

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch – July 20th, 2017 6:30 p.m.**

- I. Regular Session
 - a. Call to order by President Steve Griffith 6:34 p.m.
 - b. Members present: Steve Griffith, Lee Templeton, Emily Pearson, Kim Radant, Mike Jenkins,
 - c. Members absent: Emily Beechler, Gregory Goff
 - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Amy Wolfe (Bookkeeper), Mike Hiatt (Maintenance), Jae Ebert (V&J Consulting), Aaron Culp (Church, Church, Hittle, & Antrim), Tara Anker (Peterson Architecture)

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

- III. Minutes – June 15th [Exhibit # 2, Pages 1-7]
 - a. **Discussion:** Correction to make: #7a Should be 2-based vs. 3-based
 - b. **Motion:** to approve minutes with correction
 - i. Motion made by Emily Pearson
 - 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 June 2017 [Exhibit #3, Pages 1-34]
 - a. Review of June report
 - i. \$40,933 personal services, \$717 supplies, \$6,993 Other Services & Charges \$2,833 Capital Outlays, \$51,477 total expense for month. Run rate 50%, 48.2% of total budget used.
 - ii. **Motion to pay June bills**
 - a. Motion made by Lee Templeton
 - b. Seconded by Emily Pearson
 - c. Motion passed by a vote of 5/5 (All vote AYE)
 - d. All signed registers of claims
 - iii. **Action Item:**

- VI. Department Reports [Exhibit #4, Pages 1-11]
 - A. Director – Ann Hoehn

2016-2017 Cicero Stats	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Number of Visits	3184	3114	3550	3112	3340	3172	3343	3886	2921	3139	4085
Directional Questions	188	164	115	131	123	107	157	145	131	120	93
Reference Questions	141	136	59	134	108	118	104	105	100	109	50
Book & Other Recommendations	79	50	18	36	16	46	52	54	42	39	13
Scanned Pages	125	91	180	240	199	144	185	238	118	72	239

Volunteer Hours (not including Friends)	1	18	12	9	16	17	10	12	9	9	3
Study Room Use	42	44	57	58	15	40	42	45	40	30	19
Yearbook Use	14	7	1	6	13	16	8	7	20	39	14
Mandatory Service Hours	5	6	4	0	0	0	0	0	0	0	0

BUDGET CALENDAR 2017 (for 2018 Budget) - REVISED

- Thursday, July 20, 2017 Present preliminary budget estimate and discuss at regular Board meeting
- Wednesday, August 23, 2017 Director & Bookkeeper meet with DLGF at budget workshop
- TBD – Special Board Meeting** Board reviews/approves **Forms 1 & 3**
- TBD** – Day after Special Meeting Submit **Form 3** on Gateway (last day to do this is 10/12) (At least 10 days before public hearing)
- Thursday, September 21, 2017 Public Hearing at regular Board meeting (at least 10 days prior to adoption of budget)
- Thursday, October 19, 2017 Board adopts budget at regular Board meeting in Atlanta
- Friday, October 20, 2017 Submit all forms in Gateway

Upcoming: Staff meetings; continuing work on Long-Range Plan; Summer Reading completion; proceeding with Capital Project including hiring a construction manager; continuing work on 2018 budget.

HNPL Website Audience Review													
	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
Sessions	2,636	2,362	2,111	1,824	1,669	1,689	1,381	1,942	1,657	1,805	1,690	1,727	2,004
Users	1,436	1,353	1,282	1,068	980	938	819	1,136	985	919	854	909	1,023
Pageviews	5,038	4,459	4,576	3,276	2,841	2,900	2,348	3,242	2,917	3,394	2,974	2,946	3,340
Pages/Session	1.91	1.89	2.17	1.80	1.70	1.72	1.70	1.67	1.76	1.88	1.76	1.71	1.67
Avg. Session Duration	1:39	1:26	1:10	1:15	1:14	1:27	0:57	1:10	1:04	1:41	1:46	1:30	1:36
Bounce Rate	56.11%	61.01%	69.40%	70.12%	67.83%	62.58%	67.41%	70.70%	69.64%	66.32%	67.40%	70.30%	68.01%
% New Sessions	45.64%	44.92%	48.74%	46.93%	45.96%	42.69%	45.91%	48.35%	45.62%	37.89%	37.51%	39.72%	39.42%

Action Item/Discussion: Ann will be dealing with the Auditor next week.

