

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

- I. Regular Session
 - a. Call to order by President Steve Griffith 6:30 p.m.
 - b. Members present: Lee Templeton, Steve Griffith, Gregory Goff, Emily Beechler, Mike Jenkins,
 - c. Members absent: Laura Holliday, Kim Radant
 - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director) Amy Wolfe (Bookkeeper),
- II. Review Agenda [Exhibit #1, Pages 1-2]
 - a. Review of Agenda by President Steve Griffith
- III. Minutes – September 15, 2016 [Exhibit #2, Pages 1-8]
 - a. **Discussion:** none
 - b. Motion to approve minutes
 - i. Motion made by Gregory Goff
 - ii. Seconded by Emily Beechler
 - iii. Motion carried by vote of 5/5 (All vote AYE)
- IV. Public Participation
 - a. none
- V. Financial Reports for September 2016 [Exhibit #3, Pages 1-30]
 - a. Review of September report
 - i. \$26,652 personal services, \$926 supplies, \$6,427 Other Services & Charges \$4,277 Capital Outlays, \$38,283 total expense for month. Run rate 75%, 72.6% of total budget used.
 - ii. Motion to pay September bills
 - a. Motion made by Emily Beechler
 - b. Seconded by Lee Templeton
 - c. Motion passed by a vote of 5/5 (All vote AYE)
 - d. All signed registers of claims
 - iii. **Discussion:** Library has no 'cut-off' date for spending budget monies near the end of the year.
 - iv. **Action item:** none
- VI. Department Reports [Exhibit #4, Pages 1-11]
 - A. Director – Ann Hoehn
 - This is a reminder that Thursday's Board meeting will be at Atlanta Library, and we'll need a quorum to adopt our 2017 budget.
 - The library was closed on Labor Day.
 - The Friends held a bake sale at Red Bridge on Labor Day. They raised \$195.
 - The Bond Counsel Search Committee (Aaron Culp, Steve Griffith, and I) met with three bond counsel applicants on Oct 11. They were Ice Miller, Faegre Baker Daniels, and Barnes and Thornburg. The Committee is expected to recommend to the Board this Thursday that the library hire Ice Miller.
 - I met with Mary at Atlanta three times in September.
 - Mike Jenkins has been reappointed to the Library Board for another four years.
 - I worked at the HHMS book fair the afternoon of September 20.
 - The library's annual liability insurance is up for renewal. The board will be asked on Thursday to approve the renewal. Last year's premium was \$9,872; this year's premium is \$10,243, up 3.76%.

- Our attorney filed our response to the Equal Employment Opportunity Commissioner. It is estimated that it will take about 3 months to receive their response to the former employee's complaint. I was told we probably don't have to worry.
- The Friends took in about \$1600 from Centennial Cookbook sales and the 2-day Atlanta book sale during the New Earth Festival.
- The fish tank was professionally cleaned in September. We added a few new fish and some aquarium plants.
- In November, the Board will receive drafts of a new Travel Policy as well as revisions to the staff manual to incorporate the new overtime pay requirements under the Fair Labor Standards Act.
- Cindy and I interviewed several applicants for Circulation positions.

Stats for Cicero Library	July 2016	Aug. 2016	Sept. 2016
Number of Visits	3731	3184	3114
Directional Questions	216	188	164
Reference Questions	159	141	136
Book & Other Recommendations	74	79	50
Scanned Pages	64	125	91
Volunteer Hours (not including Friends)	8	1	18
Study Room Use	64	42	44
Yearbook Use	3	14	7
Mandatory Community Service Hours	4	5	6

Coming up: Electronically submitting all remaining 2017 budget forms to the State of Indiana within 48 hours of Budget Adoption. Scheduling "Safe Place" staff training. I'll be baking cupcakes and selling them with Emily Pearson at the Oct 30th Pumpkin Run. --Ann Hoehn

Action Item: Ann and Amy will submit the budget documentation to State within the 48 hr window.

Discussion: none

B. Assistant Director – Kate Marshall

GENERAL

17+ hours, highlights include:

- Cataloging project work and direct report weekly meetings
- Documentation creation
- Volunteered at the Hamilton Heights Middle School Book Fair
- 5 notary events
- Professional development

WEEDING

3+ hours, highlights include:

- Provided updated weeding reports for Atlanta
- Shifted Large Print & Audiobooks
- Updated shelving locations
- Oversaw select mini-weeding projects in time for Atlanta Earth Fest Book Sale

TECHNOLOGY

20+ hours, highlights include:

Investigated T-Mobile mobile hot spots

Wrangled eight vendors between our VoIP and Offsite Backup projects.

