

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
September 16, 2021 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, Michael Morris, Julie Davis, Emily Pearson, Beth Roberts
  - C. Members absent: Jim Hunter, Kelly Wuerch
  - D. Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Natalie Strader (Bookkeeper); Mike Hiatt (Maintenance); Aaron Culp (lawyer); Karen Stout (public; arrived late)
  
- II. 2022 Budget Public Hearing [Exhibit #2, Pages 1]
  - A. Discussion: Opened at 6:30 pm, no public participation. Closed the budget hearing at 6:30.
  
- III. Review Regular Agenda [Exhibit #1, Pages 1]
  - A. Agenda was reviewed
  
- IV. Approve August 19, 2021 Board Meeting Minutes [Exhibit #3, Pages 1-10]
  - A. **Notes:** none.
  - B. **Motion to approve August 19, 2021 regular meeting minutes as presented.**
    1. Motion made by Emily Pearson
    2. Seconded by Beth Roberts
    3. Motion carried by vote of 5/0 (All vote AYE)
  
- V. Public Participation
  - A. Karen Stout. (Aaron Culp) –after financial report
    1. **Notes:** Was looking into our legal options regarding the Atlanta Branch. Requires an appraisal and then being put out for bids for 60 days. Can reject all or accept one. If there is no buyer for the appraisal, then we could use a broker. Rec we engage outside counsel David Durm of Barnes & Thornburg LLP that specializes in this kind of thing. He’s available and interested in helping. He sent a letter of engagement that will need revised due to a mistake in the library name. Thoughts about declaring the branch a landmark—it might allow access to funds for improvements but will attach many requirements that will restrict use or moves. Aaron Culp doesn’t think it makes much sense to pursue that, especially as we’re looking to sell. It’s not statutorily required to use a lawyer, but it is advisable. Culp has never worked directly with Durm before, but he was recommended by someone else. Culp does not believe that attaining landmark status is tied to the building being used strictly as a library.
    2. **Action Item:** The library needs to request a revised engagement letter that includes actual rates. Culp will ask for his hourly rates and a ballpark number.

Aaron would help figure out if there's paperwork we don't need to send them—this work would be covered by his normal monthly retainer.

**VI. Financial Reports – August 2021 [Exhibit #4,5 Pages 1, 1-18]**

**A. Review of August report**

**1. Motion to pay August bills and approve financial reports**

- a. Motion made by Julie Davis
- b. Seconded by Michael Morris
- 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 are below the run rate for Cicero & Atlanta operating expenses for this point in the year. We sold 4 non-resident cards and no PLAC carts in August. We should be receiving revised budget from the state in December 2021.

**VII. Director's and Department Reports [Exhibit #6, Pages 1-7]**

Unfortunately, based on conversation with the DLGF, HNPL will likely need to significantly reduce spending in the coming year. This will be discussed at the August meeting.

While the 2020 and 2021 Summer Reading Challenges were set up differently, I did want to give you some comparison stats. It a little bit like comparing apples and oranges, but worth a look:

2020-2021 Cicero Stats	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Number of Visits	1834	1699	1750	1515	1382	1571	1504	1720	1600	1601	2606	2369	2339
Directional Questions	102	82	62	110	78	104	60	94	85	114	196	90	88
Reference Questions	104	64	100	41	81	115	72	157	175	186	206	113	108
Book & Other Recommendations	27	30	18	11	14	22	8	34	31	23	41	25	15
Scanned Pages	48	26	101	16	76	62	79	199	30	9	64	85	59
Volunteer Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
Study Room Use (est.)	20	25	30	30	20	20	0	0	0	15 est.	60	64	53
Yearbook Use	34	38	10	8	12	30	35	23	17	27	31	46	27
New Wing Tours (persons)						7	4	4	7	8	14	9	9

