

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
Atlanta Branch – October 19<sup>th</sup>, 2017 6:30 p.m.**

- I. Regular Session
  - a. Call to order by President Steve Griffith 6:30 p.m.
  - b. Members present: Steve Griffith, Lee Templeton, , Emily Beechler, Mike Jenkins, Kim Radant
  - c. Members absent: Emily Pearson, Gregory Goff
  - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Amy Wolfe (Bookkeeper),
- II. Review Agenda [Exhibit #1, Pages 1-2]
  - a. Review of Agenda by President Steve Griffith
- III. Minutes – September 21<sup>st</sup> [Exhibit # 2, Pages 1-9]
  - a. **Discussion:** none
  - b. **Motion: to approve minutes for September 21<sup>st</sup>**
    - i. Motion made by Emily Beechler
    - ii. Seconded by Lee Templeton
    - iii. Motion carried by vote of 5/5 (All vote AYE)
- IV. Public Participation
  - a. None
- V. Financial Reports for September 2017 [Exhibit #3, Pages 1-30]
  - a. Review of September report
    - i. \$27,381 personal services, \$1,551 supplies, \$12,387 Other Services & Charges \$3,096 Capital Outlays, \$44,415 total expense for month. Run rate 75.0%, 74.7% of total budget used.
    - ii. **Motion to pay September bills**
      - a. Motion made by Kim Radant
      - b. Seconded by Lee Templeton
      - c. Motion passed by a vote of 5/5 (All vote AYE)
      - d. All signed registers of claims
    - iii. **Action Item:** None
- VI. Department Reports [Exhibit #4, Pages 1-11]
  - A. Director – Ann Hoehn

<b>2016-2017 Cicero Stats</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>
Number of Visits	3550	3112	3340	3172	3343	3886	2921	3139	4085	3780	3519	3201
Directional Questions	115	131	123	107	157	145	131	120	93	125	201	111
Reference Questions	59	134	108	118	104	105	100	109	50	136	167	126
Book & Other Recommendations	18	36	16	46	52	54	42	39	13	43	56	43

Scanned Pages	180	240	199	144	185	238	118	72	239	85	104	108
Volunteer Hours (not including Friends)	12	9	16	17	10	12	9	9	3	2	1	22
Study Room Use	57	58	15	40	42	45	40	30	19	22	25	24
Yearbook Use	1	6	13	16	8	7	20	39	14	23	30	19
Mandatory Service Hours	4	0	0	0	0	0	0	0	0	0	0	0

The Library sold bonds on 10/17! I'll share details at the Board Meeting.

The library's audit is complete, and the audit report has been made public. Copies of the audit will be provided to the Board. The auditor indicated we need to make a few minor adjustments to the books. This is a common occurrence during/after the audit. The auditor indicates that no "Public Comments" were made in regards to the audit. This essentially means the auditor didn't find anything "wrong" with the books. In other words, Amy did a good job. The audit, by the way, cost HNPL \$2,697, which will be deducted from the next semi-annual tax settlement.

Kini Magdun, who will become an official Board member in December, said she plans on attending the November Board meeting.

I attended a couple of capital project meetings and consulted our financial advisor, bond counsel, and Aaron Culp on a number of capital project matters, including contracts, budgets, & advertising needs.

The first draft of the HNPL 2017-2021 Strategic Plan will be briefly discussed at the October Board meeting. The draft will be further discussed in November. The final Plan should be approved at our December meeting, as our current Plan expires December 31. Thank you to staff, especially Kate, Debra, Cindy, and Mike, and Richard Parker, focus group participants, survey participants, and the Board for providing input for this project.

I am unable to provide website statistics for September because, for some reason, Google Analytics is no longer reporting use of our website. We are working to resolve the problem.

**Upcoming:**

- Week of Oct. 30, get signatures from the Board President, Secretary, and Treasurer, as well as the County Auditor.
- On or around November 3, overnight documents to Ice Miller.
- November 7, bond closing—deliver bonds and receive money.

**Action Item/Discussion:** For next bond cycle, board may take pre-emptive action on pre-approving lowest bond interest rate.

B. Assistant Director – Kate Marshall

**GENERAL**

**25+ hours, highlights include:**

Cataloging project wrangling  
2 staff meetings  
2 Capital Planning meetings  
3 notary events

**INVENTORY**

**.5+ hours, highlights include:**

Transitioned small shelving location from Atlanta to Cicero

**TECHNOLOGY**

**9+ hours, highlights include:**

Worked with SpinWeb to fix new CMS transition glitches  
2 Zephyr CMS trainings  
Reviewed all external website links for broken ones

**MARKETING**

**26+ hours, highlights include:**

Marketing meeting prep, actual meeting, and follow up work  
HHES & HNPL display prep  
E-Learning Day prep and execution

**LOOKING FORWARD**

Long-range plan work  
Quarterly Business Review with Gordon Flesch  
Soliciting technology quotes for bond project

