

**Hamilton North Public Library – Board of Trustees Executive Session
Cicero Library, January 19, 2017 at 6:15 p.m.**

- I. To Discuss Litigation That is Either Pending Or Has Been Threatened Specifically in Writing Under Indiana Code 5-14-1.5-6.1(B)(2)(B)
- Meeting start at 6:15 p.m.
 - Topic discussed.
 - Meeting ended 6:41 p.m.

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch – January 19th, 6:30 p.m.**

- I. Regular Session
- a. Call to order by President Steve Griffith 6:41 p.m.
 - b. Members present: Steve Griffith, Gregory Goff, Lee Templeton, Emily Beechler, Laura Holliday, Kim Radant, Mike Jenkins
 - c. Members absent: Gregory Goff
 - d. Others present: Katherine Marshall (Assistant Director), Ann Hoehn (Director), Amy Wolfe (Bookkeeper)
- II. Review Agenda [Exhibit #1, Pages 1-2]
- a. Review of Agenda by President Steve Griffith
- III. Minutes – December 15, 2016 [Exhibit #2, Pages 1-7]
- a. **Discussion:** Get rid of question mark on section
 - b. Motion to approve minutes
 - i. Motion made by Emily Beechler
 - ii. Seconded by Kim Radant
 - iii. Motion carried by vote of 5/5 (All vote AYE)
- IV. Public Participation
- a. none
- V. Financial Reports for December 2016 [Exhibit #3, Pages 1-28]
- a. Review of December report
 - i. \$39,368 personal services, \$458 supplies, \$1,531 Other Services & Charges \$ 1,825 Capital Outlays, \$43,182 total expense for month. Run rate 100%, 100% of total budget used.
 - ii. **Motion to pay December bills**
 - a. Motion made by Lee Templeton
 - b. Seconded by Kim Radant
 - c. Motion passed by a vote of 5/5 (All vote AYE)
 - d. All signed registers of claims
 - iii. **Discussion:** none
 - iv. **Motion: to approve Resolution to Transfer Funds Between Major Categories Within the Library Operating, LIRF and Rainy Day Budgets**
 - a. Motion made by Emily Beechler
 - b. Seconded by Kim Radant

- c. Motion carried by vote of 5/5 (All vote AYE)
- v. **Motion: to approve Resolution to Reduce 2016 LIRF Fund**
 - a. Motion made by Emily Beechler
 - b. Seconded by Lee Templeton
 - c. Motion carried by vote of 5/5 (All vote AYE)

VI. Department Reports [Exhibit #1, Pages 3-14]

A. Director – Ann Hoehn

- HNPL was closed Christmas Eve Day, Christmas Day, and New Year’s Day. We closed at 2 p.m. on New Year’s Eve.
- I met with Mary at Atlanta twice in December.
- The Request for Qualifications for Architectural Services will be advertised this week in the Indy Star and the Noblesville Times.
- I edited several book reviews submitted by local teens for our newsletter, and I helped Cindy edit the newsletter itself.
- After discussing the matter with our attorney, our application for Employment Practices Liability Insurance is being submitted at this time.
- Our attorney indicated that he is not aware of any reason that would preclude a person from serving on both the HNPL board and Friends of the Library board.
- Emily Pearson has indicated that she would like to serve on the Library Board. I will notify the Appointing Body of this.

2016 Stats for Cicero Library	July	Aug	Sept	Oct	Nov	Dec
Number of Visits	3731	3184	3114	3550	3112	3340
Directional Questions	216	188	164	115	131	123
Reference Questions	159	141	136	59	134	108
Book & Other Recommendations	74	79	50	18	36	16
Scanned Pages	64	125	91	180	240	199
Volunteer Hours (not including Friends)	8	1	18	12	9	16
Study Room Use	64	42	44	57	58	15
Yearbook Use	3	14	7	1	6	13
Mandatory Community Service Hours	4	5	6	4	0	0

HNPL Website Audience Review													
	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16
Sessions	1,568	1,840	1,436	1,692	1,686	1,831	2,636	2,362	2,111	1,824	1,669	1,689	1,381
Users	950	1,013	791	965	1,003	1,155	1,436	1,353	1,282	1,068	980	938	819
Pageviews	2,478	3,663	2,330	2,767	2,723	3,559	5,038	4,459	4,576	3,276	2,841	2,900	2,348
Pages/Session	1.58	1.99	1.62	1.64	1.62	1.94	1.91	1.89	2.17	1.80	1.70	1.72	1.70
Avg. Session Duration	1:08	1:31	1:13	1:16	1:17	1:17	1:39	1:26	1:10	1:15	1:14	1:27	0:57
Bounce Rate	71.94%	67.93%	67.93%	71.81%	70.40%	74.71%	56.11%	61.01%	69.40%	70.12%	67.83%	62.58%	67.41%
% New Sessions	48.34%	44.08%	70.75%	45.92%	48.16%	52.43%	45.64%	44.92%	48.74%	46.93%	45.96%	42.69%	45.91%

Coming up:

- Staff meetings – Tuesday, January 24th at 8 pm and Wednesday, January 25th at 9 am
- Capital Projects Request for Qualifications Walk Through – Monday, Jan 23rd
- Winter Reading Program – Feb 1-28

Action Item: none

Discussion: Start of 10:30 a.m. for walkthrough on Monday the 23rd.

