

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch – March 15th, 2018 6:30 p.m.**

- I. Regular Session
 - a. Call to order by President Steve Griffith 6:31 p.m.
 - b. Members present: Steve Griffith, Kini Magdun, Julie Overton, Mike Jenkins, Emily Pearson, Lee Templeton, Kim Radant
 - c. Members absent: none
 - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Amy Wolfe (Bookkeeper), Jae Ebert (V&J Consulting), Mike Hiatt (Maintenance), Darren Peterson & Tara Anker (Peterson Architecture), Matthew Schmitz & Ian Wooten (Hagerman), Emily & Jeff Shively (Public)

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

- III. Minutes – February 15th Regular Meeting [Exhibit # 2, Pages 1-7]
 - a. **Discussion:** Revision to add Anker name to “Others present” & “Bond Update” areas. Revise “Rim” to “Kim” under ‘Members Absent’.
 - b. **Motion: to approve minutes for February 15th with noted edits**
 - i. Motion made by Emily Pearson
 - ii. Seconded by Kim Radant
 - iii. Motion carried by vote of 7/7 (All vote AYE)

- IV. Public Participation
 - a. None

- V. Financial Reports for February 2018 [Exhibit #3, Pages 1-27]
 - a. Review of February report
 - i. \$27,054 personal services, \$910 supplies, \$4,253 Other Services & Charges \$2,797 Capital Outlays, \$35,015 total expense for month. Run rate 16.7%, 18.0% of total budget used.
 - ii. **Motion to pay February bills**
 - a. Motion made by Kim Radant
 - b. Seconded by Emily Pearson
 - c. Motion carried by a vote of 7/7 (All vote AYE)
 - d. All signed registers of claims
 - iii. **Action Item:** none

- VI. Department Reports [Exhibit #4, Pages 1-11]
 - A. Director – Ann Hoehn

2017-2018 Cicero Stats	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Number of Visits	3343	3886	2921	3139	4085	3780	3519	3201	3279	3113	2630	2942	2671
Directional Questions	157	145	131	120	93	125	201	111	106	93	108	116	131
Reference Questions	104	105	100	109	50	136	167	126	135	123	154	175	161
Book & Other Recommendations	52	54	42	39	13	43	56	43	60	33	36	40	39

Scanned Pages	185	238	118	72	239	85	104	108	95	172	48	114	43
Volunteer Hours (not including Friends)	10	12	9	9	3	2	1	22	16	12	7	4	16
Study Room Use	42	45	40	30	19	22	25	24	37	25	27	32	25
Yearbook Use	8	7	20	39	14	23	30	19	26	13	6	19	37
Mandatory Service Hours	0	0	0	0	0	0	0	0	18	8	2	29	8

HNPL Website Audience Review

	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	Jan-18	Feb-18
Sessions	1,657	1,805	1,690	1,727	2,004	1,985	1,912	NA	312	1,789	1,456	1,760	1,374
Users	985	919	854	909	1,023	984	1,009	NA	208	924	759	907	726
Pageviews	2,917	3,394	2,974	2,946	3,340	3,629	3,340	NA	531	2,968	2,447	3,093	2,274
Pages/Session	1.76	1.88	1.76	1.71	1.67	1.83	1.75	NA	1.70	1.66	1.68	1.76	1.66
Avg. Duration	1:04	1:41	1:46	1:30	1:36	1:42	1:38	NA	0:54	1:19	1:19	1:23	1:13
Bounce Rate	69.64%	66.32%	67.40%	70.30%	68.01%	69.47%	71.76%	NA	71.79%	70.04%	70.40%	68.86%	70.60%
% New Sessions	45.62%	37.89%	37.51%	39.72%	39.42%	37.18%	40.53%	NA	46.79%	41.48%	38.87%	40.40%	---
Sessions/User													1.89%
New Users													546

- An estimated 121 people attended the March 8th Hamilton Heights Student Art Reception at Cicero Library. We were very pleased with the turnout.
- Julie Overton's employer has specified that the two following items must be in place in order for Julie to serve as HNPL Treasurer:
 - There must be a co-Treasurer.
 - There must be a co-signature process in place for all checks.

Discussion of these requirements is on this month's Board Agenda.

- The 2017 Annual Financial Report was submitted to the State of Indiana, as required by law, and the 2017 Library Annual Report was submitted to the State Library.

Looking Forward:

- Closed Easter, April 1st
- Annual Technology Plan Review

Action Item/Notes:

B. Assistant Director – Kate Marshall

GENERAL

55+ hours, highlights include:

Cataloging & Cataloger training
YA weeding & ordering
2 notary events

TECHNOLOGY

50+ hours, highlights include:

Staff preparation for new computer installs
Gordon Flesch on-site installs for new staff computers
Follow up troubleshooting on all new installs
General updates on Linux boxes, swapping out Children's OPAC
Updated inventory lists; recycled old technology
RICOH 4502 finisher breakdown & fix

MARKETING

1.5 + hours, highlights include:

Update website
Created documentation for a Canva process

LOOKING FORWARD

Wireless infrastructure overhaul
Continued training for new cataloger
Weeding YA Fiction

