

**Hamilton North Public Library
Board of Trustees Meeting Minutes
April 15, 2021 at 6:30 p.m.
Atlanta Branch**

- I. Call Meeting to Order
 - A. Called to order by President Kini Magdun at 6:30 p.m.
 - B. Members present: Kini Magdun, Beth Roberts, Emily Pearson, Jim Hunter (out early), Julie Davis, Kelly Wuerch
 - C. Members absent: none
 - D. Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Natalie Strader (Bookkeeper); Mike Hiatt (Maintenance)

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

- III. Approve March 18, 2021 Board Meeting Minutes [Exhibit #2 Pages 1-10]
 - A. **Notes:** none.
 - B. **Motion to approve March 18, 2021 regular meeting minutes.**
 1. Motion made by Emily Pearson
 2. Seconded by Beth Roberts
 3. Motion carried by vote of 6/0 (All vote AYE)

- IV. Public Participation
 - A. Michael Morris: potentially interested in becoming a board member

- V. Financial Reports – March 2021 [Exhibit #3,4 Pages 1, 1-18]
 - A. Review of March report
 1. **Motion to pay March bills and approve financial reports**
 - a. Motion made by Kelly Wuerch
 - b. Seconded by Beth Roberts
 - c. Motion carried by a vote of 6/0 (All vote AYE)
 - d. All Board members present signed voucher register summary.
 2. **Action Item:** none
 3. **Notes:** Below run rate for this point in the year. Sold 3 non-resident cards and no PLAC cards. We will be having an audit this year.

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

The Board vacancy created by Lee Templeton's resignation has not yet been filled. Please come to Thursday's Board meeting at Atlanta Library with names of people who might want to serve. The sooner we can make a recommendation to the appointing body (the school board), the better.

Notes: Results of most recent staff survey will be presented to the board at the next meeting.

Action Item: none.

Statistics

2020-2021 Cicero Stats	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Number of Visits	1571	--	--	1756	1819	1834	1699	1750	1515	1382	1571	1504	1720
Directional Questions	64	9	15	167	108	102	82	62	110	78	104	60	94
Reference Questions	98	--	7	200	116	104	64	100	41	81	115	72	157
Book & Other Recommendations	20	--	--	22	15	27	30	18	11	14	22	8	34
Scanned Pages	98	--	--	121	93	48	26	101	16	76	62	79	199
Volunteer Hours	6	--	--	0	0	0	0	0	0	0	0	0	0
Study Room Use (est.)	17	--	--	20	22	20	25	30	30	20	20	0	0
Yearbook Use	29	--	--	11	19	34	38	10	8	12	30	35	23
New Wing Tours (persons)											7	4	4

Activities for Adults & Families	Date	# of Times	Attend.	Cost
Birdhouses with Friends Fundraiser (family)	3/09	1	15	0
Classic Movie Club – <i>Abbott & Costello Meet Frankenstein</i>	3/13	1	9	0
Mystery Book Group – <i>Murder on Astor Place</i> by Victoria Thompson	3/22	1	4	0
Total		3	28	0
Non-Library Room Use		3	70 est.	0

HNPL Website Audience Review

	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
Sessions	1,725	688	1,262	1,656	1,449	1,354	1,177	1,348	1,262	1,089	1,231	1,449	1,685
Users	1,214	462	796	923	871	795	800	890	773	683	740	887	1,038
Pageviews	3,216	1,435	2,440	2,903	2,463	2,262	2,042	2,191	2,186	1,737	1,994	2,731	2,968
Pages/Session	1.86	2.09	1.93	1.75	1.70	1.67	1.73	1.63	1.73	1.60	1.62	1.88	1.76
Avg. Duration	2:31	1:18	1:18	1:28	1:11	1:12	1:05	1:07	1:00	1:03	1:06	1:18	1:02
Bounce Rate	59.13%	60.32%	62.60%	65.16%	68.25%	71.42%	72.22%	74.04%	71.00%	74.10%	74.90%	70.81%	57.21%
Sessions/User	1.42	1.49	1.59	1.79	1.66	1.70	1.47	1.51	1.63	1.59	1.66	1.63	1.62
New Users	1086	389	706	786	732	679	694	772	675	569	644	785	927

