

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch – January 21, 2021 6:30 p.m.**

- I. Call Meeting to Order
A. Called to order by President Lee Templeton at 6:31 p.m.

- II. Take Board Roll Call
A. Board Roll Call:
1. **Lee Templeton, Yes (on-site)**
2. **Julie Davis, Yes (on-site)**
3. **Beth Roberts, Yes (remote)**
4. **Kini Magdun, Yes (on-site)**
5. **Kelly Wuerch, Yes (on-site)**
6. **Jim Hunter, Yes (on-site)**
B. Members absent: Emily Pearson

Identify Other Participants

Others present: Ann Hoehn (Director)-on-site; Katherine Marshall (Assistant Director)-on-site; Natalie Strader (Bookkeeper)-on-site; Mike Jenkins (Maintenance) – on-site

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

- IV. Request for Motion to allow remote, real-time participation of board members
A. **Motion to allow remote, real-time participation of board members.**
1. Motion made by Kini Magdun
2. Seconded by Julie Davis
3. Motion carried by a vote of 6/0 (all vote AYE)
a. **Lee Templeton, Yes, (on-site)**
b. **Julie Davis, Yes (on-site)**
c. **Beth Roberts, Yes (remote)**
d. **Kini Magdun, Yes (on-site)**
e. **Kelly Wuerch, Yes (on-site)**
f. **Jim Hunter, Yes (on-site)**

- V. Approve Dec 17, 2020 Minutes [Exhibit #2 & 3, Pages 1, 1-10]
A. **Notes:** No changes Executive Session. Regular minutes: VII. Capital Projects a. “that” was supplied. b. Action Item: “& Natalie”, not Kate. 4. Pay Range Adjustments: 4.3% “increase on the upper end of all job titles” needs added. E. Resolution to Repay Temp Loan: 1. “was” approved in May.
B. **Motion to approve Executive Session minutes for Dec 17, 2020 as-is and Regular Session Minutes for Dec 17, 2020 as amended**
1. Motion made by Julie Davis
2. Seconded by Jim Hunter
3. Motion carried by vote of 6/0 (All vote AYE)
a. **Lee Templeton, Yes (on-site)**

- b. Julie Davis, Yes (on-site)
- c. Beth Roberts, Yes (remote)
- d. Kini Magdun, Yes (on-site)
- e. Kelly Wuerch, Yes (on-site)
- f. Jim Hunter, Yes (on-site)

VI. Public Participation

- A. None

VII. Financial Reports – December 2020 [Exhibit #4,5,6,7,8,9, Pages 1-18, 1-2, 1-2, 1-3, 1, 1]

A. Review of December report

1. Motion to pay December bills and approve financial reports

- a. Motion made by Kini Magdun
- b. Seconded by Kelly Wuerch
- c. Motion carried by a vote of 6/0 (All vote AYE)
 - i. Lee Templeton, Yes (on-site)
 - ii. Julie Davis, Yes (on-site)
 - iii. Beth Roberts, Yes (remote)
 - iv. Kini Magdun, Yes (on-site)
 - v. Kelly Wuerch, Yes (on-site)
 - vi. Jim Hunter, Yes (on-site)
- d. Board members present signed voucher register summary; the rest of the signatures will be obtained at a later date.

2. Motion to approve Resolution to Transfer Funds Between Major Categories Within the Library 2020 Operating Budget

- a. Motion made by Julie Davis
- b. Seconded by Jim Hunter
- c. Motion carried by a vote of 6/0 (all vote AYE)
 - i. Lee Templeton, Yes (on-site)
 - ii. Julie Davis, Yes (on-site)
 - iii. Beth Roberts, Yes (remote)
 - iv. Kini Magdun, Yes (on-site)
 - v. Kelly Wuerch, Yes (on-site)
 - vi. Jim Hunter, Yes (on-site)

3. Motion to approve Resolution to Transfer Funds to the Rainy Day Fund

- a. Motion made by Kini Magdun
- b. Seconded by Kelly Wuerch
- c. Motion carried by a vote of 6/0 (all vote AYE)
 - i. Lee Templeton, Yes (on-site)
 - ii. Julie Davis, Yes (on-site)
 - iii. Beth Roberts, Yes (remote)
 - iv. Kini Magdun, Yes (on-site)
 - v. Kelly Wuerch, Yes (on-site)
 - vi. Jim Hunter, Yes (on-site)

4. Motion to approve Resolution for Cancellation of Old Outstanding Check

- a. Motion made by Julie Davis
- b. Seconded by Jim Hunter

- c. Motion carried by a vote of 6/0 (all vote AYE)
 - i. **Lee Templeton, Yes (on-site)**
 - ii. **Julie Davis, Yes (on-site)**
 - iii. **Beth Roberts, Yes (remote)**
 - iv. **Kini Magdun, Yes (on-site)**
 - v. **Kelly Wuerch, Yes (on-site)**
 - vi. **Jim Hunter, Yes (on-site)**

5. **Action Item:** Ann/Natalie to transfer money to Rainy Day and deal with old check.