B. Assistant Director – Kate Marshall

GENERAL

17+ hours, highlights include:

- Board report prep, revision, and uploading
- Staff LEU project work
- Weekly meetings
- Substitute at Atlanta
- Webinar on Evergreen update to 2.11
- Review RFQ and other tasks
- 1 notary event
- 2 Ask a Librarian sessions
- Vacation days

WEEDING/INVENTORY

4+ hours, highlights include:

- Scanned Adult Fiction for inventory
- Pulled Adult Fiction for review and weeding
- Ran inventory reports
- Helped re-shelve corrected material

TECHNOLOGY

2+ hours, highlights include:

- Follow up on email spam filter vendor
- Follow up on ENA annual service checklist
- Update staff about revisions to Evergreen permissions
- Ordered more toner & waste bottles for copiers
- Updated Linux computers

MARKETING

15+ hours, highlights include:

- Facebook marketing posts: holidays, displays, general electronic resource reminders
- Marketing Meeting + display work w/ Cindy + follow up

Display creation and set up
 Created flyers for Winter Reading promo and Evergreen update
 Created first draft of revised Welcome Booklet, per Marketing Meeting suggestions
 Created first draft of new Calendar of Events bookmark, per Marketing Meeting suggestions

LOOKING AHEAD

Wrapping up inventory with CD & DVD sections; capital planning; documentation creation

Action Item: none.

C. Circulation – Cindy Ritter

- a. The **circulation stats** for December were 6,884 compared to December of last year at 7,222 and a three year average of 6,625. Atlanta had 278 circulations and Cicero had 5,699 + Overdrive eBooks 666 + Hoopla 241. In-house use for Atlanta was 40 and Cicero had 403. Sent out 67 holds from Atlanta and 265 from Cicero. Atlanta received 10 holds from other libraries and Cicero received 282. Top selections for patrons in December were DVD, 1733; Children, 763; Adult Fiction, 994; Computer, 405; Juvenile Fiction 397; Adult Non-Fiction, 375; J Non-Fiction, 311; YA Fiction, 175. **Subscription Databases Usage:** Ancestry.com 31 searches, Lynda.com 33 hours
- b. 23 new patron cards were issued in December.
- c. Circulation has been down which follows the general trend for December. Hopefully the numbers will improve with our Winter Reading Program coming up. We are continuing to put out fresh displays in order to increase circulation. Our Christmas 2016 display did well with 176 circulations. The Mystery Writers display didn't do well with only 7 circulations. Our Goodreads 2016 Award Winners & Nominees display has resulted in 32 circulations so far.
- d. **Action Item:**
- e. **Discussion:**

D. Atlanta – Mary Palmiero

Attendance seemed a little low for the month. I took a very informal survey to see why. Many of the reasons were predictable for the time of the year. Most patrons, including adults, walk to the library. Cold or snowy weather discouraged some. In addition, other reasons mentioned were: sicknesses, surgery, traveling, Christmas shopping, job worries, and disgust with the political climate. From December 26-28 we had no internet services and had to turn a few people away. We are also having computer issues this week [the week of January 9, 2017]. It is working, but at only half speed.

Action Item: none

Statistics

NAME OF EVENT	NUMBER OF MEETINGS	ATTENDANCE	COST
Stitch crafters	3	11	0
Having your say	4	16	0
Open house	1	20	0
YA Decorate the library	1	4	0
J and YA craft activities	3	10	0
Totals	12	61	0

Other Statistics

	July	Aug	Sept	Oct	Nov	Dec
Number of Visits	269	505	192	305	243	260
Directional Questions	42	44	45	45	44	29
Reference Questions	26	40	33	37	45	24
Book & Other Recommendations	16	20	42	32	48	10
Volunteer Hours (not including Friends)	10	Approx. 8	20	3	4	2
Computer Usage	55	57	48	42	83	33