Upcoming: Summer Reading planning and fundraising; capital asset inventory

Assistant Director – Kate Marshall

GENERAL

143+ hours, highlights include:

Collection development & maintenance
 Acquisitions
 3 notary events
 HHMS School Improvement Committee Meeting
 Cataloging (102 hrs)

TECHNOLOGY

6+ hours, highlights include:

Monthly alignment mtg w/Brightworks
 Quarterly Business Review w/Brightworks
 Technology troubleshooting & maintenance
 Finalizing video conferencing solution

MARKETING

0+ hours, highlights include:

None, due to taking over cataloging duties

CATALOGING & ACQUISITIONS

Acquisitions has been working on prepping Spring/Summer purchasing carts. Cataloging concentrated on processing new materials this month as well as material repairs.

LOOKING FORWARD

Technology projects

Continuing cataloging duties until a new cataloger is found
Updating cataloging documentation in preparation for new cataloger
Training new cataloger

Notes: Marketing was carried this month by other staff members who regularly do online marketing as well.

Circulation – Ann Hoehn/Jenn Crusenberry

March 2021 circulation was **7,854** compared to March 2020 of **5,914** and a three-year average of **7,858**. Atlanta had **360** circulations and Cicero had **5,866** + Overdrive eBooks **805** + Hoopla **823**. In-house use for Atlanta was 102 and Cicero was 433. Sent out 100 holds from Atlanta and 393 from Cicero. Atlanta received 18 holds and Cicero received 511 holds from other libraries.

31 new patron cards were issued in March.

Displays resulted in 219 circulations, including 161 circs from our Nature Collection. Jenn took remote classes offered by the Indiana State Library and came away with some programming ideas. Use of the computer lab continues to increase as do other services such as faxing and laminating. We continue to clean all returns and high-use areas.

Notes: none.

Action Items: none

Atlanta Report – Mary Palmiero/Ann Hoehn

When a 5-year-old came in with her aunt and wanted to play games on the computer, it was obvious she had little practice using a computer and mouse. Besides helping her find games appropriate for her age, the library staff member was able to provide some teachable moments by helping the girl understand how to use the mouse, close windows, and such. Sure, a one-time guidance doesn't instill solid learning, but incorporating these opportunities into library services improves the viability of the library's importance to community residents.

ACTIVITY	NUMBER OF EVENTS	ATTENDANCE	Handouts	COST
Having Your Say	5	22		0
Take Home Craft			9	0

Statistics for 2020-2021

2020-2021	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Number of Visits	92	--	--	143	178	132	124	141	161	143	121	118	180
Directional Questions	4	--	--	16	8	25	5	18	31	27	16	18	31
Reference Questions	9	1	1	21	13	12	7	13	19	21	14	10	25
Recommendations	4	--	--	19	6	31	29	23	28	35	25	20	33
Volunteer Hours	0	--	--	0	0	0	0	0	0	0	0	0	0
Scanned Pages	0	--	--	0	0	0	0	0	0	0	0	0	0
Computer Usage	5	--	--	17	15	10	10 est.	15	15	15	15	5	15

Discussion: Kini will relay to the school that Atlanta Branch is accepting volunteers.

Action Item: none.

Children’s – Debra Brown

Library Collection – Spring and Easter picture books were displayed face-out early in the month and circulated well. A large book order was placed with Usborne books which will benefit the general non-fiction collection and the growing Nature Collection. Many thanks to local Usborne representative Jane Ann Gaskill for pursuing on our behalf a Literacy for a Lifetime grant, which we were awarded. As a result, we paid only \$300 for \$450 worth of books. These books, many of which are STEM-based, range in topics from pets and farm animals to ecology and biosystems.