6. **Notes:** Received several sets of tax money. Treasurers second half fee paid & new fire extinguishers installed in new wing.

VIII. Director's and Department Reports [Exhibit #10, Pages 1-7]

- A. For several weeks the Atlanta Branch has been cleaned on a weekly basis by a local company, Clean For You. They did a nice job, and on their first visit I had them do an early "spring cleaning." Also, the matter of the flood in the new wing is fully settled. All work is done. All supplies have been replenished, and all parties (including the library itself) have been paid in full. The revised Credit Card Policy should be ready next month for Board approval; I am waiting on feedback from SBOA.

2019-2020 Cicero Stats	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Number of Visits	3409	2811	2975	1571	--	--	1756	1819	1834	1699	1750	1515	1382
Directional Questions	106	139	178	64	9	15	167	108	102	82	62	110	78
Reference Questions	175	231	192	98	--	7	200	116	104	64	100	41	81
Book & Other Recommendations	27	50	53	20	--	--	22	15	27	30	18	11	14
Scanned Pages	72	166	122	98	--	--	121	93	48	26	101	16	76
Volunteer Hours	17	10	15	6	--	--	0	0	0	0	0	0	0
Study Room Use (est.)	28	23	35	17	--	--	20	22	20	25	30	30	20
Yearbook Use	46	62	81	29	--	--	11	19	34	38	10	8	12
Mandatory Service Hours	0	0	0	0	--	--	0	0	0	0	0	0	0

Adult Activities	DATE	NUMBER OF TIMES	ATTENDANCE	COST
Mystery Book Group <i>Christmas Mourning</i> by Margaret Maron	12/28	1	3	0
Non-Library Room Use		1	5	0

HNPL Website Audience Review

	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Sessions	1,177	1,520	1,553	1,725	688	1,262	1,656	1,449	1,354	1,177	1,348	1,262	1,089
Users	754	912	967	1,214	462	796	923	871	795	800	890	773	683
Pageviews	2,197	2,732	2,807	3,216	1,435	2,440	2,903	2,463	2,262	2,042	2,191	2,186	1,737
Pages/Session	1.87	1.80	1.81	1.86	2.09	1.93	1.75	1.70	1.67	1.73	1.63	1.73	1.60
Avg. Duration	1:05	1:11	1:01	2:31	1:18	1:18	1:28	1:11	1:12	1:05	1:07	1:00	1:03
Bounce Rate	68.39%	68.36%	69.29%	59.13%	60.32%	62.60%	65.16%	68.25%	71.42%	72.22%	74.04%	71.00%	74.10%
Sessions/User	1.56	1.67	1.61	1.42	1.49	1.59	1.79	1.66	1.70	1.47	1.51	1.63	1.59
New Users	659	783	830	1086	389	706	786	732	679	694	772	675	569

Upcoming: Working to stay COVID-free at HNPL. The Winter Reading Program (all ages) is scheduled for the month of February. --Ann Hoehn

Notes: There is no available reimbursement for COVID related expenses through Hamilton County at this time. Foot traffic is down, but the first classic film in January went well with decent attendance.

Hamilton North Public Library Assistant Director's Report – December 2020

GENERAL – 55+ hours, highlights include:

Collection development & maintenance

Acquisitions

1 Ask a Librarian

6 notary events

Professional development; webinars, cataloging updates; Evergreen updates

Nature & STEM donation project

Annual Review(s)

End of Year wrap ups

TECHNOLOGY – 5+ hours, highlights include:

Monthly alignment mtg w/Brightworks + QBR

Technology troubleshooting & maintenance

MARKETING – 6+ hours, highlights include:

Marketing for FB & Pinterest

Marketing meeting prep & follow up

CATALOGING & ACQUISITIONS – Acquisitions wrapped up end of year purchases as well as identified new materials for our Nature & STEM related donation. Cataloging concentrated on processing new materials this month.

LOOKING FORWARD – Marketing; Technology & Technical Services projects

Circulation – Ann Hoehn/Jenn Crusenberry

December 2020 circulation was **6,476** compared to December 2019 of **7,177** and a three year average of **6,748**. Atlanta had **273** circulations and Cicero had **4,784** + Overdrive eBooks **760** + Hoopla **659**. In-house use for Atlanta was 120 and Cicero was 296. Sent out 105 holds from Atlanta and 370 from Cicero. Atlanta received 7 holds and Cicero received 389 holds from other libraries.

