

**Hamilton North Public Library
Board of Trustees Meeting Minutes
May 19, 2022 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, Julie Davis, Michael Morris, Jim Hunter, Emily Pearson
 - C. Members absent: Beth Roberts, Kelly Wuerch
 - D. Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Natalie Strader (Bookkeeper); Mike Hiatt (Maintenance); Aaron Culp (Lawyer)

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

- III. Approve April 21, 2022 Board Meeting Minutes & Executive Session Minutes [Exhibit#2,3 Pages 1, 1-8]
 - A. **Notes:** none.
 - B. **Motion to approve April 21, 2022 meeting minutes and Executive Session Minutes.**
 1. Motion made by Michael Morris
 2. Seconded by Julie Davis
 3. Motion carried by vote of 5/0 (All vote AYE)

- IV. Public Participation
 - A. None.

- V. Financial Reports – April 2022 [Exhibit#4,5 Pages 1, 1-18]
 - A. Review of April report
 1. **Motion to pay April bills and approve financial reports**
 - a. Motion made by Michael Morris
 - b. Seconded by Julie Davis
 - 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:** We're below the run rate for this point in the year. Estimated earnings from room rentals and other sources of revenue are below estimates but not hugely problematic currently. Last year's audit fees are being taken out of this year's funds by the state.

VI. Director's and Department Reports [Exhibit#6, Pages 1-8]

2021-2022 Cicero Stats	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Number of Visits	1600	1601	2606	2369	2339	1959	2307	1905	1932	1712	1726	2571	1847
Directional Questions	85	114	196	90	88	70	94	130	109	120	122	145	103
Reference Questions	175	186	206	113	108	137	141	131	137	175	169	178	119
Book & Other Recommendations	31	23	41	25	15	15	24	27	39	55	17	26	18
Scanned Pages	30	9	64	85	59	139	23	37	27	28	10	20	22
Volunteer Hours	0	0	0	0	0	0	0	0	0	7.5	9	13	12
Study Room Use (est.)	0	15	60	64	53	67	92	116	123	96	104	141	98
Yearbook Use	17	27	31	46	27	19	12	9	22	13	16	15	21
New Wing Tours (persons)	7	8	14	9	9	6	4	10	6	4	0	7	8

Activities for Adults and Families	Dates	# of Times	Attendance	Cost
Friends—Love, Chocolate, & Ecuador	4/12	1	7	0
Mystery Book Club— <i>Death on the Nile</i> by Agatha Christie	4/25	1	9	0
Total		2	16	0
Non-Library Room Use		16	230 est.	0

Top Facebook Posts:

Post Description	Reach	Link Clicks	Likes/ Reactions	Comments	Shares
Spaghetti Fundraiser, 4/2	1730	67	34	2	11
Spaghetti Fundraiser, 4/8	1623	24	10	0	9
Love, Chocolate, Ecuador w/Friends, 4/5	1231	24	12	0	5
Story Time, 4/4	1202	18	3	3	3
Inspire Database, 4/7	1117	18	6	1	2

Top Instagram Posts:

Post Description	Reach	Likes	Comments
Spaghetti Fundraiser, 4/24	27	0	0
Spaghetti Thank You, 4/25	22	2	0
Story Time, 4/13	22	0	0
Spaghetti Fundraiser, 4/8	22	0	0
Spaghetti Fundraiser, 4/2	22	1	0

HNPL Website Audience Overview

	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22
Sessions	1,687	1,204	1,591	1,849	1,300	1,142	1,146	1,145	1,042	1,412	1,198	1,145	1,528
Users	1,154	758	862	1,189	781	701	674	652	644	761	653	670	1,039
Pageviews	3,365	2,570	2,879	3,322	2,073	2,015	1,751	2,003	1,639	2,365	2,079	2,035	2,711
Pages/Session	1.99	2.13	1.81	1.80	1.59	1.76	1.53	1.75	1.57	1.67	1.74	1.78	1.77
Avg. Duration	1:11	1:21	1:10	1:02	1:11	1:12	0:57	1:16	1:03	1:16	1:24	1:22	0:54
Bounce Rate	55.3%	66.5%	65.6%	54.5%	73.4%	69.7%	76.9%	70.0%	75.1%	72.5%	71.5%	70.8%	52.9%
Sessions/User	1.46	1.59	1.85	1.56	1.66	1.63	1.70	1.76	1.62	1.86	1.83	1.71	1.47
New Users	1001	665	749	939	684	608	575	569	562	664	555	589	958

Notes: We're starting to clean out Atlanta. A story walk was suggested at the local park as a potential project collaboration. Our COVID recovery grant is undergoing edits with alternative requests due to delays in shipping on the multimedia projector, which we had to cancel due to current estimated ship date being far past state grant deadline. Board agrees that we can also cancel the chair order, which has no clear ship date at this time.

