

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch – May 21, 2015 at 6:30 p.m.**

- I. Public Hearing- Additional Appropriations [Exhibit #2, Pages 1]
 - a. Called to order at 6:30 p.m. by Steve Griffith.
 - b. Discussion: none
 - c. Motion to approve additional appropriations
 - a. Motion made by Emily Holt
 - b. Seconded by Mike Jenkins
 - c. Motioned carried by vote of 5/5, paperwork signed.
 - d. Motion to approve Laura Holliday as temporary Secretary
 - a. Motion made by Sharon Bislich
 - b. Seconded by Mike Jenkins
 - c. Motioned carried by vote of 5/5
 - e. Public Hearing adjourned at 6:45 p.m. with no comments or public attendance.

- II. Regular Session
 - a. Call to order by President Steve Griffith at 6:46 p.m.
 - b. Members present: Steve Griffith, Mike Jenkins, Emily Holt, Laura Holliday, Sharon Bislich
 - c. Members absent: Emily Beechler, Lee Templeton
 - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Amy Wolfe (Bookkeeper) out at 8:33, Emily Pearson

- III. Review Agenda [Exhibit #1 , Pages 1-2]
 - a. Review of Agenda by President Steve Griffith.

- IV. Minutes – April 16, 2015 [Exhibit #3, Pages 1-6 +original reports]
 - a. Discussion: None
 - a. Motion to approve minutes for April 16th, 2015
 - i. Motion made by Sharon Bislich
 - ii. Seconded by Emily Holt
 - iii. Motion carried by vote of 5/5

- V. Friends Report from Emily Pearson
 - a. Several previous and upcoming events include: Photo Contest (July 2015), July 25 booth at Hope Clinic back to school fair, sponsored a booth at the Chili Cook-Off (sold \$8 worth of books), booth at the fire dept. breakfast (\$30 worth of books), attended Nonprofit Showcase Chamber Luncheon in April, basket for Taste of Lake is being put together, July may have a fundraiser for Charlie- a Red Bridge Park hosted Spaghetti Dinner, etc. Started new Tuesdays w/ Friends series.
 - b. Number of meeting attendees has risen since dues paying was instituted.

- VI. Financial Reports for April 2015 [Exhibit #4, Pages 1-24]
 - a. Review of April report
 - iv. \$25,639 personal services, \$674 supplies, \$3,483 Other Services & Charges \$3,351 Capital Outlays, \$33,147 total expense for month. Run rate 33.3% 34.7% of total budget used.
 - v. **Action Item:** Amy to get repairs & maintenance list of purchases, we are near 93% run rate. Amy to also double-check about putting names on financial reports re: audit issues.

- vi. Motion to pay April bills
 1. Motion made by Sharon Bislich
 2. Seconded by Emily Holt
 3. Motion passed by a vote of 5/5 (All vote AYE)
 4. All signed register of claims

VII. Department Reports [Exhibit #1, Pages 4-14]

A. Director – Ann Hoehn

As you know, Emily Dickos has submitted her resignation and has accepted a job at a different library. The Friends of the Library organized the May 18 going-away open House for Emily.

Cindy Ritter, who had been a part-time Circulation Assistant for two years, will be our new Circulation Manager.

I lead the monthly Teen Advisory Board meeting—we wrote poetry. Also, I attended the Tuesdays with Friends gardening tip program on May 12.

Inventory continues at Cicero and Atlanta Branches.

I ordered an inexpensive printer for my office so I can print mailing envelopes as needed instead of hand writing them.

HNPL will be helping the middle school with their summer reading program. Emily Beechler and I met to discuss details.

The library and Friends shared a booth at the Chamber of Commerce Nonprofit Showcase at Red Bridge Community Center on May 12. Pat Berry, Emily Pearson, and I worked the booth.

We continue to gear up for Summer Reading which starts Monday, June 8.

Cicero Library was a polling place on Election Day. Everything seems to have gone well.

I put in some weekend hours to get caught up on a few things. (One can get a lot done on a Sunday afternoon!)

Amy and I met with a First Merchants manager who is part of the Community Bank transition team. This meeting was very helpful and instructional. We have had no problems with payroll since being switched over to First Merchants.

Emily Beechler and I met with Derek Arrowood, the local school superintendent, and his key financial staff, including Peggy Jackson, Chief Financial Officer, to find out how the library might proceed with long-term planning. This topic is on this month's Board agenda.

