

**Hamilton North Public Library
Board of Trustees Meeting Minutes
September 15, 2022 at 6:30 p.m.
Cicero Branch, Jenkins Meeting Room**

- I. Call Meeting to Order
 - A. Called to order by President Kini Magdun at 6:30 p.m.
 - B. Members present: Kini Magdun, Kelly Wuerch, Julie Davis, Jim Hunter, Emily Pearson, Michael Morris, Beth Roberts (late-6:32)
 - C. Members Absent:
 - D. Others present: Ann Hoehn (Director), Natalie Strader (bookkeeper), Mike Hiatt (Maintenance), Aaron Culp (lawyer)

- II. Review Agenda [Exhibit 1]
 - A. Agenda was reviewed

- III. Approve August 18, 2022 Board Meeting Minutes [Exhibit 2]
 - A. Notes:
 - B. Motion to approve August 18, 2022 meeting minutes with corrections (2)
 - i. Motion made by Emily Pearson
 - ii. Seconded by Julie Davis
 - iii Motion carried by vote of 7/0 (all voted AYE)

- IV. General Public participation
 - A Two people by the name Nelson and Adams from Atlanta in attendance

- V. Financial Report–August 2022 [Exhibit 3, 4]
 - A. Review of August Report
 1. Motion to pay August bills and approve financial report
 - a. Motion made by Julie Davis
 - b. Seconded by Michael Morris
 - c. Motion carried by a vote of 7 / 0 (all voted Aye)
 - d. All board members present signed voucher register summary.
 2. Action item:
 3. Notes

- VI. 2023 Budget Public Hearing [Exhibit 5, 6]

No changes to the budget since the last meeting (Kini opened and closed the Budget Hearing as required). The hearing was opened and closed with no public comment.

VII. Director’s and Department Reports [Exhibit 7]

HNPL Director’s Report for September 2022 Board Meeting

Last Year’s Holiday Marketplace organizer will not be doing the event this year. Ann will talk to the Friends of the Library to see if they would like to do something on a smaller scale.

Technology– Kate left very thorough technology notes. A replacement for her may not be until next year. The other full-time person is the Circulation Manager who has been well-trained in cataloging.

2021-2022 Cicero Stats	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Number of Visits	2339	1959	2307	1905	1932	1712	1726	2571	1847	2156	2530	2452	2134
Directional Questions	88	70	94	130	109	120	122	145	103	96	97	113	94
Reference Questions	108	137	141	131	137	175	169	178	119	113	146	122	121
Book & Other Recommendations	15	15	24	27	39	55	17	26	18	14	49	48	39
Scanned Pages	59	139	23	37	27	28	10	20	22	6	23	49	26
Volunteer Hours	0	0	0	0	0	7.5	9	13	12	13	6	6	8
Study Room Use (est.)	53	67	92	116	123	96	104	141	98	153	129	103	107
Yearbook Use	27	19	12	9	22	13	16	15	21	22	23	8	2
New Wing Tours (persons)	9	6	4	10	6	4	0	7	8	3	2	3	2

Activities for Adults and Families	Dates	# of Times	Attend.	Cost	Cost Per Person
Focus Group	8/8	1	0	0	0
Friends—Author Donna Cronk	8/9	1	9	0	0

Mystery Book Club—Doyle's <i>The Sign of The Four</i>	8/22	1	10	0	0
Focus Group	8/25	1	0	\$25	--
Focus Group	8/30	1	6	\$25	\$4.17
Total		5	25	\$50	\$2.00
Non-Library Room Use		11	130 est.	0	0

Top Facebook Posts:

Post Description	Reach	Link Clicks	Likes/ Reactions	Comments	Shares
Hiring Circ Clerk, 8/10	1998	175	6	3	2
Adult Drawing Class, 8/11	1240	27	6	2	4
Focus Groups, 8/16	1229	30	6	2	6
Kids' Drawing Classes, 8/19	1114	19	3	2	2
Friends Meeting, 8/17	844	9	5	0	3

Top Instagram Posts:

Post Description	Reach	Likes	Comments
Focus Groups, 8/3	21	0	0
Mystery Book Club, 8/14	21	0	0
Focus Group, 8/29	21	0	0
Hiring Circ Clerk, 8/10	20	0	0
Focus Group, 8/24	20	1	0