E. Adult – Cindy Ritter

- a. December Programs: 7; Attendance, 1026; Cost: \$0.00. There were 9 non-library uses of rooms & gazebo; Attendance, approx. 138
- f. **Action Item:** none
- g. **Discussion:** Re: Holiday Market: some vendors seemed displeased with location of tables, esp. in the YA area. Notifying applicants that best spots are first come, first serve would be good.
- h. **Discussion:** Not sure that our library Holiday Event is competing well with Holiday Market. Perhaps rebranding it as a “Thank You to Our Patrons” to encourage attendance.
- i. Points of interest regarding the Holiday Marketplace:
 - 32 vendors participated—about 10 more than the previous year.
 - The face painter painted 75 faces.
 - The Girl Scout bake sale took in \$440.
 - The children’s store made \$193 for Angels Attic.
- j. Looking Forward:
 - Classic Movie – Witness for the Prosecution, Jan. 21 @ 2 p.m.
 - Mystery Book Club – “Roses are Red” by James Patterson, Jan. 23 @ 6:30 p.m.
 - Brown Bag Reading Group – “Massacre at Fall Creek” by Jessamyn West, Jan. 27 @ 11:30 a.m.

F. Children’s – Debra Brown

- a. December Programs: 18; Attendance, 389; Cost: \$133.29
- b. **Library Collection** – – Both holiday and new books circulated well this month. These titles were continually put back on display the as soon as they were checked back in. We added several new holiday Board Books so even our youngest patrons would have some new choices. The ongoing weeding project continues in the nonfiction 500’s.

Programs – We featured more music during story times this month in an effort to introduce the preschoolers to more holiday sing-along songs. Related book activities included a bin of present bows where they sorted by size and color as well as pinecones and evergreen branches to feel and smell. Gingerbread Friends and Christmas on the Farm were the themes for weeks one and two, and then general holiday books and crafts rounded out the rest of the month. As always, the Holiday Marketplace was a very fun event for all. I wish to extend many thanks to the Girl Scouts who kept the Craft Room running efficiently and helped with the line to see Santa Claus. Hamilton Heights Primary School hosted a Family Resource Open House on December 14th which was a very good event to showcase our library as a community resource along with other social services agencies. I talked with approx. 40 people about our programs and how to acquire library cards.

Looking Ahead – January story times will be all things winter – snowflakes, snowmen and arctic animals. We are introducing a Letter-of-the-Week artifact container and will look for creative ways to incorporate that letter into our art projects and activities.

Action Item: none

G. Young Adult – Ann Hoehn

- a. December Programs: 1; Attendance, 8; Cost \$8.00 ; Cost per person: \$1.00
- b. **Discussion:** Deanna will no longer be here all day, every Weds due to new shop front. Ann would like to have her do a program once a month and would like to be able to pay her a flat fee to have class, irrespective of number of patrons attending. Tuesdays would work best for Deanna starting in February 2017. Board suggests we set up a program schedule on a trial basis.
- c. **Action Item:** Board agrees for Ann to schedule something with Deanna.
- d. Coming up:
 - Teen Advisory Meeting – Jan. 25 at 2:30 p.m.

H. Maintenance – Mike Hiatt/Ann Hoehn

- Outside mailbox was replaced.
- Called JSD about snow removal. Their fee this season is \$150 per removal; same fee as last year.
- Prater wouldn't lower the estimate they submitted to us.
- Called Bellish about sidewalk replacement.
- Koorsen rebuilt backflow valve and replaced gauges.

Looking forward:

- Fence around the dumpster will be repainted when weather allows.
- Putting 4X4 around the picnic table and placing mulch under the picnic table.
- Bellish is scheduled to replace sidewalk(s) on Jan. 18th.

VII. Old Business

I. November 2016 Trip and Fall Incident

- a. **Discussion:** see: Executive Session
- b. **Action Item:**
- c. **Motion to turn over patron accident claim to the insurance company**
 - a. Motion made by Mike Jenkins
 - b. Seconded by Kim Radant
 - c. Motion carried by vote of 5/5 (All vote AYE)

VIII. New Business

J. Technology Update

- a. **Notes:** T1's are fully running for the moment. GF has completed some minor clean up at Atlanta.
- b. **Action Item:** none

K. Offsite Electronic Backup Needs

- a. **Discussion:** Kate explained why our current backup is unable to meet our needs and why we need to explore offsite backup.
- b. **Action Item:** Invite Gordon Flesch to speak at next board meeting and obtain a quote.

L. Deep Freeze Maintenance Renewal

- a. **Discussion:** No motion needed as it is not a new contract.
- b. **Action Item:** Board approves annual renewal.