Twenty new patron cards were issued in December. The Christmas DVD, Book, Music, and Cookbook displays produced 542 circulations. We continue to clean and disinfect all incoming and outgoing materials, study rooms, and frequently touched surfaces.

Notes: none
Action Items: none

Atlanta Report – Mary Palmiero/Ann Hoehn

It was good to be back to putting up seasonal displays of books, DVDs, and CDs again. Our Christmas display seemed to be popular this year. It was the first place patrons looked. It seemed like everyone welcomed the season this year. In fact, we had what I consider to be a “Hallmark” event. For the December 23rd Having Your Say writing group meeting, we had a small attendance since it was so close to Christmas. A couple of our elderly HYS members who were planning to spend Christmas alone, seemed very grateful to be spending this time at the library with their “writing family.” This response is an example of how this library fulfills many needs for many people.

ACTIVITY	NUMBER OF TIMES	ATTENDANCE	COST
Writers’ Group	5	23	0

Other Statistics for 2019-2020

	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Number of Visits	154	187	139	92	--	--	143	178	132	124	141	161	143
Directional Questions	29	25	16	4	--	--	16	8	25	5	18	31	27
Reference Questions	15	25	25	9	1	1	21	13	12	7	13	19	21
Recommendations	26	31	19	4	--	--	19	6	31	29	23	28	35
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	11	12	9	5	--	--	17	15	10	10 est.	15	15	15

Children’s – Debra Brown

Library Collection – Holiday books were displayed both in the stacks and on a display table at the front of the Children’s section. These items seemed to circulate well. Having a display table at the ready meant books coming in could go right back to the table rather than waiting to be re-shelved in the stacks.

Library Programs – Story Time program themes for December included Jan Brett’s Gingerbread Friends, woodland animals, and Christmas picture books from our New Books collection. The children enjoyed a month-long activity of hanging various woodland animal ornaments on a small Christmas tree at the start of story time. We introduced the concepts of winter season and hibernation with this exercise. The homeschool art session on December 4th had only 2 attendees, but we accomplished 4 projects during that hour. The remaining materials packets (4) for that session were picked up by another family that could not attend the session in person. The family “take-home” craft turned out to be a very popular addition to our December season. Approximately 50 individually packaged, simple craft kits went home during the first 3 weeks of the month. Positioning these kits by the holiday book display seemed to help this endeavor.

Looking Ahead – Morning Story Time programs will resume on January 5th and will feature the Letter/Sound of the week which will be incorporated into each session. In addition, the book selections (at least 3 per week) will be spaced between the movement and music activities so that participants will have a break from sitting on the floor. January themes will profile winter and New Year calendar, snow & snowmen and penguins. Homeschool sessions will start again at the beginning of February with a focus on STEM and hands-on science activities. Planning for February’s annual Winter Reading Program is also in process.

Maintenance – Mike Hiatt/Ann Hoehn

- **Note:** Front doors on main building have completely worn out. We’ve been doing repairs for years and they’re beyond fixing now. Mike has asked the board to start thinking about what type of replacement doors we’re interested in; solid wood doors up front would be fine because there is a canopy there. Summertime this year would be a good time to do the replacement. Jim Hunter has contact information for some vendors. We’re probably looking at roughly \$25,000 for the replacements.
- **Action Item:** Mike to potentially bring images of door examples to next meeting.

IX. Old Business

A. Capital Project Update

1. Exterior Doors

a. Discussion: Both sets of outside doors in the new wing are slated for replacements. The doors are supposed to be shipped to Hagerman and they'll paint them and then they'll have their door guys come hang them up, likely in March. It should take about 2 days to install both sets. We have plans to control heat loss during the process.

b. Action Item: none

B. COVID-19 Review & Updates

1. Ongoing Issues with Study Rooms: We currently have signs to tell people to keep their masks on. We are having ongoing problems with people not wearing their masks. We have a few repeat offenders who continually remove their masks and some teens that have started a "loophole" of constantly eating candy to have their masks off. We are asking if we can shut down the study rooms for now so we can keep patrons within sight of the circulation desk so mask compliance is easier to patrol. We are also concerned about the safety of patrons in those rooms who follow those who are non-compliant and have been maskless in a small area for extended periods of time.

a. Motion to approve closure of study rooms until board decides otherwise and enact a ban on eating in the library until board decides otherwise.