HNPL Website Audience Overview

	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22
Sessions	1,300	1,142	1,146	1,145	1,042	1,412	1,198	1,145	1,528	1,880	1,321	2,038	1,466
Users	781	701	674	652	644	761	653	670	1,039	1,247	742	1,417	889
Pageviews	2,073	2,015	1,751	2,003	1,639	2,365	2,079	2,035	2,711	3,396	2,271	3,711	2,534
Pages/Session	1.59	1.76	1.53	1.75	1.57	1.67	1.74	1.78	1.77	1.81	1.72	1.82	1.73
Avg. Duration	1:11	1:12	0:57	1:16	1:03	1:16	1:24	1:22	0:54	0:55	1:06	2:12	1:14
Bounce Rate	73.4%	69.7%	76.9%	70.0%	75.1%	72.5%	71.5%	70.8%	52.9%	51.3%	69.8%	43.6%	70.1%
Sessions/User	1.66	1.63	1.70	1.76	1.62	1.86	1.83	1.71	1.47	1.51	1.78	1.44	1.65
New Users	684	608	575	569	562	664	555	589	958	1,070	650	1,046	789

Upcoming:

- Budget Adoption during Oct. 27 Board Meeting at Atlanta Library—must have quorum—
NOTE date change. Presenting 1st Draft of Long-Range Plan to Board ---Ann Hoehn
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Hamilton North Public Library Assistant Director's Report – Aug 2022

GENERAL -- 113+ hours, highlights include:

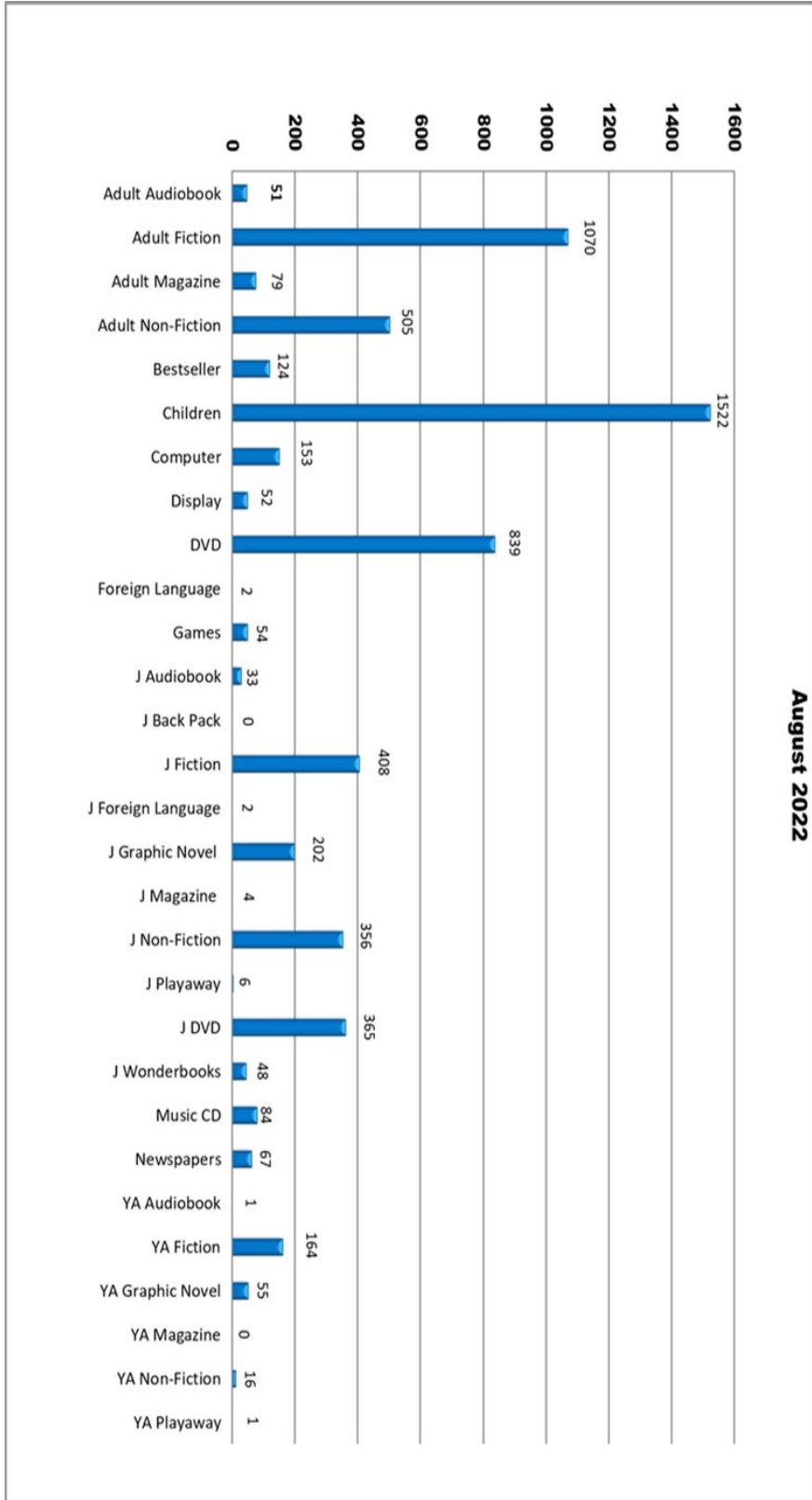
Collection development & maintenance
 Acquisitions
 Transit
 8 notary events
 Professional development
 Worked at the circulation desk
 Cataloging (26~ hrs)

