

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch – July 16, 2020 6:30 p.m.**

- I. Call Meeting to Order
 - A. Called to order by President Lee Templeton at 6:31 p.m.

- II. Take Board Roll Call
 - A. Board Roll Call:
 1. **Steve Griffith, Yes (on-site)**
 2. **Lee Templeton, Yes (on-site)**
 3. **Emily Pearson, Yes (remote)**
 4. **Julie Davis, Yes (remote)**
 5. **Beth Roberts, Yes (on-site)**
 6. **Kini Magdun (remote) – (In at 6:40 pm.)**
 7. **Kelly Wuerch (remote)**
 - B. Members absent:

- III. Identify Other Participants

Others present: Ann Hoehn (Director)-on-site; Katherine Marshall (Assistant Director)-on-site; Natalie Strader (Bookkeeper)-on-site; Aaron Culp (Lawyer)-remote; Ian Wooten (Hagerman)-remote;

- IV. Request for Motion to allow remote, real-time participation of board members
 - A. **Motion to allow remote, real-time participation of board members.**
 1. Motion made by Emily Pearson
 2. Seconded by Steve Griffith
 3. Motion carried by a vote of 6/0 (all vote AYE)
 - a. **Steve Griffith, Yes (on-site)**
 - b. **Lee Templeton, Yes (on-site)**
 - c. **Emily Pearson, Yes (remote)**
 - d. **Julie Davis, Yes (remote)**
 - e. **Beth Roberts, Yes (on-site)**
 - f. **Kelly Wuerch, Yes (remote)**

- V. Review Agenda [Exhibit #1, Pages 1-2]
 - A. Agenda was reviewed.

- VI. Approve June 18, 2020 Minutes [Exhibit #2, Pages 1-8]
 - A. **Discussion:** none
 - B. **Motion to approve minutes for June 18th**
 1. Motion made by Steve Griffith
 2. Seconded by Emily Pearson
 3. Motion carried by vote of 6/0 (All vote AYE)
 - a. **Steve Griffith, Yes (on-site)**
 - b. **Lee Templeton, Yes (on-site)**
 - c. **Emily Pearson, Yes (remote)**

- d. Julie Davis, Yes (remote)
- e. Beth Roberts, Yes (on-site)
- f. Kelly Wuerch, Yes (remote)

VII. Public Participation

- A. None

VIII. Financial Reports – June 2020 [Exhibit #3, Pages 1-16]

A. Review of June report

1. **Motion to pay June bills and approve financial reports**

- a. Motion made by Steve Griffith
- b. Seconded by Beth Roberts
- c. Motion carried by a vote of 7/0 (All vote AYE)
 - i. Steve Griffith, Yes (on-site)
 - ii. Lee Templeton, Yes (on-site)
 - iii. Emily Pearson, Yes (remote)
 - iv. Julie Davis, Yes (remote)
 - v. Beth Roberts, Yes (on-site)
 - vi. Kelly Wuerch, Yes (remote)
 - vii. Kini Magdun, Yes (remote)
- d. Board members present signed voucher register summary; the rest of the signatures will be obtained at a later date.

2. **Action Item:** none

3. **Notes:** 3 non-resident cards sold in June. Still below run rate for this point in the year. Preliminary estimates for local income tax draw 2021 are low and we'll likely need to spend less than what's in the budget in order to keep Rainy Day funded as usual.

IX. Director's and Department Reports [Exhibit #4, Pages 1-8]

- A. Per Board approval last fall, a portion of the Cicero sidewalk along Pearl St. has been replaced. It looks good.

While remote Board participation at the July 16th meeting is optional, the meeting is officially scheduled to take place in the Jenkins meeting room. I emailed Zoom invitations to the Board today.

Included in the July agenda is a Resolution for a \$5000 Director Bonus. I had been instructed a couple months ago to present this resolution to the Board once we started having in-person monthly Board meetings again. In addition to the Bonus Resolution, I've also included on the agenda a Resolution to revise the 2020 Employee Pay Ranges to include my bonus as well as the bonus that Mike Hiatt was given earlier in the year. Aside from the bonuses, the original and revised 2020 Employee Pay Ranges Resolutions are identical.

The Library was a stop on this year's Golf Cart Poker Run. This year's participation seemed to be much lower than usual. The weather during the 4th of July holiday was nice, so the library didn't serve as a severe weather shelter. The food pantry has been installed in the main entryway at Cicero Library; it is filled with food and up and running.

Aaron Culp, the library’s attorney, will be joining us at the July Board meeting via Zoom so that he can talk to the board about our necessary steps should we receive the \$25,000 donation that was discussed at our June meeting.

The next Board appointment to expire is Emily Pearson’s. Her appointment ends December 31st. She is interested in seeking reappointment. Glad to hear it!