I helped judge the teen poetry contest. (Kate, Emily, Elaine, and Debra were also judges.)

I proctored an exam for a local student taking an online course.

I attended the funeral of Bill Hayden who was Jackie Hayden’s husband. Since Jackie has done a great deal of volunteer work to benefit the library, I thought it was important for someone from the library to attend.

I haven’t received confirmation yet, but I have been asked to be a judge at the local 4th of July Talent Show.

It looks like the Friends of the Library will be hosting a fundraiser for Charlie Williams. More information is forthcoming.

On May 7, I attended Government Information Day at the State Library. There I was fortunate to briefly speak with the Director of the United States Government Publishing Office, Davita Vance –Cook, who was the keynote speaker. She spoke on the roles and functions of her Office. I also attended various training sessions including one on planning local events to celebrate Indiana’s bicentennial.

May 8 Spring Cleaning at Cicero Library went very well. Staff worked additional hours that day to help clean. We also had seven Friends and community members lend a big hand. We removed a lot of dust and dirt!

Karen, Greg, Carrie, Mary and I attended the Indiana Library Federation District 4 Annual Conference. Conference training sessions including library marketing, getting ahead of change, Instagram, and developing community engagement.

I am scheduled to attend a Friends of the Library meeting on May 20.

The new website is working well, and staff members are learning how to make modifications, as needed, to keep it current, i.e., updating the “featured books” sections.

Web Statistics for Previous Website:

	Page Loads	Unique Visits	First Time Visits	Returning Visits
Total	1907	1149	681	469
Average (daily)	86	52	30	21

Looking Forward: Summer Reading!!

Action Items: Find out what Bounce Rate means on new Google Analytics reports; find out if ‘users’ mean discrete visitors;

B. Assistant Director – Kate Marshall

General

1 hr. webinar on Writing for the Web via AALL/Wolters Kluwer

Met with Amy to reset her old desktop

Tweaked inventory list and sent Amy list of newly tagged technology

Had Sim2K set up a VPN connection for Amy

Attended board meetings and completed all sets of meeting minutes

Worked up a 1st draft of HNPL Core Technology Competencies for Staff

Starting working on a set of technology documentation

Reviewed poetry for our annual contest

Cleaned out the furnace room at Atlanta with Jim

Kicked off my team's part of the Inventory project

Attended Director's monthly meeting for Ann

Technology

Prepped weeded technology for recycling

Had several Book-A-Librarian tech appointments

Finished a detailed preliminary investigation into replacement options for the public copier, whose lease runs out next June.

Completed the free transition from Evanced Events to SignUp calendar software.

New website completed (finished creating document archive), rolled out to public

Asked Sim2K about our hour usage, ended up with 25 hr. block quote as we were out of hours.

Successfully sourced a couple of new names of IT companies that are currently used by other Indianapolis area libraries.

Consulted with Sim2K and ENA about Atlanta bandwidth issues. Both companies agree all results are inconclusive due to way tech is set up, no solutions available at this time.

Spent large amount of time troubleshooting computers.

Action Items: PC Sleuth: may call me, ask Staff @ Atl if anyone has a new iPhone (bandwidth hog) 6, shut down public computers for a day, have staff track all computer usage.

C. Circulation – Emily Dickos

- a. The circulation stats for April were 8226 compared to April of last year at 8851 and a three year average of 8660. Atlanta had 477 circulations and Cicero had 7749. In-house use for

Atlanta was 20 and Cicero had 162. Sent out 107 holds from Atlanta and 288 from Cicero. Atlanta received 14 holds from other libraries and Cicero received 346. Top selections for patrons in January were DVD, 2426; Adult Fiction, 1292; Children, 1274; Juvenile Fiction, 558; Computer, 529; Juvenile Non-Fiction, 480; Adult Non-Fiction 392.

Subscription databases Usage: Overdrive, 553; Freegal 79; Ancestry.com 470 searches.

- b. 40 new cards were issued in April
- c. Foot traffic has decreased with the warmer weather, but patrons will have the enticement of summer reading to bolster circulation.
- d. Lisa Alvey has stepped down from her role as page, and will be working the desk. Andrew Sanquetti, the Saturday page, will be picking up her hours once school lets out.

