

Hamilton North Public Library
Board of Trustees Meeting
Cicero
June 19, 2014 6:30 p.m.

- I.** Regular Session
- II.** Review Agenda
- III.** Minutes
 - A. May 15, 2014
 - B. Executive Meetings
 - 1. May 1, 2014
 - 2. May 8, 2014
- IV.** Financial Report
- V.** Department Reports
 - A. Director – Samuel Mitchel
 - B. Circulation – Emily Dickos
 - C. Atlanta – Mary Palmiero
 - D. Adult – Sarah Bourg
 - E. Young Adult – Sarah Bourg
 - F. Children – No Report
 - G. Maintenance – Jim Roy
- VI.** Old Business
 - A. Terminal Server Project
 - B. Marketing/Repositioning
- VII.** New Business
 - A. Present/Discuss 2015 Preliminary Budget
- VIII.** Looking Ahead
 - A. July 17, 2014 Board Meeting in Cicero
- IX.** Meeting Adjournment
- X.** Executive Session (to discuss upcoming Library Director Vacancy)

Hamilton North Public Library
 Board of Trustees Meeting Minutes
 Meeting held at Cicero, IN Branch
 May 15, 2014 at 6:30 p.m.

- I. Regular Session of the HNPL Board Meeting was called to order by President Stephen Griffith at 6:34 p.m.
 - A. Members present: Stephen Griffith, Mike Jenkins, Emily Holt, Sharon Bislich, Emily Beechler, Laura Holliday, and Melissa Martin. (In at 7:05 p.m.)
 - B. Members absent: Sharon Bislich and Emily Beechler.
 - C. Others present: HNPL Director, Sam Mitchel; Mark Finegan, President of SIM2K (out at 7:13 p.m. after his presentation which started the meeting); Jillian Stambaugh, bookkeeper; and Richard Parker, Marketing Consultant. (In at 7:15 p.m. and out at 7:40 p.m.)
- II. Review of the Agenda (Exhibit # 1, page 1) by President Stephen Griffith with no corrections
- III. April 23, 2014 Minutes. (Exhibit # 2, pages 1-3.)
 - A. Discussion: No corrections were noted.
 - B. Motion:
 - i. Motion to approve the minutes for April 23, 2014 was made by Laura Holliday.
 - ii. Second to said motion was made by Emily Holt.
 - iii. Motion carried by a vote of 5/0.
- IV. April, 2014 Financial Report (Exhibit # 3, pages 1-23)
 - A. Discussion: April financial report summary in Handout #1, page 1, given by HNPL Director, Sam Mitchel. Run rate is at 33.3%, with the percentage of budget used at 31%. April expenditures were \$29,996. Bank balances totals for April were \$ 484,110.12. (The monthly COIT amount is \$2954 more per month than for 2013 or \$35,448 more in the annual amount.) Director Mitchel participated in a webinar related to 2015 Budget preparation with focus on numbers projected to be close to 2014 numbers which translates to approximately a 2.6% increase
 - B. Motion:
 - i. Motion to pay the bills was made by Emily Holt.
 - ii. Second to said motion made by Melissa Martin.
 - iii. Motion carried by a vote of 5/0.
- V. Department Reports (Exhibit # 4.)
 - A. Department Reports for April, 2014 (Exhibit # 4, pages 1-10.)
 - 1. Director, Samuel Mitchel, page 1. (See report on file) I. Technology Web Stats

| | Page Loads | Unique Visits | First Time Visits | Returning Visits |
|------------------------|-------------------|----------------------|--------------------------|-------------------------|
| Total | 4,034 | 2,118 | 1,127 | 991 |
| Average (daily) | 134 | 71 | 38 | 33 |

| | | | | |
|----------------------------|-----|----|----|----|
| Yearly Avg. (daily) | 124 | 69 | 37 | 32 |
|----------------------------|-----|----|----|----|

- a. 2013 LSTA Grant for additional patron computers has been completed. Patrons appreciate the new computers and little to no wait time.
- b. Compiling HNPL website document which will include:
 1. Desired content/appearance
 2. Similar sites to imitate
 3. Web design companies, contacts and estimates
 - II. Staff: A. Director Mitchell submitted his resignation April 23, 2014. He has accepted the library director position at Kirkendall Public Library in Ankeny, Iowa. His last day will be Friday, June 13, 2014 or earlier if a new director is hired. Director Mitchel extends many thank you's for the wonderful opportunity to work for HNPL!
 - B. Cinda Ritter (Circulation Clerk) has been working for HNPL for 1 year.
 - C. Interviewed applicants for the bookkeeping position. Jillian Stambaugh has been offered the position and has accepted. III. **Looking Forward.** A. Assisting any way in finding a new director for HNPL. B. Preparing preliminary budget for 2015.