**Action Item:** none

**Discussion:** Etiquette class as possible E-Learning Day activity or co-activity during E-Learning Day?

C. Circulation – Cindy Ritter

- a. The **circulation stats** for September were **7,670** compared to September of last year at **8,317** and a three year average of **7,858**. Atlanta had 334 circulations and Cicero had 6,271+ Overdrive eBooks 642 + Hoopla 423. In-house use for Atlanta was 21 and Cicero had 395. Sent out 81 holds from Atlanta and 308 from Cicero. Atlanta received 14 holds from other libraries and Cicero received 319. Top selections for patrons in September were DVD, 1279; Children, 1117; Adult Fiction, 1030; Computer, 357; Juvenile Fiction, 454; Adult Non-Fiction, 411; J Non-Fiction, 540; YA Fiction, 239. **Subscription Databases Usage:** Ancestry.com 108 searches, Lynda.com 15 hours
- b. 91 new patron cards were issued in September, 41 of which were juvenile cards. It was National Library Card Sign-up Month and we were giving a little gift with each new card. We were also partnering with the middle and elementary schools to encourage kids to come to the library.
- c. Circulation overall has dipped slightly but hoopla use continues to rise. Overdrive numbers dropped.
- d. We continue to put out fresh displays each month. This month our big winner was the Tom Cruise DVD display which resulted in 97 circs. Other displays included Agatha Christie's birthday—16 circs; a variety of author birthdays—15 circs; a cat themed display—34 circs; a college themed display—10

circs; and a Read a New Genre display—27 circs. Electronic use continues to be popular. While Overdrive usage is down ever so slightly from a year ago, hoopla use has more than doubled.

- e. **Action Item:** none
- f. **Discussion:** none

D. Atlanta – Mary Palmiero

The New Earth Festival was successful for the library this month. The high temperatures brought in many people who needed to cool off as they looked for books. The library was open for business both days. Several people came in to explore and to enjoy the historical aspects of the building. We issued a new library card, and a little girl stopped by for a school project.

Friends of the Library took in \$675 at the Book Sale during the Festival, and they sold 14 Centennial Cookbooks. Thank you, Friends. Emily Pearson estimates that during the festival approximately 1,150 persons stopped by the Friends Centennial Cookbook booth and the library.

We didn't show any movies this month, but the children were more interested in crafts and board games. Our Having Your Say Writers' group is making progress in a group effort mystery novel. The novel has a lot of satire, and the members really enjoy adding their characters and plot ideas. Attendance has been very good.

**Action Item:** Possible revise rules/operational procedure for having Atlanta open during the New Earth Festival; there was some issues with teenagers blocking the backdoor, etc.

**Statistics**

NAME OF EVENT	NUMBER OF EVENTS	ATTENDANCE	COST	COST PER PERSON
Stitch Crafters	4	23	0	0
Having Your Say	4	25	0	0
Kids Microwave Cooking	1	3	\$25	\$8.33
Kids Crafts	3	15	0	0
<b>TOTALS</b>	<b>12</b>	<b>66</b>	<b>\$25</b>	<b>38 cents</b>

**Other Statistics**

2016-2017	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept
Number of Visits	305	243	260	203	225	309	223	322	310	271	386	347
Directional Questions	45	44	29	35	38	45	39	59	49	46	72	59
Reference Questions	37	45	24	47	49	45	46	55	49	35	61	43
Recommendations	32	48	10	56	59	69	53	67	97	65	71	42
Volunteer Hours	3	4	2	4	4	5	4	5	0	0	25	2

Scanned Pages	0	0	0	0	0	1	0	0	1	0	0	0
Computer Usage	42	83	33	33	37	75	48	71	143	87	66	53

E. Adult – Cindy Ritter

- a. September Programs: 5; Attendance, 33; Cost: \$31.00. There were 11 non-library uses of rooms & gazebo; Attendance, approx. 162
- g. **Action Item:** none
- h. **Discussion:** none
- i. Looking Forward:
  - Friends Meeting, Oct. 18 and Nov. 15.
  - Mystery Book Club – Murder on the Orient Express by Agatha Christie, Oct. 23, 6:30 p.m.
  - Brown Bag Reading Group – The Glass Castle by Jeanette Wall, Oct. 27, 11:30 a.m.
  - Tuesdays with Friends, Candy Making with Auntie Me, Nov. 14, 6:30 p.m.

F. Children’s – Colleen Mann

- a. September Programs: 13; Attendance: 193 Cost: \$7.52  
The month of September started with stories of grandparents. After that we read and learned about barnyard animals, trees, and apples. The biggest hit of the month was apple week as we ate apple slices while making our crafts.

I have really enjoyed filling in for Miss Deb although I keep saying she will have to retrain the children when she returns. I have had one boy, new to the group, raise his hand during the story and let me know the small children at the Lego table weren’t listening, and on another day one child asked me if I knew the tractor in the book wasn’t real. I love what they come up with.

Storytime is not only time for stories and crafts. It also helps children in many other ways. We have a young boy just join our group. His parents are drug addicts, and his grandparents are trying to get custody of him. This boy came joined at the hip to his grandfather and was afraid to even talk to any of the other children. It just happened that we had smaller groups a couple of the weeks that he was at story time. I introduced him to a couple of the other boys playing, and we played together with the games before we started reading stories. I am happy to report that this week his grandfather was able to leave the room for about 20 minutes as he played next to another child before he noticed his grandfather had left the room. Reading stories and doing crafts are great, but the biggest contribution of story time is helping young children interact with each other and learning how to share.