Activities for Adults, Families, and Teens	Date	# of Times	Attendance	Cost
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Grand Opening	8/8	1	102	0
Author Philip Gulley	8/10	1	40	0
Mystery Book Club—The Bughouse Affair by Marcia Muller	8/23	1	5	0
Classic Movie—12 Angry Men	8/28	1	8	0
<b>Total</b>		<b>4</b>	<b>155</b>	<b>0</b>
Non-Library Room Use		6	102 est.	0

The following August Facebook posts did well:

Post Description	Reach	Post Engagements	Reactions	Comments	Shares
Julie’s Quote 8/7	724	52	38	1	2
Atlanta FB Unpublished 8/11	679	22	6	0	5
Kini Quote 8/14	516	54	42	0	2
3 Days to Grand Opening 8/5	479	14	6	0	4

#### HNPL Website Audience Review

	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21
<b>Sessions</b>	1,354	1,177	1,348	1,262	1,089	1,231	1,449	1,685	1,687	1,204	1,591	1,849	1,300
<b>Users</b>	795	800	890	773	683	740	887	1,038	1,154	758	862	1,189	781
<b>Pageviews</b>	2,262	2,042	2,191	2,186	1,737	1,994	2,731	2,968	3,365	2,570	2,879	3,322	2,073
<b>Pages/Session</b>	1.67	1.73	1.63	1.73	1.60	1.62	1.88	1.76	1.99	2.13	1.81	1.80	1.59
<b>Avg. Duration</b>	1:12	1:05	1:07	1:00	1:03	1:06	1:18	1:02	1:11	1:21	1:10	1:02	1:11
<b>Bounce Rate</b>	71.42%	72.22%	74.04%	71.00%	74.10%	74.90%	70.81%	57.21%	55.25%	66.53%	65.56%	54.52%	73.38%
<b>Sessions/User</b>	1.70	1.47	1.51	1.63	1.59	1.66	1.63	1.62	1.46	1.59	1.85	1.56	1.66
<b>New Users</b>	679	694	772	675	569	644	785	927	1001	665	749	939	684

**Notes:** Note from Mary Palmiero read at meeting; she hopes that Atlanta hours reduction will be temporary. Mike thinks he can do okay at 15 hours a week for the custodial job, so that ad is being revised. Mary will continue to be the primary person at ATL, the second person will be someone who works full time or the marketing person. Even with the hour reductions, we’re

still short over \$50,000 that we still need to reduce. Ann notes that she doesn't want to cut each circ person's hours because no one will be making enough. Ann would like permission to exercise an option to terminate the employment of some staff members. The newest people in circ staff are likely included, and one other position may be included if cross training and redistribution of job tasks.

Our policy currently states that when an employee leaves, they can't be paid out any accumulated paid time off. If we must terminate anyone, can we pay them for accumulated days? Board is okay with it.

Ann told Mary that she can come to Cicero to do some cataloging to make up hours that may be lost due to fewer Atlanta Branch operating hours. If Mary quits, Ann would prefer to pay out her accumulated paid time off.

**Motion to approve, during this calendar year only, giving Ann the authority to make staffing decisions including terminations if needed to help balance next year's budget and pay accumulated time off to any employee terminated or chooses to leave due to reduction in hours worked.**

- a. Motion made by Emily Pearson
- b. Seconded by Michael Morris
- c. Motion carried by a vote of 5/0 (all vote AYE)

**Discussion:** Request for changes to hours to Cicero and Atlanta effective Nov. 1<sup>st</sup>, 2021. Cicero: M-Thurs: 10 am – 7 pm, Fri: 10-5 pm. Saturday: 10-2 Sun: Closed. Atlanta: From 21 to 8 hours. Two different evenings, Tuesdays 3-7 & Weds 3-7. General perception is that Atlanta Branch is never open, per Karen Stout.