B. Assistant Director – Kate Marshall

GENERAL, 21+ hours, highlights include:

Weekly meetings
YA summer reading programs & prep
Write book reviews for newsletter
Architect meeting
1 notary event
Staff meetings
Research Wi-Fi hot spots

INVENTORY, 11+ hours, highlights include:

Created 1st draft of inventory & weeding documentation
Circulation staff has continued to scan Children's inventory sections that are left

TECHNOLOGY, 16+ hours, highlights include:

Research and collaboration with ENA & Gordon Flesch about wireless solutions & other future tech projects
ENA swapped out some hardware
Finalizing quotes for hardware refresh
Fixed the copier
Updated children's laptops

MARKETING, 25+ hours, highlights include:

Crafted June & July Facebook posts
Prepped & flipped July displays
Summer Reading signup work
Final updates to Welcome Booklet + printing

LOOKING FORWARD: YA Summer Reading events; hardware updates; capital planning; long-range plan technology goals research

Action Item: none

C. Circulation – Cindy Ritter

- a. The **circulation stats** for June were **9218** compared to June of last year at **9744** and a three year average of **9,940**. Atlanta had 365 circulations and Cicero had 7811+ Overdrive eBooks 694 + Hoopla 348. In-house use for Atlanta was 64 and Cicero had 606. Sent out 89 holds from Atlanta and 293 from Cicero. Atlanta received 30 holds from other libraries and Cicero received 324. Top selections for patrons in June were DVD, 1436; Children, 1669; Adult Fiction, 1309; Computer, 427; Juvenile Fiction 976; Adult Non-Fiction, 391; J Non-Fiction, 401; YA Fiction, 359. **Subscription Databases Usage:** Ancestry.com 286 searches, Lynda.com 5 hours
- b. 89 new patron cards were issued in June.
- c. Our electronic resource use continues to rise. Overdrive use is slightly up from a year ago while hoopla use has more than doubled. Our various displays during the month of June resulted in 159 circulations.
- d. Summer reading is going well, and business at the desk has been brisk. Most patrons seem to like our paper registrations and logs. Many of our senior patrons are participating for the first time in years.
- e. **Action Item:** none
- f. **Discussion:** Summer Reading has at least 150-200 more people signed up this year vs. last year.

D. Atlanta – Mary Palmiero

It has been a challenge to work around the crumbled wall in the basement this month. We modified or changed some of the summer reading programs. I was happy to hear that the wall will soon be repaired and hopefully new shelving installed. Even though we removed the books from the shelves, they are organized in way that they are easy to locate.

We are not offering German conversation this summer as it was mainly attended by homeschoolers. I am more than willing to offer it in the fall if there is any interest.

Action Item: none

Statistics

NAME OF EVENT	NUMBER OF EVENTS	ATTENDANCE	COST	Cost per Person
Professor Steve	1	22	300	\$13.64
Movie	2	20	0	0
Story Time	1	3	0	0
Stitch Crafters	4	12	0	0
Having Your Say	4	23	0	0
TOTALS	12	80	\$300	\$3.75

Other Statistics

2016-2017	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Number of Visits	505	192	305	243	260	203	225	309	223	322	310
Directional Questions	44	45	45	44	29	35	38	45	39	59	49
Reference Questions	40	33	37	45	24	47	49	45	46	55	49
Book & Other Recommendations	20	42	32	48	10	56	59	69	53	67	97
Volunteer Hours	8	20	3	4	2	4	4	5	4	5	0
Scanned Pages								1			1
Computer Usage	57	48	42	83	33	33	37	75	48	71	143

E. Adult – Cindy Ritter

a. June Programs: 6; Attendance, 109; Cost: \$311.00. There were 15 non-library uses of rooms & gazebo; Attendance, approx. 360

g. **Action Item:** none

h. **Discussion:** none

- i. Looking Forward:
 - Pool Party at Community Pool, July 21, 7-9 p.m.
 - Classic Movie, *A Letter to Three Wives*, July 22 at 2 p.m. [Cancelled]
 - Mystery Book Club discusses *Sanibel Flats* by Randy Wayne White, July 24 at 6:30 p.m.
 - Brown Bag Reading Group discusses *The Zookeeper's Wife* by Diane Ackerman, July 28 at 11:30 a.m.
 - *Tuesdays with Friends* with Jim Dashiell – *One Trail, Many Paths*, August 8 at 6:30 p.m.

