

- I. Regular Session of the HNPL Board Meeting was called to order by President Stephen Griffith at 6:37 p.m.
 - a. Members present: Emily Holt, Mike Jenkins, Stephen Griffith, Emily Beechler, Laura Holliday, Melissa Martin, and Sharon Bislich.
 - b. Members absent: None
 - c. Others present: Bookkeeper Amy Wolfe
- II. Review of the Agenda (Exhibit # 1, page 1) by President Stephen Griffith with no corrections.
- III. December 19, 2013 Minutes. (Exhibit # 2, pages 1-5.)
 - a. Discussion: As presented tonight no corrections are needed.
 - b. Motion:
 - i. Motion to approve the minutes for December 19, 2013 was made by Emily Beechler.
 - ii. Second to said motion was made by Laura Holliday.
 - iii. Motion carried by a vote of 7/0.
- IV. December, 2013 Financial Report (Exhibit # 3, pages 1-28)
 - a. Discussion: December financial report summary in Handout #1, page 1, given by HNPL Bookkeeper, Amy Wolfe. Run rate is at 100%, with the percentage of budget used at 99.7%. December expenditures were \$45,058. Bank balances totals for December were \$504,624.56. Deposits for December were \$20,465.07. (This is the 2013 monthly COIT amount which is \$532 less per month than for 2012 or \$6,384 less in the annual amount.) Transferred \$100,000 back to Rainy Day Fund (shows as deposit in Rainy Day and Expenditure in Operating Fund) Transferred \$57,000 from Lease Rental into Rainy Day Fund (shows as deposit in Rainy Day and Expenditure in Lease Rental) This is the money we received for bond refinancing in 2013.
 - b. Motion:
 - i. Motion to pay the bills was made by Emily Holt.
 - ii. Second to said motion made by Emily Beechler.
 - iii. Motion carried by a vote of 7/0.
- V. Department Reports (Exhibit # 4.)
 - A. Department Reports for December, 2013. (Exhibit # 4, pages 1-9.)

1. Director, Samuel Mitchel, page 1. (See report on file) Tech. I.

| | Page Loads | Unique Visits | First Time Visits | Returning Visits |
|----------------|-------------------|----------------------|--------------------------|-------------------------|
| Total | 2,832 | 1,538 | 756 | 782 |
| Average | 91 | 50 | 24 | 25 |

II. Staff. A. Staff evaluations conducted. III. MISC. A. Christmas Dinner: Another year of good food, fellowship and holiday festivities. Thanks to the Partners and Friends for hosting. IV. Looking Forward A. A New Year! Bookkeeper Amy Wolfe will find out the definition of “page loads” on Dr. Mitchel’s report.

2. Circulation, Emily Crickmore: pages 2-3. (See report on file) The circulation stats for December were 7530 compared to 7775 for December of last year and a three

year average of 8004 for the month of December. Atlanta had 626 circulations and Cicero had 6904. Sent out 346 holds (87 from Atlanta and 259 from Cicero), and received 243 holds from other libraries (34 for Atlanta, and 209 for Cicero.). In-House use for Cicero was 261 and for Atlanta, 10, for a total of 271. Top selections by patrons in December are: DVD, 2342 ; Adult fiction, 1202; Adult non-fiction, 415; Children, 829; Junior Fiction, 534; J. Non-fiction, 319; Young Adult Fiction, 267; and Computer, 798. Subscription Databases Usage: Tumblebooks, 96; Overdrive, 339; Freegal, 92; World Book, 0. (HHSC has World Book.) We issued 17 new cards in December. Foot traffic was down, but our digital media is still going strong. Everyone on the desk is really focused on delivering excellent customer service.

3. Atlanta, Mary Palmerio, page 4. December Programs, 15; Attendance, 114; Cost, \$0.0. Patrons appreciate the presence of our conveniently located library in the town and are thankful their children have a safe place to go. Some patrons express their thanks by donating small amounts of money whenever we have a need which helps with project funding. We had a "Make Your Own Christmas Ornaments" corner available nearly every day this month using beads and supplies for children (who helped decorate the tree) and adults to make ornaments for themselves and for our tree. Cicero branch played Christmas music. One donor bought three DVDs for the collection. The Board would like to know Atlanta's 2014 Christmas programming dates. There is also a request to bring Laura Haden back and mix in musical acts.
4. Adult, Sarah Bourg, page 5-6. December Programs, 13; Attendance, 122; Costs-\$106; Cost per person: \$ 0.87. December is a very difficult month for patron attendance at programs. A few programs had to be canceled due to a death in Sarah's family. We had a good turnout for Christmas at the Library, even though we did not have the dancers to boost our overall numbers. Knitting with Purpose continues to be a popular new program. The Forever Young Adult Book Discussion has not caught on and will be either cancelled or modified for 2014. We are looking for a good turnout for next month's evening book discussion, featuring *The Book Thief*. **Coming up:** Starting two new programming series: (1) Passport to the World will invite patrons to come and learn about a different country each month as well as participate in an activity and sample a local dish. (2) Papermaking, patrons can drop in and help us make some paper pages for a future book program. We will also be continuing the Potluck at the Library at the Atlanta Branch. There were 13 non-library uses of meeting rooms.
5. Young Adult, Sarah Bourg, page 7. (See report on file.) December Programs, 0; Attendance, 0; Costs, \$ 0; Attendee per person costs-\$0. One movie was scheduled but cancelled due to death in Sara Bourg's family. Next month sever programs are being planned i.e., movie; Rainbow bracelet workshop.
- 6.Children, Sheri Wallace, page 8. (See report on file) December Programs, 20; Attendance, 224; Costs, \$ \$203; Costs per person, \$ 0.91. December was a busy month in the children's department. We welcomed Santa after the parade on December 7th. He visited with 89 children this year. The wreath auction was a success, netting the library \$574.00 in profit. We plan to hold this fundraiser again next year. Attendance for Christmas @ the library seemed down quite a bit from last year. We only saw about 15 children in the craft room. The past year has forged some new partnerships with the schools and our community. I am looking forward to building these connections even more in 2014.