**Discussion:** Recommended that we look into Escape Rooms (a la HEPL) for elementary/teen activity.

G. Young Adult – Ann Hoehn

- a. September Programs: 1; Attendance, 17; Cost \$30.00 ; Cost per person: \$1.76
- b. **Discussion:** Good feedback from attendees/attendee parents, per Emily Beechler.
- c. **Action Item:** Kate will repeat a revised version of baking for next E-Learning Camp.
- d. Coming up:
  - Movie (Beetlejuice, rated PG) and Pumpkin Painting, Oct. 31, 6-7:45 p.m. (Come in costume!)
  - Middle School E-Learning Camp, Nov. 17

H. Maintenance – Mike Hiatt/Ann Hoehn

- Spot cleaned carpet in Cicero.
- Parking lot light timer broke. I replaced it.
- Planted mums in the front of Cicero Library.

- Sprayed polyurethane on little library at Atlanta.
- Meet with capital project team members about new lights and cameras for Cicero Library.
- Other meetings with other capital project team members on finalizing plans.
- Edged sidewalk at Atlanta Library.

**Looking Forward:**

- Trimming trees in front of Cicero Library.
- Winterize equipment.
- Moving equipment from one storage room to other storage room in preparation for geothermal.

**Discussion:** None

**Action Item:** None

**VII.** Old Business

A. Past Issues Concerning an Individual Patron

**a. Discussion:** Ongoing issues have continued, but addressing the patron has shown positive results.

Lawyer has said that as long as we continue to address patron quietly/private and in a respectful manner he doesn't see an issue with us continuing to address the patron issue from a legal standpoint.

**b. Action Item:** none

**VIII.** New Business

B. Capital Project Update

**a. Update – Bond Sale**

- i. Bond has been sold at a competitive interest rate and we've received a sort of 'down payment' on the bond money already.

C. **Approval to Sign Notice of Intent for IN Dept. of Environmental Management [Exhibit #5, Pages 1-2]**

- ii. Informed the board of notice of intent that we need to/will sign.

**b. Motion to Pay Peterson Architect Invoice [Exhibit #6, Pages 1-2]**

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

**c. Action Item:** Ann to sign Notice of Intent

D. 2018 Budget Adoption [Exhibit #7 Pages 1-2]

**a. Discussion:** DGLF helped us change some numbers in Gateway due to bond money issue.

**b. Motion to approve revised 2018 budget**

- a. Motion made by Lee Templeton
- b. Seconded by Mike Jenkins
- c. Motion carried by a vote of 5/5 (All vote AYE)
- d. All sign document

**c. Action Item:** None.

E. Accounting Software Presentation – Amy [Exhibit #8, Pages 1-2]

**a. Discussion:** Overview of current software + overview of highlights from Boyce (e.g. more professional, modern interface, better reporting feature, HEPL has been using it for 15 years and really like it: easy to use/good customer service responsiveness. Boyce has yearly user summits (included in our cost),

lots of training, user advisory committees. They currently have our data which means it'll be much easier to transfer to the new system.

**b. Notes:** We'll need to use Rainy Day and reimburse from bond money.

**c. Action Item:** Ann & Amy to follow up with Boyce.

**d. Motion to approve Boyce quote for payroll software**

- i. Motion made by Mike Jenkins
- ii. Seconded by Kim Radant
- iii. Motion carried by vote of 5/5 (all vote AYE)

F. Summons

**a. Discussion:** Lady who fell last year has filed a lawsuit. Insurance company has hired a lawyer to handle our case.

**b. Action Item:** none

G. Technology Update

**a. Notes:** Email server was temporarily down for spyware clean up, that was resolved. Several minor computer clean up tasks assigned to GF this month.

**b. Discussion:** none

**c. Action Item:** none

H. Insurance Quotes [Exhibits #9 & 10, Pages 1, 1-2]

**d. Discussion:** If we are interested in switching, then we need to reach out to insurance to make sure we'll retain proper coverage due to lawsuit issue. Otherwise we don't need to contact our current insurer. Selective and Indiana Farmers insurance are the main recommended vendors—Selective carries higher coverage and offers policies explicitly for libraries & museums. Main negative is the higher deductibles from Selective.

**e. Action Item:** Board would prefer to get something in writing from Selective guaranteeing coverage despite the lawsuit if we decide to switch; we will be waiting, however, until after lawsuit is over at minimum.

**f. Motion to stay with current insurance for now**

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

I. Issues 2018-2022 Strategy Plan – 1<sup>st</sup> DRAFT [Exhibit #11, Pages 1-19]

**a. Discussion:** none

**b. Action Item:** Board to read the first draft before next meeting.

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

**X.** Meeting Adjournment

- a. Motion to adjourn
  - i. Motion made by Emily Beechler
  - ii. Seconded by Kim Radant
  - iii. Motion carried by a vote of 5/5 (all vote AYE)
- b. 7:59 PM meeting adjourned.

**XI.** Executive Session – No