Gordon Flesch attempted to fix a strange networking quirk with our dlink router, they have so far been unable to fix it.

ENA continued to report ongoing issues with our T1 lines at Atlanta. We have not had full, consistent access to our bandwidth for quite some time now.

Started planning for our quarterly/bi-annual business review with Gordon Flesch

Installed a Chromecast to replace our severely failing (and now, discontinued) Intel Wireless Display software/hardware set-up. Has been working great so far!

MARKETING

14+ hours, highlights include:

Assembled and disassembled displays

Created entire month of Facebook marketing posts

Updated website and checking for broken links

Created flyers

Marketing meeting

LOOKING AHEAD

Continued work on VoIP & Offsite Server Backup projects

Attending ACTS panel

Monthly Facebook marketing

Continued work on weeding

Continued work on workflow documentation project

Action Item: none.

C. Circulation – Cindy Ritter

- a. The **circulation stats** for September were 8,317 compared to September of last year at 7,587 and a three year average of 7,543. Atlanta had 304 circulations and Cicero had 7,105 + Overdrive eBooks 755 + Hoopla 175. In-house use for Atlanta was 17 and Cicero had 412. Sent out 109 holds from Atlanta and 334 from Cicero. Atlanta received 14 holds from other libraries and Cicero received 282. Top selections for patrons in September were DVD, 1869; Children, 1201; Adult Fiction, 1205; Computer, 486; Juvenile Fiction 552; Adult Non-Fiction, 377; J Non-Fiction, 551; YA Fiction, 246.
Subscription Databases Usage: Ancestry.com 2 searches.
- b. 61 new cards were issued in September —up about 48% from Sept 2015. New staff member Frannie Fenelon led the way with 13 new cards issued, and Colleen Mann issued 12 new patron cards.
- c. Circulation is up slightly, and Overdrive continues to show increased use as well. We have changed out book displays and are keeping the displays fresh and timely. Current display themes are travel, Halloween, baking, and politics. Our Recently Added DVD display is still up but will be coming down by month's end. We still have an audiobook display up which continues to do well.
- d. **Action Item:** none
- e. **Discussion:** With the success of our September card campaign, the library may continue to host staff contests in the future.

D. Atlanta – Mary Palmiero

Most of the month was spent in preparation for the Earth Festival. It seemed like the patron count was a little low, but many were preparing for their own booth spaces in their yard. We did have a few patrons who helped shelve books for the book sale which was quite successful.

Our Stitch Crafters group has gained new members. Most of the group is participating in making blankets for cats and dogs at the humane society in Noblesville. We will accept donations until Thanksgiving.

Note: Get pictures from Mary (re: crochet projects) to feature it on Facebook

Statistics

NAME OF PROGRAM	NUMBER OF EVENTS	ATTENDANCE	COST
Afternoon Movie	1	7	0
Stitch Crafters	4	26	0
Having Your Say	4	14	0
TOTALS	9	47	0

Other Statistics

	July 2016	Aug. 2016	Sept. 2016
Number of Visits	269	505	192
Directional Questions	42	44	45
Reference Questions	26	40	33
Book & Other Recommendations	16	20	42
Volunteer Hours (not including Friends)	10	Approx. 8	20
Computer Usage	55	57	48

E. Adult – Cindy Ritter

- a. September Programs: 13; Attendance, 47; Cost: \$31.00. There were 10 non-library uses of rooms & gazebo; Attendance, approx. 94
- f. **Action Item:** none
- b. Coming Up:
 - Easy Thanksgiving Appetizers for the Family, Nov. 3 @ 6 p.m.
 - Classic Movie – The Manchurian Candidate, Nov. 19 @ 2 p.m.

F. Children’s – Debra Brown

- a. September Programs: 26; Attendance, 430; Cost: \$10.26
- b. Library Collection – Book displays this month included Charlie Brown and the Peanuts Gang to coincide with our Library Card Signup theme. Books about seasonal change (Summer to Autumn) were also very popular as everyone looked forward to cooler weather. Approximately 225 books were withdrawn and sent to Atlanta for the Annual Friends Book sale during the town’s New Earth Festival. The New Books Shelf is currently packed with new Halloween books available for checkout. Our new intern, Michele King, has been previewing the new books as they are cataloged and noting possible programming themes with each title. Many thanks for her efforts

Programs – September brought a return of afterschool programming in the Children’s room. Both the craft and Lego programs were well attended. Friday morning story visits to Cicero Christian School resumed, and our routine now includes visiting all 4 preschool classrooms. Story times this month included 2 weeks of learning about trees and apples in preparation for noticing the autumn changes

in the natural world around us. October themes will reinforce this learning as we build up to a week of pumpkins and Halloween.

