

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
August 18, 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, Kelly Wuerch, Julie Davis, Jim Hunter, Emily Pearson, Michael Morris, Beth Roberts
  - C. Members absent: none
  - D. Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Natalie Strader (Bookkeeper); Mike Hiatt (Maintenance); Aaron Culp (lawyer)-late, 6:31pm.
  
- II. Review Regular Agenda [Exhibit#1, Pages 1]
  - A. Agenda was reviewed.
  
- III. Approve July 21, 2022 Executive Session Minutes and Board Meeting Minutes [Exhibit#2&3, Pages 1, 1-9]
  - A. **Notes:** none.
  - B. **Motion to approve July 21, 2022 meeting minutes and Executive Session minutes.**
    - i. Motion made by Emily Pearson
    - ii. Seconded by Beth Roberts
    - iii. Motion carried by vote of 7/0 (All vote AYE)
  
- IV. General Public Participation
  - A. None. (See below –VIII. 7:15PM Public Hearing on possible sale of Atlanta Library).
  
- V. Financial Report – July 2022 [Exhibit#4,5 Pages 1, 1-18]
  - A. Review of July report
    1. **Motion to pay July bills and approve financial report**
      - a. Motion made by Julie Davis
      - b. Seconded by Michael Morris
      - c. Motion carried by a vote of 7/0 (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. Sold 2 non-resident and 1 PLAC card.

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

<b>2021-2022 Cicero Stats</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>
Number of Visits	2369	2339	1959	2307	1905	1932	1712	1726	2571	1847	2156	2530	2452
Directional Questions	90	88	70	94	130	109	120	122	145	103	96	97	113
Reference Questions	113	108	137	141	131	137	175	169	178	119	113	146	122
Book & Other Recommendations	25	15	15	24	27	39	55	17	26	18	14	49	48
Scanned Pages	85	59	139	23	37	27	28	10	20	22	6	23	49
Volunteer Hours	0	0	0	0	0	0	7.5	9	13	12	13	6	6
Study Room Use (est.)	64	53	67	92	116	123	96	104	141	98	153	129	103
Yearbook Use	46	27	19	12	9	22	13	16	15	21	22	23	8
New Wing Tours (persons)	9	9	6	4	10	6	4	0	7	8	3	2	3

<b>Activities for Adults and Families</b>	<b>Dates</b>	<b># of Times</b>	<b>Attend.</b>	<b>Cost</b>	<b>Cost Per Person</b>
Friends--Paint with Us	7/12	1	23	0	0
End of Summer Reading Hotdog Party	7/19	1	50	\$427 A great deal of supplies was leftover	\$8.54
Mystery Book Club— <i>Into the Water</i> by Paula Hawkins	7/25	1	11	0	0
<b>Total</b>		<b>3</b>	<b>84</b>	<b>\$427</b>	<b>\$5.08</b>
Non-Library Room Use		6	110 est.	0	0

Top Facebook Posts:

Post Description	Reach	Link Clicks	Likes/ Reactions	Comments	Shares
3-Step Drawing for Beginners, 7/26	1897	113	20	11	5
Painting with Friends, 7/7	1634	84	15	0	5
Donna Cronk Author Visit, 7/17	1394	50	30	5	7
Donna Cronk Author Visit, 7/29	1322	63	31	4	10
Plein Air Painting Event, 7/22	1122	22	8	1	5

Top Instagram Posts:

Post Description	Reach	Likes	Comments	Shares
Painting with Friends, 7/7	22	0	0	0
End of Summer Hotdog Party, 7/2	21	0	0	0
Mystery Book Club—Into the Water, 7/3	20	0	0	0
Mystery Book Club—Into the Water, 7/24	19	0	0	0
Summer Reading--1 Day Left, 7/18	19	1	0	0

