, but when exposing them to adjust them to meet new floor levels—the floor leveler entered into the drain branch line and filled and hardened. There will be a camera scope of the drains to find extent of the problem and hopefully use a router type tool to clear the blockage. They should be checking the entire system to check for damage. We won't know extent of damage until scoping is done. The camera scope is potentially scheduled for tomorrow, if not, Hagerman will follow up on Monday with the plumber.

2. Action Items: Waiting to find out results from Hagerman

- v. Certificate of Substantial Completion [Exhibit #8, Pages 1]
 - 1. **Discussion:** Door hardware and plumbing and window issues remain, Hagerman and Peterson have signed the substantial completion, awaiting HNPL signing; Jae believes this is ready for HNPL to sign. Mike would like the HNPL to hold off on signing due to pages of items left to be finish. Hagerman points out that just because we sign the paper doesn't mean that Hagerman is absolved of responsibility for fixing remaining problems. The warranty says Hagerman is responsible for continuing to fix identified issues during the following year. Town of Cicero has issued Occupancy decree. There are no safety concerns, per the town, via Peterson. Jae believes we have enough in retainage to finish project.
 - 2. **Action Item:** Signing Certificate of Substation Completion
 - 3. **Motion to approve Certificate of Substantial Completion**
 - a. Motion made by Lee Templeton
 - b. Seconded by Emily Pearson
 - c. Motion carried by a vote of 7/0 (All vote AYE)

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

Envelope

- 1. **Discussion:** CMTA has submitted specs for the devices that are to be installed. Two locations have been picked in the attic space (one on East wall and one on West wall) for install. Johnson Controls is being looped in to make sure the data can be obtained and tracked via their software. Hagerman will follow up with Peterson and continue on with install. At this time, there is not an intent that the library will be paying for the monitoring costs.
 - 2. **Action Item:** none
- vii. Hager Pay Application(s) [Exhibit #9, Pages 1]

1. **Discussion:** Hagerman would ask that that we approve pay app pending future approval from Jae. There are problems with coding on the pay app and Jae wants the app fixed before we pay.
 2. **Action Item:** Jae to follow up with corrections to pay app
 3. **Motion to approve the amount due or less than amount due on payment pay app 11.**
 - a. Motion made by Kini Magdun
 - b. Seconded by Lee Templeton
 - c. Motion carried by a vote of 7/0 (All vote AYE)
- c. Meeting Room Policy—Proposed Revisions [Exhibit #10, Pages 1-2]
- i. **Discussion:** A revised draft of what was presented at the December board meeting is available in board packet. Main revision was regarding firearm policy. Board and Ann are okay with making case by case decisions on whether non-profit or for-profit status is applied to 3rd parties who use the space. Suggested rates were checked against Red Bridge fees.
 - ii. **Action Item:** Post approved new policies where appropriate
 - iii. **Motion to approve Meeting Room Policy**
 1. Motion made by Emily Pearson
 2. Seconded by Kelly Wuerch
 3. Motion carried by a vote of 7/0 (All vote AYE)
- d. Permission to Purchase Commercial Vacuums
- i. **Discussion:** The vote on allowing permission to purchase commercial vacuums was accidentally skipped at last month's board meeting. We're looking to buy 2, one for new area of library and one for original part of the library, since our current commercial vacuum is in bad shape.
 - ii. **Action Item:** Ann/Mike to coordinate purchases
 - iii. **Motion to approve purchase of commercial vacuums**
 1. Motion made by Julie Davis
 2. Seconded by Lee Templeton
 3. Motion carried by a vote of 7/0 (All vote AYE)
- e. Resolution to Pay Employee Mike Hiatt a \$5000 Bonus [Exhibit #11, Pages 1]
- i. **Discussion:** Board agrees Mike has provided above and beyond service on the construction project.
 - ii. **Action Item:** Ann/Natalie to coordinate bonus payment
 - iii. **Motion to approve Resolution to Pay Employee Mike Hiatt a \$5000 Bonus**
 1. Motion made by Julie Davis
 2. Seconded by Emily Pearson

3. Motion carried by a vote of 7/0 (All vote AYE)

- f. 2020 Employee Compensation and Pay Ranges [Exhibit #12, Pages 1-3]
 - i. **Discussion:** Whatever the board agrees on tonight, Ann will present next month as an official resolution at February meeting. Pay ranges will be in resolution. Board confirms 1.6% federal COLA across the board is agreeable. Ann also requests approval for merit increases between 0%-3%, especially because merit increases were not able to be given last year. Would like to rebalance Cataloger pay rates due to job descriptions and workload as well. There is a form for the Director evaluation, Kini will compile all board members completed evaluations. If evaluation goes well, a board member will go over it with Ann.
 - ii. **Action Item:** Ann to create official resolution for next board meeting.