7. Maintenance, Jim Roy, page 9. (See report on file.) Work on clearing brush from fence on East property line continued with help from an individual completing Community Service. Removed dead pine tree and clearing will continue, weather permitting. Security camera in lobby has malfunctioned and replaced as well as connectors and fittings. Keeping an eye on the cable that feeds the monitor. Very cold temperatures caused several problems and froze several cold water supply lines as building temp dropped below 50. There was no evidence of any pipe bursting and no water damage. Dry system maintenance continues and there have been no additional alarms. Drawings for dry system piping have been located (no brown lines) and Koorsen has been notified and they should provide enough info to get an estimate to replace current piping. Backflow preventers continue to be a problem during heating season as the unions corrode and push the threads apart causing leaks which only show up when the ceiling tile is soaked. Two have been detected and repaired. Looking forward: Have ordered a sample bottle of a stronger grout cleaner which hopefully will clean the grout in the lobby and allow the floor to be stripped and re-waxed. The Board asked that there be at least 2 sets of drawings for dry system.

VI. Old Business.

A. Market Audit

1. Richard Parker has created the Market Survey.
 - i. Discussion: The survey is complete and needs to be sent to the HNPL Board.
2. Will be disseminated January-February (according to established timeline).

VII. New Business.

A. Library Attorney Retainer/Contract.

1. Discussion: A letter from Holt, Fleck and Romine was read by President Stephen Griffith with a 2014 quote of \$3,500 to provide legal representation for HNPL.
2. Motion:
 - i. Motion to continue with Holt, Fleck, and Romine in 2014 as the legal representative for HNPL was made by Sharon Bislich.
 - ii. Second to said motion made by Emily Beechler.
 - iii. Motion carried by a vote of 6/0 with Emily Holt abstaining.

B. Resolution to Transfer Funds Between Major Categories Within the 2013 Operating Budget. (Exhibit # 5)

1. Discussion: Bookkeeper Amy Wolfe gave the Board details of the resolution to transfer funds between major categories within the 2013 Operating Budget. (Exhibit # 5)

2. Motion:

- iv. Motion to Transfer Funds between Major Categories Within the 2013 Operating Budget made by Emile Beechler.
- v. Second to said motion made by Emily Holt.
- vi. Motion carried by a vote of 7/0.

VIII. Looking Ahead

- A. February 20, 2014 Board Meeting in Cicero
- B. Adopt 2014 Schedule of Salaries.
- C. Review/Approve Classification of Employees.
- D. Director Evaluation.

IX. Meeting adjourned by President Stephen Griffith at 7:13 p.m.

Hamilton North Public Library
Board of Trustees
Board of Finance Meeting
Cicero Building
January 16, 2014 (following the regular session meeting)

- I. Call to Order at 7:14 p.m. by HNPL Board President Stephen Griffith.
 - A. Members present: Emily Holt, Mike Jenkins, Stephen Griffith, Emily Beechler, Laura Holliday, Melissa Martin, and Sharon Bislich.
 - B. Members absent: None
 - C. Others present: Bookkeeper Amy Wolfe

- II. Election of Officers.
 - A. Discussion: As result of a brief discussion, the following slate of officers was proposed: President, Stephen Griffith; Treasurer, Emily Holt; and Secretary, Mike Jenkins.

 - B. Motion:
 - i. Motion to approve the above stated officers of the Board of Finance was made by Laura Holliday.
 - ii. Second to said motion was made by Emily Beechler.
 - iii. Motion carried by a vote of 7/0.

- III. Review the Written Report of the Library's Investments during 2013 (Exhibit # 6).
 - A. Discussion: Amy Wolfe reviewed this report with the HNPL Board. She will check with Key Bank for their direct deposit fees and report back to the Board.

- IV. Review the Library's Investment Policy (Exhibit # 7)

A.Discussion: After review the HNPL Board is satisfied with current policy.

V. Adopt a Resolution to Designate Financial Institutions Approved for HNPL Deposits for 2014 (Exhibit # 8)

A.Discussion: HNPL Board is satisfied with its current deposit financial institutions of Community Bank, Key Bank, and First Farmers Bank and Trust.

B.Motion:

i. Motion to approve the Resolution (Exhibit # 8) to Designate Financial Institutions (Community Bank, Key Bank, and First Farmers Bank and Trust) Approved for HNPL Deposits for 2014 was made by Sharon Bislich.

ii.Second to said motion made by Emily Holt.

iii.Motion carried by a vote of 7/0.

VI. Meeting adjourned by President Stephen Griffith at 7:52 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.