HNPL Website Audience Overview

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22
Sessions	1,849	1,300	1,142	1,146	1,145	1,042	1,412	1,198	1,145	1,528	1,880	1,321	2,038
Users	1,189	781	701	674	652	644	761	653	670	1,039	1,247	742	1,417
Pageviews	3,322	2,073	2,015	1,751	2,003	1,639	2,365	2,079	2,035	2,711	3,396	2,271	3,711
Pages/Session	1.80	1.59	1.76	1.53	1.75	1.57	1.67	1.74	1.78	1.77	1.81	1.72	1.82
Avg. Duration	1:02	1:11	1:12	0:57	1:16	1:03	1:16	1:24	1:22	0:54	0:55	1:06	2:12
Bounce Rate	54.5%	73.4%	69.7%	76.9%	70.0%	75.1%	72.5%	71.5%	70.8%	52.9%	51.3%	69.8%	43.6%
Sessions/User	1.56	1.66	1.63	1.70	1.76	1.62	1.86	1.83	1.71	1.47	1.51	1.78	1.44
New Users	939	684	608	575	569	562	664	555	589	958	1,070	650	1,046

## 2022 Summer Reading Statistics Compared to 2021

Active Readers	New Registrations	Challenge Completions	Badges Earned	Books Read
248	274	130	1602	7320
+13.8%	-5.5%	+34%	+29.3%	+23.3%

**Notes:** First set of art classes have been going well.

**Upcoming:**

- Meeting again with DLGF to discuss 2023 Budget
- Board Budget Hearing during Sept. 15 Board Meeting at Cicero Library—must have quorum
- Board Budget Adoption during Oct. 20 Board Meeting at Atlanta Library—must have quorum

### Assistant Director – Kate Marshall

**GENERAL -- 168 + hours, highlights include:**

- Collection development & maintenance
- Acquisitions
- Transit
- 4 notary events
- Professional development
- Worked at the circulation desk
- Cataloging (44 ~ hrs)

**TECHNOLOGY -- 3 + hours, highlights include:**

- Monthly alignment mtg w/Brightworks
- Technology troubleshooting & maintenance

**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, Documentation updates

**Notes:** none.

### Circulation – Ann Hoehn/Jenn Crusenberry

July 2022 circulation was **8,198** compared to July 2021 of **8,387** and a three-year average of **8,488**.

Atlanta had **170** circulations and Cicero had **5,838** + Overdrive eBooks **1,417** + Hoopla **773**. In-house use

for Atlanta was 13 and Cicero was 661. Sent out 50 holds from Atlanta and 377 from Cicero. Atlanta received 19 holds and Cicero received 343 holds from other libraries.

Circulation opened 69 new accounts for the month of July! Circulation has a new team member, Susan Sparks, who started work on July 5<sup>th</sup>. The Circulation team worked on getting the library shelves back in shape after Summer Reading by shelf reading and edging. We also cleaned the bestseller shelves. Circ has a new staff vacancy; we are working to fill the position.

**Notes:** none.

**Action Items:** none.

**Atlanta Report – Mary Palmiero/Ann Hoehn**

**Statistics for 2020-2021**

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

2021-2022	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
Number of Visits	164	216	186	190	91	68	63	59	97	57	84	84	72
Directional Questions	41	35	48	42	18	36	15	15	13	10	18	17	12
Reference Questions	40	27	34	35	13	20	7	17	13	7	12	19	11
Recommendations	39	29	41	42	21	29	11	21	24	15	22	28	25
Volunteer Hours	0	21	39	36	40	5	0	0	0	0	0	0	0
Computer Usage	19	16	18	19	10	12	10	10	11	15	17	17	15

**Discussion:** none.

**Children’s –Ann Hoehn**

Date	Program	Age Group	Craft	Attendance
7/5	Storytime	Preschool		3
7/6	Storytime	Preschool		16
7/7	Storytime	Preschool		7
7/7	Movie	4+		3
7/11	Lego Free Play	4+		7