**Motion to approve reduction in hours at Cicero and Atlanta effective Nov. 1st, 2021. Cicero: M-Thurs: 10 am – 7 pm, Fri: 10-5 pm. Saturday: 10-2 Sun: Closed. Atlanta: From 21 to 8 hours. Two different evenings, Tuesdays 3-7 & Weds 3-7.**

- a. Motion made by Emily Pearson
- b. Seconded by Beth Roberts
- c. Motion carried by a vote of 5/0 (all vote AYE)

**Action Item:** none.

Upcoming:

- Discussion and decisions on how to cut spending in 2022
- 2022 Budget Adoption – October Board Meeting—need quorum.

**Assistant Director – Kate Marshall**

**GENERAL**

**135 + hours, highlights include:**

Collection development & maintenance  
Acquisitions  
Transit  
5 notary events  
Professional development  
Cataloger's 3-Month Review

**TECHNOLOGY**

**4 + hours, highlights include:**

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

**CATALOGING & ACQUISITIONS**

Acquisitions has been working on prepping purchasing carts for all shelving locations. Introduced new Youth Services person to our acquisitions process. Cataloging concentrated on processing new materials this month and continues working on their first round of reports-based catalog maintenance.

**LOOKING FORWARD**

Cataloging maintenance projects

**Notes:** none.

**Circulation – Ann Hoehn/Jenn Crusenberry**

August 2021 circulation was **8,417** compared to August 2020 of **7,440** and a three-year average of **8,352**.

Atlanta had **381** circulations and Cicero had **6,402** + Overdrive eBooks **763** + Hoopla **871**. In-house use for Atlanta was 44 and Cicero was 708. Sent out 91 holds from Atlanta and 386 from Cicero. Atlanta received 67 holds and Cicero received 486 holds from other libraries.

47 new patron cards were issued in August. We had one Circulation aide put in her notice. Her last day will be September 9<sup>th</sup>.

**Notes:** none.

**Action Items:** none.

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

In addition to the younger children who come accompanied by their parents, we have had an increase in the number of young adults who come on their own and have been staying longer to read, study, or hang out. Coloring pages, craft projects, and take-home kits are still the most popular.

**Statistics for 2020-2021**

ACTIVITY	NUMBER OF EVENTS	ATTENDANCE	COST
Stitch Crafters	3	8	0
Having Your Say	3	12	0
Story Time	1	5	0
<b>Total</b>	<b>7</b>	<b>25</b>	<b>0</b>

2020-2021	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Number of Visits	132	124	141	161	143	121	118	180	158	144	178	164	216
Directional Questions	25	5	18	31	27	16	18	31	29	31	31	41	35
Reference Questions	12	7	13	19	21	14	10	25	19	28	28	40	27
Recommendations	31	29	23	28	35	25	20	33	32	38	33	39	29
Volunteer Hours	0	0	0	0	0	0	0	0	0	0	0	0	21
Scanned Pages	0	0	0	0	0	0	0	0	0	0	0	0	0
Computer Usage	10	10 est.	15	15	15	15	5	15	9	27	12	19	16

**Discussion:**

**Action Item:** none.

**Children’s – Karyn Millikin and Ann Hoehn**

Date	Program	Age Group	Theme	Attendance
8/3	Story Time	B - Preschool	Morning, Night	0
8/4	Story Time	B - Preschool	Morning, Night	15
8/5	Story Time	B – Preschool	Service Dog	29
8/10	Story Time	B - Preschool	Colors	14

8/11	Story Time	B - Preschool	Colors	19
8/12	Story Time	B - Preschool	Colors	18
8/17	Story Time	B - Preschool	Farm	11
8/18	Story Time	B - Preschool	Farm	10
8/19	Story Time	B - Preschool	Farm	4
8/24	Story Time	B - Preschool	Frogs	3
8/25	Story Time	B - Preschool	Frogs	16
8/26	Story Time	B - Preschool	Frogs	4
8/31	Story Time	B-Preschool	Bath	2

Program	Age Group	# of Times	Attendance	Cost
Story Times	Preschool	13	145	\$ 0.00

Upcoming: Increased children's programming!