Kate, Deb, Jenn and I met this week and came up with possible ways to spend the potential \$25,000 donation. I understand that the donor would like the library to present him with a Top 3 List. Here is our wish list as it stand now:

- 1.Hire a temporary Young Adult Librarian
- 2.Free public art lessons provided by professional artists
- 3.3-Year Summer Reading funding
- 4.Creative Bug subscription (a library of well-made arts and crafts instructional videos)
- 5.Makerspace artists supplies

Our architect, Darren Peterson, send me an email that states:

“Cicero is putting together a task force to evaluate park land and asked Jennifer and I to be involved as separate professional in the community. I recommended that the Library should have a representative and they agree (which means you will have 3 people working on the land swap for the gazebo). Who specifically should I have them contact? I assume you but thought I should ask.”

This land swap is on this month’s agenda. I don’t think that Board has formally stated it is interested in a land swap, so we might want to discuss it further before Darren presents this idea to the park land committee. At Thursday’s Board meeting we might, also, want to discuss what role, if any, the library should have on such a committee.

2019-2020 Cicero Stats	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Number of Visits	3658	377 4	299 3	323 5	3082	3645	340 9	281 1	297 5	157 1	--	--	175 6
Directional Questions	165	148	145	105	163	111	106	139	178	64	9	15	167
Reference Questions	274	192	272	219	204	231	175	231	192	98	--	7	200
Book & Other Recommendations	57	43	37	45	48	33	27	50	53	20	--	--	22
Scanned Pages	106	45	103	77	126	70	72	166	122	98	--	--	121
Volunteer Hours	2	5	3	20	21	12	17	10	15	6	--	--	--
Study Room Use	32	36	37	40	41	23	28	23	35	17	--	--	20
Yearbook Use	27	33	43	62	79	67	46	62	81	29	--	--	11
Mandatory Service Hours	0	0	0	0	0	0	0	0	0	0	--	--	0

Non-Library Use of Meeting Rooms & Pavilion	1 Meeting	12 People (estimate)
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HNPL Website Audience Review

	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Sessions	2,164	1,882	1,589	1,513	1,550	1,286	1,177	1,520	1,553	1,725	688	1,262	1,656
Users	1,510	1,223	975	923	907	822	754	912	967	1,214	462	796	923
Pageviews	3,790	3,810	2,972	2,773	2,858	2,373	2,197	2,732	2,807	3,216	1,435	2,440	2,903
Pages/Session	1.75	2.02	1.87	1.83	1.84	1.85	1.87	1.80	1.81	1.86	2.09	1.93	1.75
Avg. Duration	0:54	1:11	1:17	1:11	1:20	1:17	1:05	1:11	1:01	2:31	1:18	1:18	1:28
Bounce Rate	72.23%	66.21%	66.71%	64.71%	67.68%	66.80%	68.39%	68.36%	69.29%	59.13%	60.32%	62.60%	65.16%
Sessions/User	1.43	1.54	1.63	1.63	1.71	1.56	1.56	1.67	1.61	1.42	1.49	1.59	1.79
New Users	1316	1047	825	782	762	689	659	783	830	1086	389	706	786

Upcoming: Summer Reading prize distribution and resolution of front parking lot asphalt problems

Assistant Director – Kate Marshall

GENERAL - 107+ hours, highlights include:

Collection development & maintenance

Acquisitions

Professional Development

4 notary events

TECHNOLOGY - 14+ hours, highlights include:

Following up with Brightworks on projects

Computer clean-up & maintenance

2021 Tech budget

MARKETING - 6+ hours, highlights include:

Facebook marketing

Updating website

CATALOGING & ACQUISITIONS

Acquisitions has been rolled into Assistant Director duties and has been going well so far; standing orders have started arriving again and ordering has resumed for all departments. Cataloging has all new orders out and is working on our minor repair backlog.

LOOKING FORWARD – Marketing, Technology projects

Circulation – Ann Hoehn/Jenn Crusenberry

June 2020 circulation was **6,110** compared to June 2019 of **11,061** and a three year average of **8,960**. Atlanta had **134** circulations and Cicero had **4,265** + Overdrive eBooks **908** + Hoopla **803**. In-house use for Atlanta was 14 and Cicero was 455. Sent out 127 holds from Atlanta and 405 from Cicero. Atlanta received 15 holds and Cicero received 469 holds from other libraries. Online resources continue to thrive during the closure.

We opened our doors on June 1st. People are slowly returning to the library. We have seen many patrons come in to renew or reactivate cards. We added 31 new cards in June.

Jenn has been watching webinars to increase her knowledge of the Evergreen, and she plans on taking her Notary exam next week.

Circulation now has two part-time job vacancies. We are working to fill the positions.

Notes: We've extended card expiration dates for a handful of at-risk patrons.

Action Items: none

Atlanta Report – Mary Palmiero/Ann Hoehn

Our patron count was low for the month, but that was expected. About thirty percent of the patrons wear masks when they come in. They don't stay very long, but they comment that they are very happy that we are open again.