D. Atlanta – Mary Palmiero

One of the more popular programs we have ever had is the Artists Trading Cards. The main participants were school age children although it is appropriate for any age. Karen supplied them with a short history of the cards and with materials and art supplies. Some of the children returned for a second program.

Statistics

NAME OF PROGRAM	NUMBER OF EVENTS	ATTENDANCE	COST	COST PER ATTENDEE
Crafts for Children	2	6	0	
Movie	1	15	0	
Artist Trading Cards	3	30	0 [scrap material]	
Plant Flowers	1	5	\$16 for flowers	\$3.20
Story Time	1	3	0	
Crochet and Quilt	5	20	0	
TOTALS	13	79	\$16	20 cents

E. Adult – Emily Dickos

- a. April Programs: 13; Attendance, 133; Cost: \$19. There were 11 non-library uses of rooms.
- b. Unrehearsed Shakespeare was cancelled due to a lack of registrations. It may be rescheduled for later this summer.
- c. The card class with Annette Harling is picking up steam, and Deanna’s class is holding steady.
- d. Zumba will be ending.
- e. Coming up: Tuesdays with Friends (HNPL Partners & Friends will be hosting a monthly program series)

F. Children’s – Debra Brown

- a. April Programs: 31; Attendance, 371; Cost: \$21.88; Cost per Attendee: .06 cents.
- b. Library Collection – Book inventory in the Youth Book Collection has moved on to the READER section. New book orders were received from the Penworthy and Junior Library Guild vendors

this month, and the new books collection has been steadily supplied. We profiled book displays this month ranging from National Library Week to Earth Day.

- c. Programs – Programming themes this month included National Library week during which we profiled books about library visits and authors who have written books about their libraries. Earth Day/Arbor Day week gave us a chance to talk about Reduce, Reuse, Recycle and positive ways that we can help our Earth. Finally, the month ended with Eric Carle week that featured activities with The Very Hungry Caterpillar. The Spring break Art Camp which was co-hosted with Deanna Leonard was a big attendance success—the rainy morning no doubt helped our cause. Girl Scout Troop #1000 was treated to a small recognition party in honor of their kind materials donation to the Youth Services area. Approx. 8 girls earned money and bought toys, puzzles and books for us at Wal-Mart to earn their service badges this spring.
 - d. Looking Ahead – Summer Reading Program planning will occupy a lot of time in May – final touches on the schedule and promotional materials are in progress, and we are still rounding up raffle prizes.
 - e. Special Thanks– Cinda Ritter for much time spent online trying to sort, organize, and redeem Coca-Cola Reward points for Summer Reading prizes.
- G. Young Adult – Emily Dickos
- f. April Programs: 8; Attendance, 13; Cost \$21.00; Cost per person: \$1.62.
 - g. Students from HHMS submitted their poetry for the annual teen poetry contest. We selected 3 winners in each of the following categories: free verse, haiku, and limerick. Ann suggested we select a Best of Show, which went to the 1st place free verse winner. All winners were given gift cards from Barnes & Noble.
 - h. Coming up: writing workshop with local author Sarah E. Morin
- H. Maintenance – Jim Roy
- a. Metal tops have been installed on shelving in Adult Fiction area which completes the extension of the shelves in that area.
 - b. Evaluation of the electronics in the HVAC system controls is scheduled for the current week [on May 21]. Comfort Systems engineer will be here and will make any adjustments possible during the review. The information from the review will provide CS with data to appraise the system's condition and give the Board recommendations on what is needed going forward to maintain the system. They will come to board meeting to answer questions if requested to present recommendations.
 - c. **Discussion:** Comfort Systems is proving difficult to communicate with, scheduled full HVAC evaluation did not occur due to failed internal communication. Ann will contact Jennifer to schedule another meeting.
 - d. Looking forward: Mulch will be ordered and installed

VIII. Old Business

I. Atlanta Door Counter

- a. Cost was far too expensive to consider, unfortunately.

J. Computer Technology Update

- a. Atlanta seems to be evening out on actual number of computers having issues finally, helped by finally locating all our product keys and using them to stabilize reinstallations.