- i. Motion made by Julie Davis
- ii. Seconded by Jim Hunter
- iii. Motion carried by a vote of 6/0 (all vote AYE)
 - a. **Lee Templeton, Yes (on-site)**
 - b. **Julie Davis, Yes (on-site)**
 - c. **Beth Roberts, Yes (remote)**
 - d. **Kini Magdun, Yes (on-site)**
 - e. **Kelly Wuerch, Yes (on-site)**
 - f. **Jim Hunter, Yes (on-site)**

2. Friends of the Library Fundraiser: They would like to plan a paint-by-numbers for families in February in the Makerspace. Will be conducted with the COVID protocols in place for all other current programming.

a. Motion to approve

- i. Motion made by Kini Magdun
- ii. Seconded by Kelly Wuerch
- iii. Motion carried by a vote of 6/0 (all vote AYE)
 - a. **Lee Templeton, Yes (on-site)**
 - b. **Julie Davis, Yes (on-site)**
 - c. **Beth Roberts, Yes (remote)**
 - d. **Kini Magdun, Yes (on-site)**
 - e. **Kelly Wuerch, Yes (on-site)**
 - f. **Jim Hunter, Yes (on-site)**

3. Action Items: New COVID-19 protocols per tonight's votes will be implemented.

X. New Business

A. Election of Board Officers

1. Discussion: Emily Pearson has volunteered to serve as Treasurer. Kini offered to serve as President if/when Lee Templeton moves out of our service district.

2. Action Item: none

3. Motion to keep current slate of appointees (Lee Templeton as President, Kini Madgun as Vice-President, Emily Pearson as Treasurer, Kelly Wuerch as Secretary).

- a. Motion made by Jim Hunter
- b. Seconded by Julie Davis
- c. Motion carried by a vote of 6/0 (all vote AYE)
 - i. **Lee Templeton, Yes (on-site)**
 - ii. **Julie Davis, Yes (on-site)**
 - iii. **Beth Roberts, Yes (remote)**
 - iv. **Kini Magdun, Yes (on-site)**
 - v. **Kelly Wuerch, Yes (on-site)**
 - vi. **Jim Hunter, Yes (on-site)**

B. Resolution to Adjust Mileage Reimbursement Rate [Exhibit#11, pages 1]

1. Discussion: 2021 federal rate is 56 cents per mile.

2. Action Item: Ann/Natalie to implement.

3. Motion to approve federal rate of 56 cents per mile as mileage reimbursement rate for 2021 retroactive to 1/1/2021.

- a. Motion made by Kini Magdun
- b. Seconded by Kelly Wuerch
- c. Motion carried by a vote of 6/0 (all vote AYE)
 - i. **Lee Templeton, Yes (on-site)**
 - ii. **Julie Davis, Yes (on-site)**
 - iii. **Beth Roberts, Yes (remote)**
 - iv. **Kini Magdun, Yes (on-site)**
 - v. **Kelly Wuerch, Yes (on-site)**
 - vi. **Jim Hunter, Yes (on-site)**

C. Technology

1. Notes: The company quoting us the technology misunderstood our room specs the first time, so we're waiting on new quote to be finalized.

2. Action Items: none.

D. Koorsen Estimate

1. Discussion: Koorsen, our fire security system that evaluates our system every year, found the backflow valve has started going bad and needs replaced. Should be fixed in a day or less.

2. Action item: Mike to arrange repair.

3. Motion to approve estimate for Backflow valve repair by Koorsen.

- a. Motion made by Kini Madgun
- b. Seconded by Kelly Wuerch
- c. Motion carried by a vote of 6/0 (all vote AYE)
 - i. **Lee Templeton, Yes (on-site)**
 - ii. **Julie Davis, Yes (on-site)**
 - iii. **Beth Roberts, Yes (remote)**

- iv. **Kini Magdun, Yes (on-site)**
- v. **Kelly Wuerch, Yes (on-site)**
- vi. **Jim Hunter, Yes (on-site)**

XI. Looking Ahead: Next Meeting—February 18th at Cicero Library, 6:30 p.m.

XII. Meeting Adjournment

A. Motion to adjourn

- 1. Motion made by Kini Magdun
- 2. Seconded by Kelly Wuerch
- 3. Motion carried by a vote of 6/0 (all vote AYE)

- a. **Lee Templeton, Yes (on-site)**
- b. **Julie Davis, Yes (on-site)**
- c. **Beth Roberts, Yes (remote)**
- d. **Kelly Wuerch, Yes (on-site)**
- e. **Kini Magdun, Yes (on-site)**
- f. **Jim Hunter, Yes (on-site)**

B. 7:24 PM meeting adjourned.

XIII. Executive Session – No