Discussion: none.

Upcoming: Searching for a new Circ Clerk and a Temporary Art Instructor; Summer Reading Starts June 1st.

Assistant Director – Kate Marshall

GENERAL -- 123 + hours, highlights include:

- Collection development & maintenance
- Acquisitions
- Transit
- 3 notary events
- Professional development; required Evergreen training webinars
- Helped with Harry Potter themed program at 4-H Extension Office
- Cataloging (~28 hrs)

TECHNOLOGY -- 3.5 + hours, highlights include:

- Monthly alignment mtg w/Brightworks
- Technology troubleshooting & maintenance, esp. post-power outage.

CATALOGING & ACQUISITIONS - Acquisitions has been working on prepping purchasing carts for all shelving locations. Cataloging has been working on processing new materials and collection maintenance.

LOOKING FORWARD - Collection maintenance

Notes: none.

Circulation – Ann Hoehn/Jenn Crusenberry

April 2022 circulation was **7,165** compared to April 2021 of **6,671** and a three-year average of **5,356**. Atlanta had **107** circulations and Cicero had **5,345** + Overdrive eBooks **1,027**+ Hoopla **686**. In-house use for Atlanta was 9 and Cicero was 578. Sent out 52 holds from Atlanta and 343 from Cicero. Atlanta received 3 holds and Cicero received 374 holds from other libraries.

Circulation opened 22 new accounts for the month of April. Our displays resulted in 142 circulations. Jenn watched four Evergreen webinars this month to refresh skills relating to local administration, circulation procedures, and cataloging. May displays include travel, large print, and Summer Reading.

Notes: none.

Action Items: none.

Atlanta Report – Mary Palmiero/Ann Hoehn

Despite a lot of rain this month, the library basement has remained fairly dry. There was a small problem with a downspout that became detached due to strong winds. Everything else has been fine. We had about fifteen young adults use the library for computers, Wi Fi, or just to hang out. The Having Your Say writers and the Crafters still meet every week.

Statistics for 2020-2021

ACTIVITY	NUMBER OF EVENTS	ATTENDENCE	COST
Having Your Say/Stitch Crafters	4	14	0

2021-2022	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Number of Visits	158	144	178	164	216	186	190	91	68	63	59	97	57
Directional Questions	29	31	31	41	35	48	42	18	36	15	15	13	10
Reference Questions	19	28	28	40	27	34	35	13	20	7	17	13	7
Recommendations	32	38	33	39	29	41	42	21	29	11	21	24	15
Volunteer Hours	0	0	0	0	21	39	36	40	5	0	0	0	0
Computer Usage	9	27	12	19	16	18	19	10	12	10	10	11	15

Discussion: Mary is donating a sewing machine to us for the Makerspace. Board will need to visit Atlanta at some point to make decisions on furniture.

Children's –Ann Hoehn

Program Type	Age Group	Number of Programs	Attendance	Cost
Story Times	Preschool	12	189	\$10 est.
Game-On	Young Adult	1	0	0
Totals		13	189	\$10

Program Details:

Date	Program	Age Group	Theme	Craft	Attendance
4/5	Storytime	Preschool	Trucks	Blue Paper Truck	8
4/6	Storytime	Preschool	Trucks	Blue Paper Truck	12
4/7	Storytime	Preschool	Trucks	Blue Paper Truck	24
4/12	Storytime	Preschool	Sandra Boynton	Play-Doh Animals	6
4/13	Storytime	Preschool	Sandra Boynton	Play-Doh Animals	10
4/13	Board Games	YA	--	--	0
4/14	Storytime, including special needs adults	Preschool	Sandra Boynton	Play-Doh Animals	35
4/19	Storytime	Preschool	Eric Carle	Paper Ring Caterpillar	16
4/20	Storytime	Preschool	Eric Carle	Paper Ring Caterpillar	12
4/21	Storytime	Preschool	Eric Carle	Paper Ring Caterpillar	26
4/26	Storytime	Preschool	Teen Volunteer Choices	Paper Penguins	13
4/27	Storytime	Preschool	Teen Volunteer Choices	Paper Penguins	12
4/28	Storytime	Preschool	Teen Volunteer Choices	Paper Penguins	15