F. Children's – Debra Brown

- a. June Programs: 24; Attendance, 566; Cost: \$687.00. Cost per person: \$1.21
- b. Library Collection – – Books pertaining to our Summer Reading Theme, *Build a Better World*, circulated very well this month. Our first programming week of the month had a construction theme, and then the books were put on table display. Any picture books with a heavy equipment or construction theme were continually added to this 2-week display and many circulated more than once. In addition, books on table displays related to our two main SRP performers (science & simple machines, Legos & magic) checked out as well.

Programs – Wednesday evening, 6/7, was the Professor Steve Science Show that featured simple machines such as inclined planes and catapults. The show was very interactive this year, and fit in very well with the SRP building theme. Daniel Lusk's *Leggo My Magic Show* was a huge hit on the afternoon of 6/27. The above chart lists attendance at 60, but the real number was higher because it included both the school age and preschool students of the Husky Day Camp (approx. 60 more). Both appearances were well-received, with many compliments from parents and the HHS Staff. Weekly story time sessions saw a bump in attendance as many school-aged siblings have joined our morning circles. Attendance at Friday afternoon movies was off to a slower start this year, but we finished the month of June with 15 patrons attending the Lego Batman movie

Looking Ahead – July story time themes will include weeks for jungle animals, beach & ocean, and a whole week devoted to our 50 states and National Parks. These themes will work across the various age levels, from story time circles all the way up to the Little Husky school-age group. Our SRP Programming will conclude with two Friday afternoon movies on the 7th and 14th and the Family Pool Party on the 21st.

Action Item: none

G. Young Adult – Ann Hoehn

- a. June Programs: 3; Attendance, 6; Cost \$20.00 ; Cost per person: \$3.33
- b. **Discussion:** Emily moved her MS book club to the library pavilion in June.
- c. **Action Item:** none
- d. Coming up:
 - Get Your Game On (unusual board games), July 20 at 2 p.m.

H. Maintenance – Mike Hiatt/Ann Hoehn

- Planted flowers by front sidewalk at Cicero.
- Repaired toilet at Atlanta.
- Sprayed for weeds in Cicero and Atlanta.
- Removed wiring from Atlanta basement wall in preparation for contractor to begin repairs.
- Grinded down five places on the sidewalk at Cicero.
- Trimmed all bushes and trees in front of Cicero; weeded all flower beds.
- Put down 7 yards of mulch on flowers and trees in front of Cicero.
- Posted *no parking* signs for 4th of July festival.
- With Comfort Systems changed a leaky water valve for heating in Children's.

Looking Forward:

- Contractor will repair Atlanta basement wall the week of July 21.
- Comfort System to replace HVAC controller on July 24.
- Repair faucet at Atlanta
- Paint fence around dumpster

Discussion: Brief discussion of Atlanta projects, concern for the safety of the technology attached/near the wall being repaired.

Action Item: Mike and Ann plan to meet contractor Friday morning to discuss safety of fiber optic line.

VII. Old Business

I. Plastic Bags – Warning Label

a. Discussion: Aaron says if we put a warning label on bags, he doesn't see how it would open us up to litigation.

b. Action Item: Next time we order bags, we'll order bags with the classic warning label on them.