7/12	Storytime	Preschool		15
7/13	Storytime	Preschool		15
7/14	Storytime	Preschool		9
7/19	Storytime	Preschool	Tissue Paper Popsicle	9
7/20	Storytime	Preschool	Tissue Paper Popsicle	10
7/21	Storytime	Preschool	Tissue Paper Popsicle	17
7/26	Storytime	Preschool	Sticker Popsicle	26
7/27	Storytime	Preschool	Sticker Popsicle	27
7/28	Storytime	Preschool	Sticker Popsicle	28

Program Type	Age Group	# of Programs	Attendance	Cost	Cost/Person
Story Times	Preschool	12	182	\$5	3 cents
Movies	4+	1	3	\$5	\$1.67
Lego Free Play	4+	1	7	0	0
<b>Total</b>		<b>14</b>	<b>192</b>	<b>\$10</b>	<b>5 cents</b>

Looking Ahead - Recruiting substitutes to do story time in early September.

**Maintenance – Mike Hiatt/Ann Hoehn**

- Put down new flooring in A/B storage room.
- Cleaned carpet in A/B meeting room.
- Painted picnic table.
- Trimmed brushes at Atlanta.
- Met with Nick Heating and Cooling to get estimates on repairing air conditioning units. Estimates came in much lower than Comfort System’s estimates, so we had Nick do the repairs. Both units seem to be working properly.
- Met with Wolford Tree Service and SC3 Tree Service to get estimates to trim tree or to remove tree and stump.

**Notes:** none.

**Looking Forward:** Cleaning Atlanta prior to a possible sale.

**VII.** Old Business

**A.** Proposed Revisions to Conduct Policy--New Firearms Laws [Exhibit#7, Pages 1-5]

1. **Discussion:** The only exception to the new law is that the public cannot display weapons during board meetings or board committee meetings. Next month the board will need to review the staff policy on carrying weapons during work.
2. **Action Item:** Ann to bring staff policy next month.
3. **Motion to approve proposed revisions to Conduct Policy**
  - a. Motion made by Emily Pearson
  - b. Seconded by Michael Morris
  - c. Motion carried by a vote of 6/1 abstain (6 vote AYE; Julie Davis abstained.)

**B.** 2023 Budget Update

1. **Discussion:** The 2023 budget from last month's meeting remains unchanged. We're \$17,160 dollars short in operating budget. Ann and Natalie have another meeting with DLGF before finalizing budget.
2. **Action Item:** None.

**VIII.** 7:15 PM Public Hearing regarding the sale of real property located at 100 South Walnut Street, Atlanta, Indiana

**A. Discussion:** Called to order 7:15 by President Kini Magdun. Parameters will be 5 minutes per person.

**B. Public Participation:**

1. Murray Dixon, town president of Atlanta. He is a life-long library user and would like to see what can be done to maintain the building as a public space. Other members of the public present would also like to see it remain a public space for Atlanta. Atlanta is interested in purchasing the building to use for town offices. Town is very limited on cash but owning utilities helps pay for most of the current town hall. They also wouldn't mind carrying debt or pursuing grant funding for renovation and ADA compliant upgrades. The Atlanta Town Council feels that some consideration and/or discount on sale price should be considered as the library is a public entity for Atlanta. Some seem to question whether the building should be sold to a private party. Mr. Dixon is not currently aware of any statutes that would make adding parking spots an issue.
2. Board informed the public about funding cuts and the lack of patronage to Atlanta regardless of hours offered historically and currently.
3. Members of the public noted that kids just aren't out like they used to be, plus the building stairs are a deterrent for older people to access the building, and the fact that the Atlanta children's librarian retired 15-20 years ago are all probably contributing to lack of use.
4. A member of the public feels shocked about potential closure. He feels it's a stabilizing influence on the community and is certain there must be a way to drive usage up. He does not want the library to sell the building and wonders if corporate donors, historical preservation groups, etc might be a source of funding.
5. Another member of the public also feels blindsided by the potential closure and wants more time to discover a solution to the funding and lack of patronage.

Kini reassured them that the board is not happy about the current situation but the immediate financial realities and increasing lack of use are just insurmountable.

6. The Atlanta Town Council would like a private meeting about potentially buying the building. The board would only agree to that meeting if our attorney says that it would be lawful.