Looking Ahead – We will be hosting “Farming Week” in the Story time room from October 10th through the 14th. In addition, Friday the 14th will be a very busy day as we host 2nd-grade class tours at 30-minute intervals throughout the entire school day. After a brief rest for Fall Break, we will have an all ages, afterschool movie program Monday the 24th to celebrate the 50th Anniversary of *It’s the Great Pumpkin, Charlie Brown*.

Action Item: Ann to get Michele’s last date of work to Amy. Will also figure out if we will be pursuing a renewal of her terms.

G. Young Adult – Ann Hoehn

- a. September Programs: 5; Attendance, 16; Cost \$0.00 ; Cost per person: \$0.00
- b. **Action Item:** Ann will consider options for teen programming in light of current staff having less time to devote to YA interests.
- c. Coming up:
 - Fall Break Art Camp with Deanna Leonard – Oct 19, 1-4 p.m.

H. Maintenance – Mike Hiatt/Ann Hoehn

- Comfort Systems was here to put in the new controller, but when they arrived they discovered they had ordered the wrong controller. The correct equipment is on order.
- Planting fall mums is done.
- All parking lot lights are now working.

Looking forward:

- Need to repair wood trim at the pavilion.
 - Repair mortar joints on the driveway.
 - Koorsen Fire and Security will be here November 4 for our yearly fire alarm/sprinkler inspection.
 - Checked snow blower. Could not get it running. Will take it to Campbells for service.
- a. **Note:** We had Swan’s Electrical come out to change parking lot lights.
 - b. **Discussion:** If snow blower repairs will run over \$200/250, we should consider buying a new snow blower.
 - c. **Action Item:** If snow blower will be way over \$200, let the board know to help make a decision.

VII. Old Business

I. Quote for Railing for Atlanta Front Steps [Exhibit #5, Page 1]

- a. **Discussion:** Total will be \$1260.00. Deposit requested of \$660.00.
- b. **Action Item:** Ann to commission the rail, per board approval.
- c. **Motion to approve quote for Devol’s wrought iron rail work**
 - a. Motion made by Gregory Goff
 - b. Seconded by Emily Beechler
 - c. Motion carried by a vote of 5/5 (All vote AYE)

J. Indiana Code 36-1-23-2, Library Board Member Abstention from Voting on Library Budget When Member is a Firefighter

- a. **Discussion:** As no one is a firefighter, this regulation is not of concern for our board at this time.
- b. **Action Item:** none

K. Gift and Donation Policy Revisions – 2nd Reading [Exhibit #6, Page 1]

- a. **Discussion:** none

- b. **Action Item:** Kate to add revised policy to our website.
- c. **Motion to approve Gift and Donation Policy revision**
 - a. Motion made by Mike Jenkins
 - b. Seconded by Gregory Goff
 - c. Motion carried by a vote of 5/5 (All vote AYE)

VIII. New Business

- L. Adoption of 2017 Budget [Exhibit #7, Page 1]
 - a. **Discussion:** none
 - b. **Action Item:** none
 - c. **Motion to adopt 2017 Budget**
 - a. Motion made by Emily Beechler
 - b. Seconded by Mike Jenkins
 - c. Motion carried by a vote of 5/5 (All vote AYE)
 - d. All sign resolution

- M. Financial Advisor Contract Approval [Exhibit #8, Pages 1-5]
 - a. **Discussion:** none
 - b. **Action Item:** Ann to send in contract.
 - c. **Motion to approve Financial Advisor Contract with Umbaugh**
 - a. Motion made by Gregory Goff
 - b. Seconded by Lee Templeton
 - c. Motion carried by a vote of 5/5 (All vote AYE)

- N. Bond Council Recommendation and Selection [Exhibit #9, Pages 1-8]
 - a. **Discussion:** We had three proposals, but committee was unanimously agreed that IceMiller was the best offer.
 - b. **Action Item:** Ann to send in contract.
 - c. **Motion to approve IceMiller for Bond Council**
 - a. Motion made by Gregory Goff
 - b. Seconded by Mike Jenkins
 - c. Motion carried by a vote of 5/5 (All vote AYE)

- O. Proposed Internal Control Procedures Draft [Exhibit #10, Pages 1-6]
 - a. **Discussion:** For review, will be addressed at next month's board meeting. Everyone on board and library staff will get trained to an appropriate degree on the controls and then sign off acknowledging the training.
 - b. **Action Item:** Board is requested to review carefully before next month.

- P. Continuation in Student Board Member Program
 - a. **Discussion:** Board has no objections to continuing with a new student appointment.
 - b. **Action Item:** Library is waiting to hear if we are assigned a new student.