Library Programs – Attendance at morning story times during March rebounded somewhat, and we continue to see our biggest groups on Wednesday and Thursday mornings. Our lesson on The Important Book by Margaret Wise Brown (Goodnight Moon) was popular during the second week of the month, and we were treated to a variety of weather extremes during that week which closely matched the theme of the book. St. Patrick’s Day week was also fun, as was the Dinosaur theme that followed. We rounded out the month with a week devoted to Bunnies and other Easter signs and symbols. The take-

home crafts continued to be popular in March, especially during the holiday weeks, and we had to restock the book and craft display in the children's section several times.

Looking Ahead – National Library Week is the first full week of April, and we will be exploring books about libraries and reading during our story time sessions. The idea is to present stories and illustrations about story times at other libraries so that our youngest patrons can start to understand that libraries are everywhere and for all ages. We will have a “Barnyard” week to celebrate new spring animals on the farm, as well as a week devoted to Earth Day and ecology. The month will conclude with an Eric Carle week during which attendees can choose the session read-alouds from our large selection of Carle books. We have plenty to go around for both in-house use and checkout, and this is a good opportunity to model choosing and sharing as they explore this collection. Our Friday morning homeschool group will have sessions entitled Environment and Earth Day on the 16th before wrapping up the year with STEM Chem on the 30th.

Maintenance – Mike Hiatt/Ann Hoehn

- Repaired display cabinet lock.
- Mopped up flood water at Atlanta.
- Koorsen replaced sprinkler backflow valves.
- Started clearing out flowerbeds.
- Worked on Cicero sign along road.
- Met with Prater who is preparing an estimate for a handicap parking spot.

Notes: none.

Action Item: none.

Looking Forward: Spring groundskeeping

VII. Old Business

A. Handicap Parking for New Wing [Exhibit #6, Pages 1]

- 1. Note:** Quote does not include striping or stop-blocks, which will cost about \$200.00. Mike will be dealing with the stop-blocks himself. The striping is estimated to run between \$500.00-\$700.00. We have the handicap signs & posts in storage that will be applied to the new spots. The new spots will be handicap & handicap van accessible ones. We will be taking up 4 current parking spots to accommodate the 2 handicap spaces. About \$4,200 rough estimate for total jobs.

2. **Discussion:** In the interest of attempting to future-proof parking lot use, the board is interested in pursuing the quote as-is as well as nominating a total project cap of \$5,000.00 (inclusive of the striping and stop-blocks, etc).
3. **Action Item:** Mike to complete project.
4. **Motion to approve quote from Prater & Sons Concrete, Inc. for the 2 spaces and allow the total amount for the project not to exceed \$5,000.00.**
 - a. Motion made by Jim Roberts
 - b. Seconded by Emily Pearson
 - c. Motion carried by a vote of 6/0 (all vote AYE)

B. Atlanta Flood Prevention

1. **Notes:** There was a suggestion of adding an extra sump pump, but there are logistical difficulties. Any jack hammering is likely to disturb the wall plaster as well, per previous experience. Several options discussed including various combinations of re-doing the concrete near the back door & boiler room doors. Mike and Jim would like another month to toss these ideas around.
2. **Action Item:** Mike & Jim to continue brainstorming and will report back at next month's board meeting.

C. Echo in Makerspace

1. **Notes:** The display panels we were experimenting with in the Makerspace are not quite doing the trick. The school employee who met with Ann had suggested adding sound absorption panels to the wall. Etsy has beautiful sound absorption panels for sale. The nice thing about the Etsy panels is that if they do not entirely work as sound panels, they are also artwork, so they can be reused around the library as art.
2. **Motion to approve up to \$1,000.00 for sound absorption panels.**
 - a. Motion made by Kelly Wuerch
 - b. Seconded by Julie Davis
 - c. Motion carried by a vote of 5/0 (all vote AYE)

D. Board Vacancy

1. **Notes:** Michael Morris is with us tonight to learn more about what the position would entail. Susan Sparks has also expressed interest.