Maintenance – Mike Hiatt/Ann Hoehn

- Met with Nugent Electric on emergency lighting. All new/replacement lights have been installed, except those for the men’s and women’s restrooms, on which we are awaiting completion.
- Met with Purkey’s Gutters on resealing ends and joint at Cicero. Job mostly completed, but he has been called back to fix areas that were missed.
- Worked on mower hydraulics; spring came off and had to replace. Mower ultimately had to go to the shop; we are expecting repairs to be completed by the end of May.
- Started moving dirt from Atlanta to Cicero.
- Called three tree companies about tree at Atlanta. One verbal estimate was \$2000; vendor wouldn’t put estimate in writing. One business was too busy to provide an estimate. The third vendor hasn’t called back.
- Meet with Kay Hartley on carpet estimate. We are awaiting the written estimate.

Notes: All emergency lights are installed now. Mike thinks the mower repair should be a ballpark \$300-\$400.00. Mike called seven tree companies and two responded. Mike must find someone who can put up a new rope on the flag; a lift will be needed. Mike & Jim Hunter will look for someone to help with the flag issue. Bushes at Atlanta will be trimmed once the blooming goes down. Sensor on sump pump backup system is being replaced by a plumber at Atlanta.

Looking Forward: Summer Groundskeeping.

VII. Old Business

A. Continuing Discussion on the Future of Atlanta Library

1. Discussion:

- a. Aaron spoke with bond council. Any funds acquired, including those obtained via rent, would still need to go to escrow to only repay the bond. If a purchaser is willing to pay transaction costs, he sees no issue with that. But as previously discussed, we cannot deduct fees from sale proceeds. Earliest call date on the bond will need to be further researched—it may be around 2028. If we sell the building, the money would be held in escrow until that call date.

Terzo & Bologna and Integra have provided quotes for our needed appraisals. Aaron has worked with Integra several times and has found their work satisfactory in the past. He has heard good things about Terzo & Bologna as well, and would recommend using them both. Terzo quoted \$4,500 and said they could be done by end of June. Integra would cost

\$3,700 and would take 40 days turnaround from time of commission. Per Aaron, usually they ask for payment once work is complete.

Both these quotes were previously objected to by Beth Roberts on grounds of cost. Aaron feels these quotes are market rate, however. Aaron tried to reach out to the appraiser recommended by Beth Roberts and he wasn't able to get in contact via phone because all phone numbers only led to voicemails. They also appeared to be heavily weighted to residential appraisals.

2. Motion to approve Aaron Culp to hire both companies to perform the appraisals.

a. Motion made by Emily Pearson

b. Seconded by Michael Morris

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

B. Jenkins Wing HVAC

1. Discussion: Ann got in contact with Jae Ebert, who said he wants to see the control data going back a certain amount of time. Mike & Jae are going to work together to get the data once they're both back from vacation.

2. Action Item: None.

C. Indiana Room Carpet Replacement [Exhibit#7,8,9, Pages 1,1,1]

1. Discussion: We have three quotes for the carpet replacement. Lorenz Flooring at \$2,959.00, Full Circle Flooring at \$5,080.52, and Kinsey's Floor Covering, Inc at \$4,196.51. The reason the bid for Lorenz is so low is that he has no store front and no staff. He also lays Kay Hartley's flooring, so there is a good track record behind the business. Jim Hunter is familiar with Lorenz as well, as they have done a fair amount of work for the towns of Cicero & Arcadia. Lorenz will need \$2,000.00 to get project material. The labor is only \$1,100.00.

2. Action Item: Mike & Ann to follow up.

3. Motion to approve quote from Lorenz Flooring for up to \$3,000.00

a. Motion made by Emily Pearson

b. Seconded by Julie Davis

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

D. First Farmers Checking Account – Schedule Signers' Trip to Bank

1. Discussion: Ann is looking for a June date, ideally.

2. Action Item: Ann will call them up and find out what accommodations are available due to everyone's work schedules.

E. Emergency Lights

1. Discussion: All emergency lights have been fully installed.

2. Action Item: none.

VIII. New Business

A. Technology Update

1. Notes: Minor troubleshooting on a few devices but nothing of significance.

2. Action item: none.

B. InfoExpress Renewal for 2022-2023 Service Year

1. Discussion: The cost for renewal this year is: \$3,730.00. An increase of \$115 over last year.

2. Action item: Ann to finish paperwork.

3. Motion to approve InfoExpress Renewal for 2022-2023 Service Year

a. Motion made by Julie Davis

b. Seconded by Emily Pearson

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

IX. Looking Ahead:

A. Next Meeting – June 16th, 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. 7:21 PM meeting adjourned.