2. Circulation, Emily Dickos: pages 2-3. (See report on file) The circulation stats for April were 8851 compared to 8903 for April of last year and a three year average of 8952 for the month of April. Atlanta had 663 circulations and Cicero had 8188. Sent out 410 holds (130 from Atlanta and 280 from Cicero), and received 318 holds from other libraries (28 for Atlanta, and 290 for Cicero.). In- House use for Cicero was 194 and for Atlanta, 14, for a total of 208. Top selections by patrons in April are: DVD, 2580; Adult fiction, 1305 ; Adult non-fiction, 463; Children, 1117; Junior Fiction, 709; J. Non-fiction, 439; and Computer, 816. Subscription Databases Usage: Overdrive, 406; Freegal, 71; Issued 47 new cards in April. After a trial period in March, we increased our maximum DVD checkout to 10 per card, which increased our DVD circulation. We're continuing to focus on delivering excellent customer service. Lisa, our page, has been shifting and weeding as needed.

* Ancestry classes are popular.

3. Atlanta, Mary Palmerio, page 4. April Programs, 13; Attendance,57; Cost,\$ 0.0.

With warmer weather, we have had a problem with loitering on the grounds after hours and mischief from kids on library property after hours. We no longer have a Town Marshall. The town is being patrolled by sheriff's deputies. We informed them of the problem, and they told us they would increase the number of patrols. Several neighbors alerted us to the problem, and they have been running the kids off. There is a strong feeling of respect for the library, and the neighbors have been very watchful.

4. Adult, Sarah Bourg, page 5-7. April Programs, 24; Attendance, 172; Costs-\$ 50.36; Cost per person: \$ 0.29.

Artist Carol Griffith displayed her beautiful artwork this month, as well as having a fabulous art reception. We also had a nice turnout for our Earth Day pot painting and our Easter "Egg"stravaganza. In honor of National Library Week, we held a contest to guess which classic was shredded and placed in a jar, we had over 20 participants and Penny Dean was the winner with the correct guess "Of Mice and Men." We planned for the Poison River Boys to play during Nation Library Week as well, but they had to cancel due to an illness.

Our Passport to the World program visited South Africa this month; this program continues to have a small but loyal following. We also seem to have small, but loyal group that comes to our card making class each month. We tried doing another computer class this month, but only had two participants; however, both participants said that they might schedule one-on-one tutoring in the future.

Coming up: Mother's Day Flower Pens, Passport to the World: Mexico, Artist Blaine Fults, Father's Day Cards with Jackie Hayden, Author Kathy Laugheed

5. Young Adult, Sarah Bourg, page 8. (See report on file.) April Programs, 4 ; Attendance, 31 ; Costs, \$ 27.50 ; Attendee per person costs-\$ 0.89.

The chocolate bingo was a huge success! We had over twenty teens at the Cicero branch and around a dozen at the Atlanta branch. The teens all want to do this program again, so we will probably schedule it for some time during summer vacation. We continued to have a good turnout for our movie and bracelet programs, but no interest in Teen Advisory Board.

Coming up: We are going to have a Teen Day on May 24th, where the teens can play games, watch movies, and use the Wii. This program idea came directly from the teens. We will also continue with the bracelet programs and maybe add one more activity.

6. Children, Sheri Wallace, page 9. (See report on file) April Programs, 24 ; Attendance, 141 ; Costs, \$ 7.00; Costs per person, \$ 0.0.

This month has been a busy one with participation in Super Saturday at HHPS and a class of 25 grade school children how to make duct tape roses for Mother's Day. Along with working on Summer Reading, there has been helping out with the bookkeeping.

This will be Sherri's last board report for the children's department. She truly appreciates every opportunity she has been given at this library and her heart will always be here. Working with the children of our community has been the most fulfilling and rewarding job she have ever done. Change is good and it is time for someone filled with fresh new ideas to take the ball and run with it.

7. Maintenance, Jim Roy, page 10. (See report on file.) Five yards of topsoil has been delivered to Atlanta to grade NW corner of building for better water runoff. Hardware to extend shelving in adult fiction area has arrived and will be installed. Environmental inspection in Atlanta will provide lead, asbestos and mold levels. Cabinet tops for Men's and Women's RR's would be \$930.00 built and installed excluding plumbing which will be done in house. Estimates are being prepared for repair of damaged areas on parking lot behind dumpster as well as crack repair, sealing and restriping and the cost to move the dumpster. The locking situation on the front East door during open hours has been corrected. The door, however, is cracking along the outside edge and will eventually need replacing. Starting with the Women's RR we are removing the wax splotches from the tile.

Looking forward: We are getting estimates for boxwoods and the East and West sides of the building.