**Maintenance – Mike Hiatt/Ann Hoehn**

- Changed storage room door handle.
- Moved printer from downstairs to upstairs at Atlanta.
- Started moving dirt around the new concrete slab at Atlanta.
- Changed lock to study room door in the Children's Area.
- Worked with Heartwood as they installed the new front doors at Cicero.
- Worked with Prater & Sons as they poured concrete at Atlanta and Cicero.

**Notes:** none.

**Action Item:** none.

**Looking Forward:** Completing work on new handicap parking area

**VIII. Old Business**

A. Handicap Parking for New Wing—Invoice [Exhibit #7, Pages 1]

- Note:** The final invoice is problematic. We were initially quoted at \$3,250. Board approved \$5,000 total. Actual invoice issued has extra work that was performed to a total of \$1,600 extra. Some of it was unavoidable due to thickness of the concrete. They cut two extra sections out without approval as well though. The extra work of the slope was something accidentally forgotten about. Unfortunately, new quote is so close to \$5k limit, Mike will have to spend \$300-400 to DIY the finishing touches like paint.

2. **Action Item:** Board would prefer that Ann ask for a reduction in the cost due to vendor failure to communicate the extra work and fees needed before invoicing or completing the work.
3. **Motion to approve Ann asking for reduction, and if they don't agree to a reduced fee, Ann is to pay the full cost of the invoice.**
  - a. Motion made by Beth Roberts
  - b. Seconded by Julie Davis
  - c. Motion carried by a vote of 5/0 (all vote AYE)
4. **Motion to approve up to \$500 for Mike to finish the project.**
  - a. Motion made by Julie Davis
  - b. Seconded by Michael Morris
  - c. Motion carried by a vote of 5/0 (all vote AYE)

B. Atlanta Flood Prevention

1. **Notes:** Mike isn't sure if the concrete project is working yet as we haven't had quite enough rain to test. There does seem to be some visual evidence that rain is now sloping away from the building though.
2. **Action Item:** none.

IX. New Business

A. Retention Pond Reconfiguration – To Be Tabled Until October

1. **Discussion:** It's being tabled until October. Kini suggests we only spend on things critical to operating and wait to deal with the more cosmetic things. Board agrees that that this tabling is a good course of action. Two attendees at the Jenkins Open House noted that the interior carpet is in bad shape. Board would like to see some marketing around any updates made to emphasize that these changes are coming from bond money.
2. **Action Item:** none.

B. Window Treatments for Makerspace – Estimates [Exhibit #8,9, Pages 1, 1-3]

1. **Discussion:** Money for the window treatments comes from the bond. We have two quotes, one from Midwest and one from Pings. Mike showed the Midwest specs to Pings so their quote matches specs exactly. Pings quote came in slightly lower than Midwest.
2. **Action Item:** Ann & Mike to arrange window treatments.
3. **Motion to accept quote from Pings using bond money**
  - a. Motion made by Beth Roberts
  - b. Seconded by Michael Morris
  - c. Motion carried by a vote of 5/0 (all vote AYE)

C. Personnel Handbook – Proposed Revisions -- Holidays [Exhibit #10, Pages 1]

1. **Discussion:** Tabled.
2. **Action Item:** none.



D. Meeting Room Policy [Exhibit #11, Pages 1-2]

**1.Discussion:** Tabled

**2.Action Item:** none.

E. Technology Update

**1.Discussion:** The server had a part die. It was still under warranty, so HP overnighted a replacement part and an HP tech was out at 10:30 am the next day to install alongside Brightworks. Our cloud backup was activated while the physical server was down—it worked as expected. Marketing Specialists laptop just arrived today and we're working on getting it ready.

**2.Action Item:** none.

X. Looking Ahead:

**A.** Next Meeting – October 21<sup>st</sup> 2021 at the Atlanta Branch

XI. Meeting Adjournment

**A. Motion to adjourn**

1.Motion made by Beth Roberts

2.Seconded by Michael Morris

3.Motion carried by a vote of 5/0 (all vote AYE)

**B.** 7:56 PM meeting adjourned.