- b. ENA is having trouble finding a vendor to install a T1 at an appropriate cost and this approved upgrade is on hiatus. Have not heard back about timeline update request sent last week.
 - c. Jim will be running Ethernet cord for the two children's computer since A) the Wi-Fi in the area is very poor on those particular computers, B) one of the exterior Wi-Fi cards has gone missing.
 - d. Looking forward: working on tech documentation, pricing out replacement for AWE station that died, prepping website for summer reading, getting better access to Atlanta computer's electrical outlets, creating some staff technology training sessions.
 - e. **Action Item:** Jim: Contact Swan Electrical about new jack (Cicero), repairing plugs and running Ethernet jacks near computers (Atlanta).
- K. Exhibit Space Policy, Draft Revisions [Exhibit #5, Pages 1; Exhibit #6, 1-2]
- a. Motion to approve Exhibit Space Policy
 - i. Motion made by Mike Jenkins
 - ii. Seconded by Sharon Bislich
 - iii. Motion carried by vote of 5/5
- L. Wireless Policy, Draft – 1st reading [Exhibit #7, Pages 1-2]
- a. Board to read it and discuss it next month
- M. Marketing
- a. Richard will have a report for us next month re: survey
- N. Long-Range Planning [Exhibit #8, Pages 1-3]
- a. Need to talk about bonding. The meeting with Dr. Arrowwood brought up Mike Reuter from Hamilton South Eastern Schools as a good resource.
 - b. **Discussion:** Suggested that we get an architect on board (KRM) while dreaming our dreams. It could be useful to hire a library consultant who can tell us what is new and necessary in library architectural design. Brainstorming for uses of new or revised library space: a separate, fully functioning kitchen; Orange-bowl style community meeting space; more and better placed electrical sockets; separate teaching computer labs; etc.
 - c. **Discussion:** Consider board designating a fact-finding group and bond-specialist group to split information finding responsibilities.
 - d. **Action Item:** Suggested we form small committee of board members to meet with Mike and get info before next board meeting. Steve, Sharon, Laura, Ann should try to meet with Mike within the next 2-3 weeks.
 - e. **Action Item:** Need to get previous survey info re: community dreams from Richard Parker.
- O. Recovering 3-Wall Panel
- a. If you paint [the material], it won't repair itself. Life expectancy is 15-20 years.
 - b. \$2,285 for removal of old material, new material, and install.
 - c. Motion to approve just the wall covering
 - i. Motion made by Laura Holliday
 - ii. Seconded Sharon Bislich
 - iii. Motion carried by a vote of 5/5
- P. HVAC Evaluation Request Update
- a. Covered previously

IX. New Business

Q. Patron Refund Request

- a. Will we refund the cost of a 'lost' item that was found 24 hours after first payment toward missing item? Board agrees we can refund.

R. Indiana Bicentennial

- a. Could the school work with us on a display for the wall? Maybe some history classes?
- b. Dual-celebration of our centennial and State bicentennial? Friends have volunteered some earmarked money for the celebration.

S. Social Media Policy

- a. Board agrees to look at a policy Ann plans to present next month

T. Plan for Charlie

- a. Idea to order some meals from a lady in town who does that sort of thing for shut-ins. Maybe 2 nights a week. Board is chipping in along with Friends allotted \$50.00 to fund a few meals for Charlie.

U. Policies

- a. **Discussion:** Concern about paid art & exercise classes, not everyone who might be interested can participate. Should everything just be free? Should we pursue a scholarship option to attend art classes? Could approach community groups supplement costs for hosting art or programs? Should programs with no carry outs have a cost? Could experiment with holding a free class that we pay for, capping the class size so we can control budget.

V. Friends of the Park Request

- a. Can they use our pavilion on August 1st for a band and some sort of walkathon for free? They don't need us to do anything, they'll be dealing with clean up. Activities from 5:30 by 8:30.
- b. **Action Item:** Yes, but library won't pay for costs of police and they must carry liability. Maybe trade it for use of Red Bridge for Charlie's fundraiser. We need to get agreement in writing.
- c. **Action Item:** Ann will check if our current meeting room policy needs any tweaking to accommodate best practice for pavilion rental.

X. Looking Ahead: Regular library board meeting on June 18th, 6:30 p.m. at Cicero Library. Steve won't be here for the meeting.

XI. Meeting Adjournment

- a. Motion to adjourn
 - vii. Motion made by Sharon Bislich
 - viii. Seconded by Laura Holliday
 - ix. Motion carried by a vote of 6/6 (all vote AYE)
- b. 8:39 PM meeting adjourned.

XII. Executive Session – Started at 8:41 p.m.