E. COVID-19

1. **Review and Update**

- a. **Discussion:** We have had two recent requests to re-open the study rooms. Board would like Ann to prepare a plan for reopening the rooms next month in a way that is manageable.
- b. **Action Item:** Ann will bring a re-opening plan to the next board meeting.
- c. **Discussion:** Board is interested in making masks optional for staff. Aaron Culp was consulted about mask wearing, and said from a legal point of view it would be potentially less complicated to make masks optional for staff.
- d. **Motion to make masks optional for employees effective now.**
 - i. Motion made by Emily Pearson
 - ii. Seconded Beth Roberts

iii. Motion carried by a vote of 5/0 (all vote AYE)

e.Discussion: Board would like Ann to explore opening the meeting rooms for rent.

f. Action Item: Board suggests that Ann bring a plan for re-opening the meeting rooms to the next board meeting.

g.Discussion: Ann is wondering if starting in June, we can expand our Saturday hours back to 10-4. Board approves.

h.Motion to approve expanding hours on Saturday back to 10 – 4 pm starting June 1st.

i. Motion made by Emily Pearson

ii. Seconded by Julie Davis

iii. Motion carried by a vote of 5/0 (all vote AYE)

2. Programming Requests

a.Discussion: Friends would like to do a photography slideshow. Limited to 20-25 people. Board has no objections. Jackie Hayden in conjunction with HNPL would like to host a marketplace on June 5th from 10-3 pm. Friends of the Library will be there to sell books. The library plans to sell food of some sort depending on where COVID is and how much staff is available. Kini & Julie may volunteer. Board has no objections. Harbour Shores Church has a member who is interested in hosting science classes for at-risk kids for 8 weeks at the library. The Board is okay with allowing the extended 8 count booking, provided details are worked out.

3. Action Items: Ann to follow up with Harbour Shores Church.

VIII. New Business

A. Resolution to Approve Marketing Specialist Position and Its Pay Range [Exhibit#7,8, Pages 1,1]

1.Discussion: This position will be an on-site position.

2.Action Item: Library to post position.

3.Motion to approve resolution to create marketing specialist position and to approve its 2021 pay range

a. Motion made by Julie Davis

b. Seconded by Emily Pearson

c. Motion carried by a vote of 5/0 (all vote AYE)

d. Resolution passed around for signatures.

B. Technology Update

1.Discussion: Was able to run some preliminary tests with the Meeting OWL—so far it seems like it is working as expected but hope to schedule a full test of it in the next week or two.

2.Action Item: none.

- C. Approval for Baker Tilly to Provide Continuing Disclosure Services (Bonds)
 - 1. **Notes:** Asking for approval to continue providing their service for the 2018 bond. The library does not know how to deal with the filings, so we do need their services. We are not sure what the 2018 service fee will be yet.
 - 2. **Motion to approve Baker Tilly to provide continuing disclosure services for our bonds.**
 - a. Motion made by Emily Pearson
 - b. Seconded by Julie Davis
 - c. Motion carried by a vote of 5/0 (all vote AYE)

- D. Fine-Free Public Libraries in Indiana
 - 1. **Discussion:** Ann is interested in presenting research on fine-free libraries to the board at a future date. Board is open to seeing the research.
 - 2. **Action Item:** Ann to do the research and create a summary.

- IX. Looking Ahead:
 - A. Next Meeting – May 20th at Cicero Branch

- X. Meeting Adjournment
 - A. **Motion to adjourn**
 - 1. Motion made by Emily Pearson
 - 2. Seconded by Julie Davis
 - 3. Motion carried by a vote of 5/0 (all vote AYE)
 - B. 7:42 PM meeting adjourned.