- Q. Request to Close at 5:30 p.m. on Dec. 1 for Holiday Party
- a. **Discussion:** How do we deal with staff whose hours will be cut short by the closing?
 - b. **Action Item:** Ann and Amy will figure out how to address staffing that evening.
 - c. **Motion to approve early closure at 5:30 p.m. on Dec. 1st, 2016**
 - a. Motion made by Emily Beechler
 - b. Seconded by Gregory Goff
 - c. Motion carried by a vote of 5/5 (All vote AYE)
- R. Floor Mat Purchases
- a. **Discussion:** Due to potential replacement cost, Ann wanted to let board know that our current floor mats are exhausted and that we need good anti-fatigue floor mats at the front desk.
 - b. **Action Item:** Board is fine with purchase, Ann to order some new mats.
- S. Technology Update
- a. **Note:** ENA T1 situation (making excellent strides in progress of elimination on the issue)
 - b. **Note:** Any VoIP or offsite backup updates (preliminary mtg with our new vCIO & GF rep on Friday-- they're interested in helping us run our research on this particular project, so I'll be following up with that, as well as on as-yet unfinished larger clean up issues and tech plan goals //: active directory clean up confirmation, offsite backup, deep freeze, etc)
 - c. **Note:** GF continues to be helpful in cleaning up minor, everyday issues and helping with onboarding new employees with email accounts and edits to our staff contact lists.
- T. Request to add a "Bestseller" Category to Evergreen – Requires Policy Revision
- a. **Discussion:** We will be requesting some changes to our circulation policy next month to clean up policy to match long-standing practices as well as adding a newly approved Evergreen circulation modifier --New Audiobook.
 - b. **Action Item:** Ann to put together the detailed request for next month's board meeting.
- U. Quote for Employment Practices Liability Insurance
- a. **Discussion:** Queried the board what limit of liability and deductible we want to purchase. We had a recommendation to pursue a quote of one million in coverage and a \$2500 deductible. Board is fine with those numbers.
 - b. **Action Item:** Ann will continue to work on this issue.
- V. Annual Liability Insurance Renewal
- a. **Discussion:** Our current provider is showing a hike of about \$500 compared to last year's cost.
 - b. **Action Item:** Board recommends that we renew this year and then start comparison shopping for new insurance.
 - c. **Motion to approve annual liability insurance renewal**
 - a. Motion made by Emily Beechler
 - b. Seconded by Gregory Goff
 - c. Motion carried by a vote of 5/5 (All vote AYE)

W. Overdrive Annual Renewal

- a. **Discussion:** Kate notes that per our usage tracking sheet, Overdrive is giving us great bang for our buck; based on our investment each year, each circulation is costing us less than .50 cents apiece.
- b. **Action Item:** Amy to pay Overdrive renewal
- c. **Motion to approve Overdrive annual renewal**
 - a. Motion made by Emily Beechler
 - b. Seconded by Mike Jenkins
 - d. Motion carried by a vote of 5/5 (All vote AYE)

X. Ancestry.com Annual Renewal

- d. **Discussion:** Kate notes that per our usage tracking sheet, Ancestry.com is giving us great bang for our buck—each search is costing us about .18 cents apiece. This year is a \$50.00 hike to cost.
- e. **Action Item:** Amy to pay Ancestry.com renewal
- f. **Motion to approve Ancestry.com annual renewal**
 - a. Motion made by Mike Jenkins
 - b. Seconded by Gregory Goff
 - c. Motion carried by a vote of 5/5 (All vote AYE)

Y. Request to Donate to the Goodwill

- a. **Discussion:** Ann would like to donate a fake tree plant that resides in computer lab. Board is fine with that.
- b. **Action Item:** Ann will donate it.

Z. Pavilion Paint Job Estimate [Exhibit #11, Pages 1-3]

- a. **Discussion:** Of the several estimates, Mike recommends the one from First Impressions by Rick at \$1,075.00
- b. **Motion to approve bid from First Impressions by Rick**
 - a. Motion made by Emily Beechler
 - b. Seconded Gregory Goff
 - c. Motion carried by a vote of 5/5 (All vote AYE)

IX. Looking Ahead: November 17, 2016 Board Meeting at Cicero Library at 6:30 p.m.

X. Meeting Adjournment

- a. Motion to adjourn
 - i. Motion made by Emily Beechler
 - ii. Seconded by Gregory Goff
 - iii. Motion carried by a vote of 5/5 (all vote AYE)
- b. 7:38 PM meeting adjourned.

XI. Executive Session – No