7. Board will reconvene with Aaron Culp for some extra questions.

8. The public would like an extra month to bring suggestions to the board.

- C. Notes from Aaron Culp:** If the board decides to move forward with the sale, they will need to set an executive session at 6 pm before next board meeting. Aaron would come with a proposal about how to proceed. If no appropriate bids within the 60 days required, we can choose to then engage a broker and relist the property elsewhere.
- D. Action Item:** The board would like some form of email contact added to the library website so the public can contact them more easily.
- E. Motion to table moving forward with possible sale for one month:**
  - 1. Motion made by Julie Davis
  - 2. Seconded by Emily Pearson
  - 3. Motion carried by a vote of 7/0 (All vote AYE)
  - 4. Public hearing closed at 8:12

## IX. New Business

### A. Technology Update

**1. Notes:** We obtained a reasonable quote for replacement computers from GHA, so we now have the specs we'd like to pursue even if we don't end up using this specific quote. Cicero lab computers are having some diagnostics run as they keep having minor glitches.

**2. Action item:** none.

### B. Cicero Toilet Issue

**1. Discussion:** A toilet was flushed in the main women's bathroom and exploded into a person's face. This same type of incident also happened about a year ago. Mike feels it could be an air line issue.

**2. Action Item:** Jim Hunter's maintenance guy will also look at the toilet to help diagnose the issue.

### C. Annual Renewal of Calendar of Events

**1. Notes:** This is the library's calendar software from Evanced. The price is up slightly from last year. Cost is just over \$1,000.00.

**2. Action item:** Ann/Natalie to pay bill.

**3. Motion to approve Evanced calendar software bill.**

- a. Motion made by Julie Davis
- b. Seconded by Michael Morris
- c. Motion carried by a vote of 7/0 (All vote AYE)

### D. Tuition Reimbursement Request – Ann Hoehn's Cataloging Class

**1. Discussion:** Library will reimburse Ann \$315.00 upon satisfactory course completion.

**2. Action Item:** None.



E. Cicero Roof Damage [Exhibit#8, Pages 1-12)

**1.Discussion:** There's a 10x10 square of wind damage near new wing, plus scattered tile damage and a small section of damage near the staff break room. That all needs to be repaired now. Some areas have nails driven in too far, but that does not appear to be a major issue at this time. Insurance won't pay for damage near the new wing because it's below our deductible. There's also a hole in a chimney that needs a cover to prevent animals from entering.

**2.Note:** We need to ask for a separate quote on the wind damage area because if it's going to cost over insurance estimate, we'll need to submit it separately.

**3.Note:** We do have spare shingles but not enough for all the repairs. Our current shingles are still available to purchase, however.

**4.Action item:** Library to get 3 sets of quotes for roof repairs since estimated damage is far below \$50,000.00.

**5.Action item:** Ann to ask insurance adjuster to send us the pictures of our roof damage that they took.

F. Tree Service Quotes [Exhibits#9,10, Pages 1, 1-3]

**1.Discussion:** The library received quotes from SC3 Tree and Landscaping (\$1,500.00 for trimming service or \$2,300.00 for removal service) as well as Wolford Tree Service (\$1,250.00 for trimming service or \$2,600.00 for removal service). Mike suggests that we fully remove/cut down the tree vs. trimming. Board would prefer to look closer at the tree (which is near the picnic table) before deciding. The tree is in general good health, but cutting back all the dead limbs and branches may make the tree look bad.

**2.Action item:** Tabled

G. Annual Insurance Renewals

**1.Discussion:** Insurance emailed to say our renewal is coming up. Ann will need to schedule an appointment with them so they can come in and talk to Ann and Natalie.

**2.Action item:** none.

X. Looking Ahead:

A. Next Meeting – September 15th, Cicero Branch.

XI. Meeting Adjournment

A. Motion to adjourn

1. Motion made by Emily Pearson

2. Seconded by Michael Morris

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

B. 8:13 PM meeting adjourned.