- g. Resolution to Adjust Mileage Reimbursement Rate [Exhibit #13, Pages 1]
 - i. **Discussion:** We normally match the federal government rate each year
 - ii. **Action Item:** Ann/Natalie to implement
 - iii. **Motion to approve Resolution to Adjust Mileage Reimbursement Rate**
 - 1. Motion made by Kini Magdun
 - 2. Seconded by Lee Templeton
 - 3. Motion carried by a vote of 7/0 (All vote AYE)

- h. Permission to Renew Evergreen Indiana Membership and to Pay Annual Fee- \$2704
 - i. **Discussion:** none
 - ii. **Action Item:** Ann and Natalie to pay bill
 - iii. **Motion to approve renewal of Evergreen Indiana Membership and Annual Fee Cost**
 - 1. Motion made by Kini Magdun
 - 2. Seconded Julie Davis
 - 3. Motion carried by a vote of 7/0 (All vote AYE)

- i. Lights Over Morse Lake Sponsorship -- \$250
 - i. **Discussion:** This has been our annual contribution toward the community event. Board agrees to continue donation in 2020.
 - ii. **Action Item:** Ann/Natalie to cut check
 - iii. **Motion to approve Lights Over Morse Lake Sponsorship for 2020**
 - 1. Motion made by Kini Magdun
 - 2. Seconded by Emily Pearson
 - 3. Motion carried by a vote of 7/0 (All vote AYE)

- j. Brightworks IT Proposal
 - i. **Discussion:** Official vote will be at February board meeting once Aaron Culp has the final draft of the contract for us.
 - ii. **Action Item:** Library to follow up with lawyer and company for final draft of contract.

- k. Technology Update
 - i. **Notes:** Still working on solidifying plans for the transition of the last of our Windows 7 units to Windows 10. While January has been busy with Kate absorbing adult Acquisitions duties, she will continue pursuing this as soon as possible. No other technology surprises or problems noted.
 - ii. **Discussion:** None
 - iii. **Action Item:** Kate to obtain the project information

IX. Looking Ahead: February 20th Board Meeting at Cicero Library, 6:30 p.m.

X. Meeting Adjournment

- a. Motion to adjourn
 - i. Motion made by Emily Pearson
 - ii. Seconded by Kelly Wuerch
 - iii. Motion carried by a vote of 7/0 (all vote AYE)
- b. 7:45 PM meeting adjourned.

XI. Executive Session – No

XII.

Hamilton North Public Library Board of Trustees

Board of Finance Meeting

Cicero Library, January 16, 2020

7:45 p.m. (directly following regularly monthly meeting)

- I. Call Meeting to Order
 - a. 7:49 pm call to order by Board President Steve Griffith
- II. Review Agenda
 - a. Agenda reviewed
- III. Motion to Select Board of Finance Officers
 - a. **Discussion:** Agreed to be same as regular board officers.
 - b. **Motion to approve board of finance officers: President Lee Templeton as President, Mike Jenkins as Secretary**
 - i. Motion made by Kini Magdun
 - ii. Seconded by Julie Davis

- iii. Motion carried by a vote of 7/0 (All vote AYE)
- IV. Year-End Investment Report
 - a. **Discussion:** Report lists bank balances and rates of interest.
 - b. **Motion to accept the Year End Investment Report**
 - i. Motion made by Lee Templeton
 - ii. Seconded by Emily Pearson
 - iii. Motion carried by a vote of 7/0 (All vote AYE)
- V. Investment Policy Review—Recommended Changes
 - a. **Discussion:** Looking to change policy on how frequently we deposit, in part due to change in our bank’s location.
 - b. **Motion to approve change of deposit frequency**
 - i. Motion made by Julie Davis
 - ii. Seconded by Emily Pearson
 - iii. Motion carried by a vote of 7/0 (All vote AYE)
- VI. Resolution to Designate 2020 Financial Institutions
 - a. **Motion to accept Resolution to Designate 2020 Financial Institutions**
 - i. Motion made by Mike Jenkins
 - ii. Seconded by Lee Templeton
 - iii. Motion carried by a vote of 7/0 (All vote AYE)
- VII. Meeting Adjournment
 - a. **Motion to adjourn at 7:57 p.m.**
 - i. Motion made by Emily Pearson
 - ii. Seconded by Kini Magdun
 - iii. Motion carried by a vote of 7/0 (All vote AYE)