M. Email Spam Filter Migration

- a. **Discussion:** Current software has been discontinued, Excel Micro is encouraging us to swap to their newer product. We have already paid for 2017 service on old software, which will carry over to new.
- b. **Motion to approve new contract with Excel Micro**
 - a. Motion made by Lee Templeton
 - b. Seconded by Kim Radant
 - c. Motion carried by a vote of 5/5 (All vote AYE)

N. ENA Internet Service Proposals

- a. **Discussion:** Our annual look at upgrading our amount of bandwidth and looking at the new Ethernet circuit based fiber access at Atlanta (ENA via Endeavor). Now that Atlanta has been included in the capital planning renovations, we are looking to entertain a multi-year contract for internet service.
- b. **Action Item:** Ann to submit service level checklists and any other documentation to ENA.
- c. **Motion:** to approve a 5 year contract for Atlanta and the increase the Cicero service to 30 Mbps with ENA.
 - a. Motion made by Emily Beechler
 - b. Seconded by Lee Templeton
 - c. Motion carried by a vote of 5/5 (All vote AYE)

O. Buckland & Associates – Asset Appraisal and Reporting Requirements

- a. **Discussion:** \$300.00 fee, \$85/hr plus travel if any more onsite appraisal (none needed this year).
- b. **Action Item:** Ann and Amy will deal with this annual event.

P. Library Attorney Retainer for 2017

- a. **Discussion:** Board has been happy with level of service and would like to retain him.
- b. **Action Item:** Ann to deal with retention details.
- c. **Motion to approve retaining HHCA as Library Attorney**
 - a. Motion made by Emily Beechler
 - b. Seconded by Kim Radant
 - c. Motion carried by a vote of 5/5 (All vote AYE)

Q. Non-Resident Fee – Annual Board Review

- a. **Discussion:** \$47.29 is our minimum legal obligation to charge in 2017 based on state mathematical equation. Board has suggested we set our 2017 price at \$49.00. We sold 29 non-resident cards in 2016.
- b. **Action Item:** Ann to bring a price change resolution to next board meeting.
- c. **Action Item:** Advertise the excellent price of our non-resident cards on FB, etc this year

R. Evergreen Indiana Annual Membership Fee Invoice and Contract

- a. **Discussion:** none
- b. **Action Item:** Ann to submit annual renewal.
- c. **Motion to approve Evergreen Indiana Annual Membership Fee Invoice and Contract**
 - a. Motion made by Emily Beechler

- b. Seconded by Kim Radant
- c. Motion carried by a vote of 5/5 (All vote AYE)

S. Friends Proposed Program

a. Discussion: A board member has expressed some uneasiness with the proposed historical talk on the KKK by the county historian. The majority of board feels that the county historian will handle the topic appropriately and have no problem with going forward with program. Suggest that we handle the marketing strategically.

b. Action Item: none.

T. Statewide Remote Circulation System (SRCS) – Request to Join

a. Discussion: No cost to joining. Would expand our access to books as a large number of non-Evergreen libraries are a part of SRCS. If we choose to join, March and April are staff training months.

b. Action Item: Ann to follow up with letter of interest.

c. Motion to approve joining SRCS

- a. Motion made by Emily Beechler
- b. Seconded by Kim Radant
- c. Motion carried by a vote of 5/5 (All vote AYE)

IX. Looking Ahead: February 16, 2017 Board Meeting at Cicero Library, 6:30 p.m.

X. Meeting Adjournment

- a. Motion to adjourn
 - i. Motion made by Kim Radant
 - ii. Seconded by Emily Beechler
 - iii. Motion carried by a vote of 5/5 (all vote AYE)
- b. 8:16 PM meeting adjourned.

XI. Executive Session – Yes

Hamilton North Public Library

Board of Trustees

Board of Finance Meeting

Cicero Branch

January 21, 2016

8:00 p.m. (following the regular meeting)

I. Review Agenda

II. **Motion to elect president of board and secretary of board to new meeting positions of same title.**

- Motion made by Emily Beechler
- Seconded by Kim Radant
- Motion carried by vote of 5/5 (All vote AYE)

III. Year-End Investment Report

Motion to accept Year-End Investment Report

- Motion made by Mike Jenkins
- Seconded by Lee Templeton
- Motion carried by a vote of 5/5 (All vote AYE)

IV. Investment Policy Review

Reviewed by board.

V. Resolution to Designate Financial Institutions for HNPL Deposits for 2017

Motion to maintain our current three financial institutions for 2017

- Motion made by Kim Radant
- Seconded by Lee Templeton
- Motion carried by vote of 5/5 (All vote AYE)

VI. Meeting Adjournment

Motion to adjourn

- Motion made by Emily Beechler
- Seconded by Kim Radant
- Motion carried by vote of 5/5 (All vote AYE)