VIII. New Business

J. Capital Project Update [Exhibits #5, 6, 7, Pages 1-4, Pages 1, Pages 1-9]

a. Update: Bond proposal is ready to go before county council. A resolution has been prepared by Jane Herndon that will allow us to reimburse ourselves from bond to pay bills. We only expect some bills before the bond money comes in, and these agreements can be arranged to be paid after the bond money comes in. Regarding the resolution, we estimate \$200,000 in fees to be paid before bond money arrives.

b. Motion to fill in 200k on first line of resolution and 1.5 million on second line. [Exhibit #10, Pages 1-3]

- i. Motioned made by Mike Jenkins
- ii. Seconded by Emily Pearson
- iii. Motion carried by a vote of 5/5 (All vote AYE)

c. Motion to pay the architect invoice on or before August 15th

- i. Motion made by Emily Pearson
- ii. Seconded by Lee Templeton
- iii. Motion carried by a vote of 5/5 (All vote AYE)

d. Hiring Construction Manager

- i. **Discussion:** We can require CM to carry a bond (although Aaron believes they generally carry insurance). Out of 4 firms solicited for CM project, 2 firms responded: Hagerman & Meyer Najem. 3.75% vs. 4% fee, otherwise pretty much equal on quality. Some question about whether we can request a preferred project manager.

ii. **Motion to approve Hagerman as Construction Manager for 1st bond project**

1. Motion made by Kim Radant
2. Seconded by Mike Jenkins
3. Motion carried by a vote of 5/5 (All vote AYE)

e. Action Item: Double-check on having backup system in new HVAC to prevent book & tech damage

K. Present Preliminary 2018 Budget Estimate [Exhibit #8, Pages 1-2]

a. Discussion: Growth rate is 4% this year, so 2018 budget is 4% over current run rate. We are unsure what our lease rental will be for next year yet. Due to delays in meeting with DGLF this year, we'll need to move the board meeting to August 31st with properly advertised advance notice in order to properly keep to our budget schedule.

b. Motion to move regular monthly meeting on the 5th Thursday of August vs. the 3rd Thursday of August for 2017 only

- a. Motion made by Emily Pearson
- b. Seconded by Lee Templeton
- c. Motion carried by a vote of 5/5 (All vote AYE)

c. Action Item: Ann to properly advertise change in board meeting night.

L. Legal Services Invoices [Exhibit #9, Pages 1-2]

a. Discussion: The two invoices are because Church, Church, Hittle, & Antrim forgot to bill us for 2016 last year.

b. Action Item: Ann & Amy to cut check

c. Motion to approve invoices from Church, Church, Hittle & Antrim for 2016 and 2017

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

M. Continuation of Aaron Culp's Legal Services

a. Discussion: Aaron Culp will be amicably parting from Church, Church, Hittle, & Antrim and opening his own office in Noblesville August 1st. He would be submitting his own invoices from the new office of Aaron P. Culp, Attorney at Law.

b. Motion to retain Aaron Culp as council

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

N. Technology Update

a. Discussion: Annual hardware refresh cost estimate been solidified; since we decided to push back all our tech projects until after the bond money comes in, that cost may shift upwards a bit by the time November comes around. As part of the bond project, we will also be looking at replacing/getting backup monitors (several are in danger of going out), updating our next section of desktops, transitioning to Windows 10, installing VoIP, and fixing the last of our wireless issues. Atlanta is still reporting improved and stable internet since the switch to the new Ethernet connection!

b. Note: After discussion with Gordon Flesch, they have suggested that should any of our switches fail before our tech projects start in Nov/Dec, we should be fine to purchase a temporary 'dumb' switch since our current ones do not seem to have any special configuration. Any nearly anything off the shelf as long as it has the requisite number of ports should work. Good news!

c. Action Item: none

O. Proposed Request to Purchase New Shelving for Atlanta

a. Discussion: Board given info sheet on selected replacement shelves. Board approves giving away old shelving to any interested parties.

b. Action Item: Ann to order shelving.

c. Motion to approve purchase of new shelves up to \$2,710.00

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

P. Commercial Liability Insurance – Getting Quotes

a. Discussion: Ann soliciting ideas for companies to get quotes from; suggestion of Gordon or Arlington Row.

b. Action Item: Ann to gather quotes before next insurance billing.

IX. Looking Ahead: August 31st, 2017 Board Meeting at Cicero Library, 6:30 p.m.

X. Meeting Adjournment

- a. Motion to adjourn
 - i. Motion made by Emily Pearson
 - ii. Seconded by Kim Radant
 - iii. Motion carried by a vote of 5/5 (all vote AYE)
- b. 7:44 PM meeting adjourned.

XI. Executive Session – No