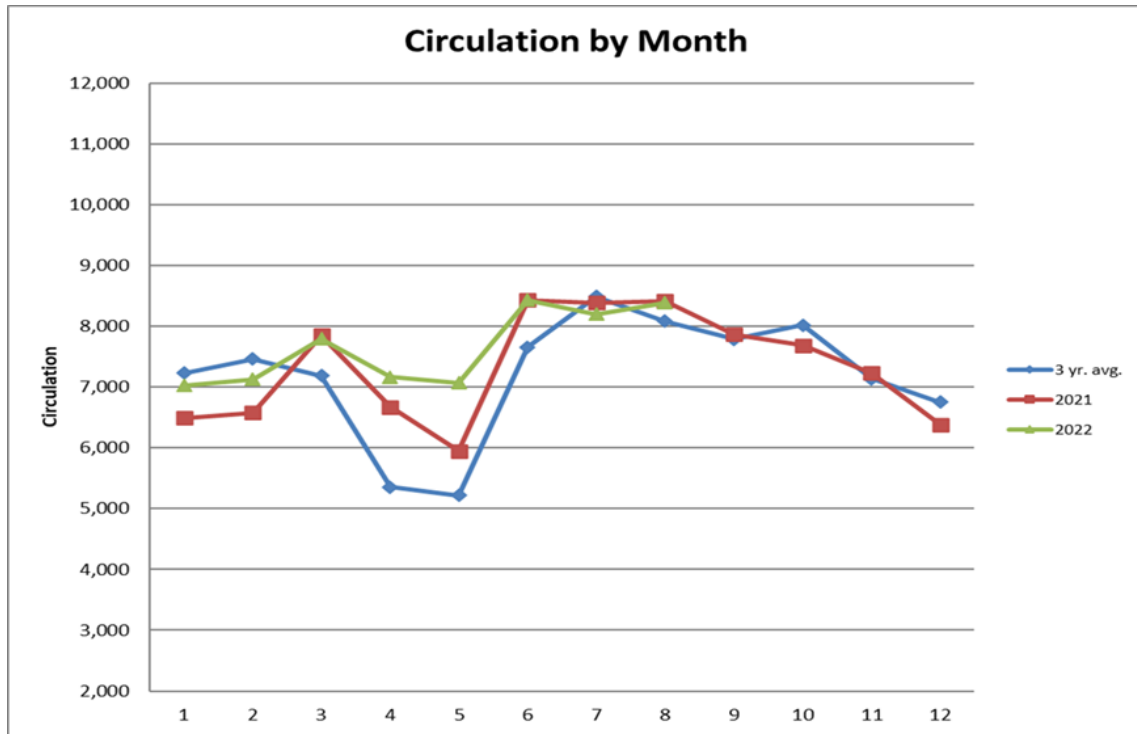
TECHNOLOGY -- 3.5+ hours, highlights include: Monthly alignment mtg w/Brightworks;
 Technology troubleshooting & maintenance.

CATALOGING & ACQUISITIONS -- Acquisitions has been working on prepping purchasing carts for all shelving locations. Cataloging has been working on processing new materials and collection maintenance.

LOOKING FORWARD -- Collection maintenance; documentation updates --Kate Marshall

Circulation Report – August 2022-- Circulation—close to last year.