Action Item: none

Discussion:

- C. Circulation – Cindy Ritter
- The **circulation stats** for February were **7,139** compared to February of last year at **7,869** and a three year average of **7,562**. Atlanta had 283 circulations and Cicero had 5,824 + Overdrive eBooks 579 + Hoopla 404. In-house use for Atlanta was 49 and Cicero had 396. Sent out 83 holds from Atlanta and 328 from Cicero. Atlanta received 19 holds from other libraries and Cicero received 332. Top selections for patrons in February were DVD, 1019; Children, 1039; Adult Fiction, 1017; Computer, 332; Juvenile Fiction, 503; Adult Non-Fiction, 384; J Non-Fiction, 484; YA Fiction, 238. **Subscription Databases Usage:** none
 - 28 new patron cards were issued in February
 - We continue to put out fresh displays to help with circulation numbers. Our History/Historical Fiction display did well with 41 circulations. Our Goodreads display received 42 circulations. Our display of Recently Added (donated) DVDs received an impressive circulation number of 80!
 - Our adult/young adult Winter Reading Program was successful with a total of 1,017 raffle tickets filled out this year.
 - Action Item:** none
 - Discussion:** none
- D. Atlanta – Mary Palmiero
- There are many craft supplies (almost all donated) for the children to take advantage of whenever they are here. Some of the craft activities this month were bead craft, coloring pages, valentines, and collage. Some worked on puzzles or on computers. Usually older teens just like to come and hang out with their friends.
- Several patrons have committed to being involved in the Frankenstein activities we have planned for the year.
- We had some water seepage during the rainy days. Mike spent several hours sealing the edges of the floor in the furnace and storage rooms.
- Action Item:** none

Statistics

Name of Program	# of Events	Attendance	Cost	Cost per Person
Stitch Crafters	4	18	0	0
Having Your Say	4	24	0	0
Afternoon Movies	2	13	0	0
Children's Crafts	8	20	0	0
Total	18	75	0	0

Other Statistics – 2017-2018

	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Number of Visits	225	309	223	322	310	271	386	347	339	230	143	226	226
Directional Questions	38	45	39	59	49	46	72	59	46	43	25	43	37
Reference Questions	49	45	46	55	49	35	61	43	42	29	18	53	38
Recommendations	59	69	53	67	97	65	71	42	44	44	29	43	32
Volunteer Hours	4	5	4	5	0	0	25	2	5	3	0	0	0
Scanned Pages	0	1	0	0	1	0	0	0	0	1	0	0	0
Computer Usage	37	75	48	71	143	87	66	53	75	49	27	27	32

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

E. Adult – Cindy Ritter

- a. February Programs: 6; Attendance, 59; Cost: \$6.00. Cost Per: \$0.10. There were 9 non-library uses of rooms & gazebo; Attendance, approx. 84
- g. **Action Item:** none
- h. **Discussion:**
- i. **Looking Forward:**
 - Classic Film – Key Largo, March 17 @ 2 p.m.
 - Mystery Book Club presents the movie Crooked House (2017) based on an Agatha Christie novel, March 19 @ 6:30 p.m.

- Special needs program--specifics to be determined, March 22 @ 10:30 a.m.
- Brown Bag Reading Group – Hillbilly Elegy by J.D. Vance, March 23 @ 11:30 a.m.
- Fishing 101 with Al McDougall, April 14, 11 a.m. - Noon

F. Children's – Debra Brown

- a. February Programs: 15; Attendance: 185 Cost: \$24.89

Library Collection – February saw large book orders placed with vendors Baker & Taylor and Penworthy. We have been checking the Board Books for condition and removing those titles that are showing excessive wear. Weeding continues in the Early Reader section.

Programs – Story times this month featured Groundhog and Valentine's Days, plus a week for the Winter Olympics. Our preschoolers enjoyed Olympic Rings art as we learned about primary colors. President's week was also fun as we explored dental health and read the book George Washington's Teeth. Homeschool students completed two Friday sessions– STEM Olympics on the 9th and Chemistry/Math on the 23rd. This group continues to average 16-20 students, and we are seeing success pairing older with younger to complete the science experiments. Finally, new this month was the addition of an afterschool drama club. The callout for February 22nd as very well attended, and we are currently searching for a script that will match various reading and ability levels. Thanks to HHS student Gloria Merrell for leading this effort in the dramatic arts.

Winter Reading Program 2018 – Our music theme was successful both in program entries and in book circulation. We continued with the 5-book checkout criteria, and we had 232 entries with a total of 1,160 total children's books circulated through the program. We drew 6 winning music notes for Barnes & Noble Gift Card prizes.

Looking Ahead – March will be busy with the popular themes of Dr. Seuss, St. Pat's, and Easter. We will add a week to celebrate rainbows and weather, and then the whole month is planned. Youth Art Month is also in the forefront, and we thank the students and teachers for bringing their creative projects for display at our library. Homeschool sessions and Drama Club will continue, and two afterschool art sessions are planned as well as a library visit to Kindergarten Roundup on March 15th.