VI. Old Business

- A. Terminal Server Project – Presentation by Mark Finnegan, SIM2K (Handout # 2)
 - 1. Discussion: SIM2K background presented by Mr. Finnegan. Handout # 2 presented a \$10,605 quote for service and equipment good for 30 days. The life span of our current equipment has passed, necessitating upgrades for HJNPL. Mr. Finnegan went over said quote. "Thin Client" hardware that may be needed totaled \$1,070 but not figured in this quote. Action was tabled until the June Board meeting. Any funding needed here will come from the RDF.

- B. Marketing/Repositioning - Richard Parker will give up-to-date report
 - 1. Discussion: Richard Parker led the Board through our rebranding plan made necessary by previous assumptions with modifications. Topics included: (a) Marketing and Community goals and strategies.(b) Rebranding communications deliverables estimated at \$5744; (c) New logo and brand name of " HNPL Labrary" was displayed. The timing for this roll out of the program is tied to how quickly a new Director of HNPL is hired. Mr. Parker is aware of this and will work with HNPL. (d) Signage and advertisement styles were displayed. (e) Public relations and news release examples were displayed. (f) Counter card promotion examples were displayed. Discussion was had related to our May meeting with HNPL staff. The rebranding time line is to run from now until January 2015.

- C. Buildings/Fixed Assets Insurance Appraisal – Buckland & Associates proposal.
 - 1. Previous Quote: \$9500 (included all buildings and inventory)
 - 2. New Quote: \$5600 (includes only inventory at both branches)
 - a. Penwell Insurance will do the building appraisals for insurance. Point # 2 appeals to the Board. We will seek time frames from Buckland when we need

this done. Review this appraisal in the June Board meeting under "old business".

D. Cicero Parking Lot repair/seal.

1. Quote details are on file at the HNPL.
 - a. A-V quote: \$11,881.
 - b. Harding Group quote: \$15,312.
2. Discussion: Full hot resealing with repairs will be made around the dumpster. Repairs are most likely to be done in the fall. This item will be tabled until the HNPL June meeting under "old business".

VII. New Business

A. Children's Librarian Vacancy

1. Options

a. Interim (allow new director to hire permanent) . Allow Sara Bourg to supervise Loretta Baker until new director makes the hire. Summer reading starts on June 9. Loretta Baker will work with Sarah Bourg 15-20 hours weekly at an hourly rate.

b. Hire: To Be Determined by new Director.

i. Post publicly.

VIII. Looking Ahead

A. June 19, 2014 Board Meeting in Cicero.

i. Address items tabled at tonight's meeting.

B. Present/Discuss 2015 Preliminary Budget

IX. Meeting adjourned by President Stephen Griffith at 8:45 p.m.

Hamilton North Public Library
Board of Trustees Executive Meeting Minutes
Meeting held at Cicero, IN Branch
May 15, 2014 at 8:46 p.m.

I. Executive Session of the HNPL Board Meeting was called to order by President Stephen Griffith at 8:46 p.m.

A. Members present: Stephen Griffith, Laura Holliday, Mike Jenkins, and Emily Holt.

B. Members absent: Sharon Bislich, Emily Beechler, and Melissa Martin.

C. Others present: None

II. Meeting Purpose: The HNPL Board met in Executive Session for the purpose of discussing the qualifications and search procedure for selecting a new library director. This was the only subject discussed at this meeting and that no decisions or offers of employment were made.

III. Meeting adjourned by President Stephen Griffith at 9:05 p.m.

Minutes respectfully prepared by HNPL Board Secretary, Mike Jenkins.

2014 Focus:

Goal 1: Provide spectacular, creative programs for selected age groups, addressing this Community's desires and needs.

Goal 2: Create and maintain a strategic financial plan.

Goal 3: Maintain and improve organizational structure and resources.

Goal 4: Create a community interaction plan to increase awareness and build partnerships.

Goal 5: Evaluate all HNPL communities and determine how best to meet facility need.

Hamilton North Public Library
Board of Trustees Executive Meeting Minutes
Meeting held at Cicero, IN Branch
May 1, 2014 at 6:30 p.m.

- I. Executive Session of the HNPL Board Meeting was called to order by President Stephen Griffith at 6:35 p.m.
 - A. Members present: Stephen Griffith, Laura Holliday, Mike Jenkins, and Emily Holt.
 - B. Members absent: Sharon Bislich, Emily Beechler, and Melissa Martin.
 - C. Others present: None

- II. Meeting Purpose: The HNPL Board met in Executive Session for the purpose of discussing the qualifications and search procedure for selecting a new library director. This was the only subject discussed at this meeting and that no decisions or offers of employment were made.

- III. Meeting adjourned by President Stephen Griffith at 7:45 p.m.

Minutes respectfully prepared by HNPL Board Secretary, Mike Jenkins.