	Aug-22	Aug-21	3 Yr Avg
Circulation			
Atlanta	227	381	
Cicero	6,036	6,402	
Subtotal	6,263	6,783	
hoopla	845	871	
Overdrive	1,278	763	
Grand Total	8,386	8,417	8,081
In-House Use			
Atlanta	16	44	
Cicero	713	708	
Total	729	752	
Transits Sent			
Atlanta	84	91	
Cicero	500	386	
Total	584	477	
Transits Received			
Atlanta	6	67	
Cicero	425	486	
Total	431	553	

Circulation opened 41 new patron accounts for the month of August. We are continuing our search for a replacement circulation aide. We have gotten a few applications. Jenn has started the process for becoming a Public Notary. We are continuing to review processes at the desk and how we can be of service to our online patrons. --Jenn Crusenberry and Ann Hoehn

Hamilton North Public Library Art Instruction - August 2022

Date	Program	Age	Project	Attendance	Cost	Cost / person
08/02/22	3 Step Drawing for Beginners	6-12	Step 1: shape to form -2H/6B pencils -flair pen -ruler -newsprint/scrap/drawing paper -elephant handout	12		
08/06/22	Plein Air Painting Day	18 +	Painting outdoors -Acrylic paint -Brushes -Easels -Water cups/rags -canvases	5		
08/09/22	3 Step Drawing for Beginners	6-12	Step 2: Shading -2H-6B pencils -charcoal pencils -sphere templates -scrap paper	5		
08/16/22	3 Step Drawing for Beginners	6-12	Step 3: Perspective -2H pencils -flair pen -drawing/scrap paper	8		
08/23/22	3 Step Drawing for Beginners	6-12	Part 1: shape to form -2H/6B pencils -flair pen -ruler -newsprint/scrap/drawing paper -elephant handout	6		
08/25/22	3 Step Drawing for Adult Beginners	18+	Part 1: contour -2H + 2B pencils -newsprint/scrap paper	11		
08/30/22	3 Step Drawing for beginners	6-12	Part 2: Shading -2H-6B pencils -charcoal pencils -scrap paper	4		
Total	7			51		

Looking ahead:

- I will be offering Painting for beginners for ages 6-12 starting in September as well as offering Drawing for beginners (6-12 & 18+) at different times than they have been previously scheduled.
- I also hope to offer Drawing for beginners for ages 13-17 this coming month, if I can get teens to sign up!
- Need to figure out costs per class and per person since materials are mostly reusable.

--Lor MacNorton

Discussion: Art Instruction--going well. Would like to see more participants.

Hamilton North Public Library Atlanta Report – August 2022

I think that we have had a slight increase in the number of young patrons visiting the library. They are welcome to use the Wi-Fi and computers. A few games and coloring books are available also. More people have heard about the likely closing of the library. They wish it didn't have to happen, but they understand that there are very few alternatives. --Mary Palmiero

ACTIVITY	NUMBER OF EVENTS	ATTENDANCE	COST
Having Your Say/Stitch Crafters	5	19	0

2021-2022	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Number of Visits	216	186	190	91	68	63	59	97	57	84	84	72	91
Directional Questions	35	48	42	18	36	15	15	13	10	18	17	12	21
Reference Questions	27	34	35	13	20	7	17	13	7	12	19	11	19
Recommendations	29	41	42	21	29	11	21	24	15	22	28	25	24
Volunteer Hours	21	39	36	40	5	0	0	0	0	0	0	0	0
Computer Usage	16	18	19	10	12	10	10	11	15	17	17	15	10

Atlanta is hanging in there. --Mary Palmiero and Ann Hoehn

Hamilton North Public Library Youth Services Report – Aug 2022

Date	Program	Age Group	Attendance
8/2	Storytime	Preschool	10
8/3	Storytime	Preschool	22
8/4	Storytime	Preschool	16
8/9	Storytime	Preschool	15
8/10	Storytime	Preschool	5
8/11	Storytime	Preschool	5
8/16	Storytime	Preschool	8
8/17	Storytime	Preschool	12
8/18	Storytime	Preschool	2
8/23	Storytime	Preschool	7
8/24	Storytime	Preschool	10
8/25	Storytime	Preschool	7
8/30	Storytime	Preschool	4
8/31	Storytime	Preschool	10

Program Type	Age Group	# of Programs	Attendance	Cost	Cost/Person
Story Times	Preschool	14	133	0	0
Total		14	133	0	0

Story Time -Volunteers came in to cover for Ann when she had surgery. Julie Davis was one of the volunteers.