Discussion: none

G. Young Adult – Ann Hoehn

- a. February Programs: 0; Attendance, 0; Cost \$0.00 ; Cost per person: \$0.00
- b. **Note:** Circulation staff member Kylie volunteered to do young adult programming for the library. She has a theatre background and is trying to determine the feasibility of starting a YA theatre group similar to our new children's theatre group.
- c. **Action Item:** none
- d. **Coming up:**
- Frankenstein Weaving (eye of the monster) for Grades 6-12 with Deanna Leonard, March 19, 5-7 p.m.
 - Middle School E-Learning Day, March 23

H. Maintenance – Mike Hiatt/Ann Hoehn

- Cleaned carpet in Cicero computer lab.
- Mopped up water in Atlanta basement storage room; resealed wall to stop seepage.
- Set up panels for art display.
- Removed snow; put down salt.
- Walked all sidewalks to check for tripping hazards.
- Met with Ian from Hagerman in Atlanta to go over plans and familiarize him with the project areas.

Looking Forward:

- Prepping lawn care equipment for spring.

Discussion: All the gutter lines had been knocked askew at Atlanta, causing extra water infiltration during heavy rain weeks in February. Roof tiles for Atlanta are in production, should take about 6-8 weeks. The company that made the original tiles was located and they actually found the original roof tile pattern, which is being used in the production!

Action Item: Perhaps the HS Art Class and Nickel Plate Art could be involved in doing something with extra tiles?

VII. Old Business

A. 2018 Bond Amount [Exhibit #8, Pages 1-2]

- a. **Discussion:** Current projects costs from Hagerman do not include FFE on new expansion areas or light renovation areas; Hagerman said that normally that cost planning falls to the company completing the project although they could be involved in FFE if we asked.
- b. **Action Item:** Need to find out how far fiscally we can go with the bond before it impacts the tax rate. Ann to find out if there's a fee for preliminary investigation work.

VIII. New Business

B. Capital Projects [Exhibit# 5 & 6 & 7, Pages 1, 1, 1-11]

a. **Update**

- i. Steve presented an overview of payback time for geothermal vs. D/X HVAC system. D/X has a much better ROI ratio; estimated years of payback for geothermal is 53.5 years.

b. **Bid selection for HVAC**

- i. Bids came in last Friday, 4 total. We do have room to put back several previously deleted scopes of work, although the current numbers are based on old quotes. 10-12 weeks lead time on the project—likely to time the HVAC replacement for Fall 2018 when the temperature is closer to 72 F. Hagerman will need to review financial stability documents before we can enter an agreement. 8 weeks of construction/no air or heat currently estimated + 1 week of tidying up. We've requested all materials to be onsite before tearing anything out. If the project finishes early, all saved monies are returned to the library. Recommended we carry 7.5% contingency (=90k balance)

c. **Action Item:** none

d. **Motion to approve up to \$640,000 without additional vote**

- i. Motion made by Emily Pearson
- ii. Seconded by Lee Templeton
- iii. Motion carried by a vote of 7/7 (All vote AYE)

e. **Motion to approve D/X HVAC system for Bond #1**

- i. Motion made by Emily Pearson
- ii. Seconded by Mike Jenkins
- iii. Motion carried by a vote of 7/7 (All vote AYE)

C. Library Treasurer -- Requirements

a. Discussion: There needs to be a co-treasurer due to the nature of Julie's professional work. Suggestion to change who is Treasurer for ease of operation.

b. Motion to approve Emily Pearson as Treasurer, Steve Griffith as President, Lee Templeton as Vice-President, Mike Jenkins as Secretary

- a. Motion made by Kim Radant

- b. Seconded by Kini Magdun
- c. Motion carried by a vote of 7/7 (All vote AYE)

b. LIST OF CURRENT BOARD MEMBERS: Steve Griffith, Lee Templeton, Mike Jenkins, Emily Pearson, Kim Radant, Kini Magdun, and Julie Overton

c. Note: Mike Jenkins and Emily Pearson are the only board members authorized to sign checks

c. Action Item: Ann and appropriate board members to visit bank to organize check signing approval

D. Sponsorship for Lights Over Morse Lake

a. **Discussion:** We do this every year. Last year we gave \$250.00 (this donor level got our name in the advertising). Board discussed library float for 4th of July Parade.

b. **Action Item:** none.

c. Motion to approve \$250 for Lights Over Morse Lake donation

- i. Motion made by Mike Jenkins
- ii. Seconded by Emily Pearson
- iii. Motion carried by a vote of 7/7 (All vote AYE)

E. Technology Update

a. Notes: Everything is working correctly now. We should be starting our journey to better Wi-Fi with ENA soon-ish. Our quarterly business review with Gordon Flesch will be happening in April.

b. Discussion: none

c. Action Item: none

IX. Looking Ahead: April 19th, 2018 Board Meeting at Atlanta Library, 6:30 p.m.

X. Meeting Adjournment

- a. Motion to adjourn
 - i. Motion made by Julie Overton
 - ii. Seconded by Kim Radant
 - iii. Motion carried by a vote of 7/7 (all vote AYE)
- b. 7:53 PM meeting adjourned.

XI. Executive Session – No