Looking Ahead: Incorporating more music and movement into Storytime. -Ann Hoehn

Hamilton North Public Library Maintenance Dept. Report – Aug 2022

- Met with insurance adjusters on damage to roof.
- Moved furniture in and out of the Indiana Room for new carpet work/completion.
- Put back trim in Indiana Room.

- Met with Harber Exteriors and Zuluscape on estimate on roof repair and replacing the old roof.

Carpet is done in Indiana Room. Looking forward: Cleaning Atlanta prior to a possible sale.

~Mike Hiatt and Ann Hoehn

VIII. Old Business

A. Continuing Discussion on the future of Atlanta Library

1. Discussion—Aaron explained our Options. We have two outstanding bonds. One paid for work done at Atlanta. We committed the Atlanta building as part of the capital to prove we can pay for the bonds. We have to follow IRS regulations. The terms of our bond will not allow us to sell it under value or change the use of the library (work sharing, co-workspace); we can't lease it to anyone. Executive session meeting will be to discuss the sale of the Atlanta Library. Aaron recommends that we post notice of the sale in the local newspapers, but also write letters to the two parties that have expressed an interest in purchasing it.
2. Action Item
3. Motion-proceed with the sale of the Atlanta Library and get the documents ready for the sale.
 - a. Motion made by Emily Pearson
 - b. Seconded by Beth Roberts
 - c. Motion carried by a vote of 7/0 (all voted aye)

B. Tree Service Quotes [Exhibit 8, 9]

1. Discussion—Cleaning up the tree is one recommendation.
2. Action item
3. Motion to spend up to \$1500 to have Wolford trim the tree.
 - a. Motion made by Jim Hunter
 - b. seconded by Julie Davis
 - c. Motion carried by a vote of 7 / 0 (all voted Aye)

IX. New Business

1. Syringe policy will need to be written due to an incident that happened on Saturday. Jim Hunter recommended Ann reach out to the fire department who can help with the verbiage and can provide a short training.

A. Technology Update

1. Notes

2. Action Item

B. Cicero Toilet Issue

1. Discussion—no problems since last time.
2. Action item—Jim to follow up.

C. Cicero Roof Repair Quote & Quotes for Roof Replacement [Exhibit 10, 11, 12, 13]

1. Discussion—Aaron Culp—we asked for quotes for repair work and quotes for the whole roof replacement. If we want to replace the roof, we would have to send out specs, with sealed quotes because the cost could be over \$50,000. 2018 bond funds could cover roof repair and/or replacement. The quotes are all from big companies. We got a quote for repair and the other three quotes for replacement. The three companies suggested we call the insurance company again and to try to get at least partial coverage. Should we spend money on repairs now or pay for something long-term like a roof replacement?

2. Action item
3. Motion to meet with Harbor Exteriors and the insurance company.
 - a. Motion made Jim Hunter
 - b. Seconded by Michael Morris
 - c. Motion carried by a vote of 7 / 0(all vote Aye)

D. 1st Draft-Proposed Revision to Staff Handbook-firearms [Exhibit 14]

1. Discussion
2. Action item
3. Motion to make changes to handbook
 - a. Motion made by Michael Morris
 - b. Seconded by Jim Hunter
 - c. Motion carried by a vote of 7/0 (all vote Aye)

E. November Food for Fines

1. Discussion – we collect food or paper products and take money off patron’s late fees. We want healthful, helpful items. We donate the items to a food pantry at the end of the month.
2. Action Item – Board was in agreement with Nov. Food for Fines.

F. Request to purchase IT Equipment [Exhibit 15]

1. Discussion—we need to buy two computers this year.
2. Action item

3. Motion to purchase two computers
 - a. Motion made by Julie Davis
 - b. Seconded by Beth Roberts
 - c. Motion carried by a vote of 7/0 (all vote Aye)

X. Looking Ahead

- A. Next Meeting–October 27th, Atlanta Library – notice date change – at 6:30
Executive Session Meeting is Oct. 27 at 6:00

XI. Meeting Adjournment

- A. Motion to adjourn
 - 1.Motion made by Julie Davis
 - 2.Seconded by Beth Roberts
 - 3.Motion Carried by a vote of 7/0 (all vote Aye)

- B. 7:22 PM meeting adjourned