Several patrons mentioned using Hoopla while we were closed. Some came to the library to use the Wi Fi. One of our favorite former patrons paid us a visit. She now lives in the Upper Peninsula of Michigan and was recently visiting her grandson in Elwood. She misses our library and seemed to imply that HNPL is better than her new local library.

Some people commented on missing our programs and hope to have them back soon.

Other Statistics for 2019-2020

	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Number of Visits	252	238	296	160	344	207	154	187	139	92	--	--	143
Directional Questions	39	49	52	28	50	37	29	25	16	4	--	--	16
Reference Questions	33	29	34	25	40	27	15	25	25	9	1	1	21
Recommendations	27	42	46	29	46	25	26	31	19	4	--	--	19

Volunteer Hours	0	0	0	0	0	0	0	0	0	0	--	--	--
Scanned Pages	0	0	0	0	0	0	0	0	0	0	--	--	--
Computer Usage	25	15	31	21	22	12	11	12	9	5	--	--	17

Children’s – Debra Brown

Library Collection – Completed in June was an extensive weeding project in the 900’s section. The goal of was to create room at the end of nonfiction for the whole section to be shifted. Discarded from the juvenile History & Geography collection were approximately 200 titles that were either significantly dated or in poor condition. In several instances, especially with the books on states and countries, there were duplicate titles on the shelf taking up much-needed space. Many thanks to Nancy Redd for helping in this month-long endeavor. New Book ordering was completed at mid-month and included enough fiction variety for our readers to last through the summer. Book vendors are already focusing on fall titles. August/September orders will be larger.

Future Program Planning – Two weekly story time programs have been prepared (but not yet scheduled) and are at the ready for a quick transition back into morning sessions when it is safe to do so. One week we will pair the book and song “Down by the Station” and will explore concepts about trains and transportation. The following week we will again pair book and song “Over in the Meadow” which will introduce counting concepts and animal sounds. These themes transcend season and calendar, and will allow time for further planning when we resume youth programming.

Spatial Changes in the Children’s Department – June passed quietly with few patron comments regarding the social distancing and physical safety measures in the Children’s Department. The public computers were missed by the children, but their attention was usually diverted with the need to find books quickly for checkout. Only one comment was voiced about the missing Lego table and other toys. I did field approximately five questions about a possible date for the return of morning story time. Many of our families are slowly returning – an encouraging sign.

Looking Ahead – One upside to our altered library summer has been the opportunity to interact with the Beanstack app and ponder future ways we can incorporate this service beyond our summer reading program. We continue to monitor patron response regarding our streamlined offerings and are ready to reassure our public that we look forward to providing the full range of services in the future.

Maintenance – Mike Hiatt/Ann Hoehn

- Meet with ADA to discuss replacement of door thresholds on south side of new wing.
- Met with Ian and Johnson Controls to take temperature and humidity readings for the attic in the new wing.
- Started trimming trees in front of Cicero Library.
- Shampooed area rug.
- Attached food pantry to wall in the main lobby of Cicero Library.
- Met with QPH who had to replace dryer cylinders which had initially been installed backwards during construction of the new wing. The backwards installation had just recently been discovered by Johnson Controls during routine maintenance.

Looking Forward: Construction completion

X. Old Business

A. Capital Project

1. Exterior Doors

a. Discussion: Per Hagerman, all items have been reconciled and finished. Mike mentioned several doors in the new wing are swelling; girl's restroom and one on each end of the hallway.

b. Action Item: Mike will coordinate with Ian on Monday.

2. Parking Lot Asphalt

a. Discussion: Parking lot testing results show that we are not as spec to full depth in one 11 x 17 area around the storm drain in the parking lot; the products themselves, however, did meet the specs. There was a meeting on 7/7/2020 between Hagerman and Globe to develop a correction plan. They want to take additional core samples and determine the extent of area needing replaced.

Hagerman is prepared do this 11 x 17 repair and they acknowledge aesthetic issues, so they're willing to seal coat and crack fill entire front portion. Raveling is not acceptable in 11 x 17 area identified, but rest of the parking lot was deemed acceptable. The submitted product by Globe was acceptable, ATC compared INDOT samples to what was laid. Per Elemental Engineering, the asphalt was likely rolled when it was not hot enough which is what could have caused this parking lot-wide raveling issue.

Possible solutions: 1. do exactly as Hagerman & Globe proposed, 2. Grind down surface and put new top coat on correctly, 3. New top coat added to whole surface. Jae wants to have another meeting with Globe to decide which of these options is ideal. We're largely concerned with insuring the longevity of the parking lot for the library. Jae and Jennifer both agree that a seal coat is not a long-term solution for the parking lot; Mike says that seal coat would be an every year or two re-do. Board is leaning toward not accepting a basic seal coat.

We're hoping that Globe is willing to help us find an aesthetic and longevity-related solution we can be proud of. Jae believes we can have a fully realized plan by the next board meeting.

b. Action Item: Jae wants to have another meeting with Globe and Jennifer and Mike to decide which of these options is ideal. Beth Roberts and Steve Griffith are interested in attending the meeting as well.

3. Revised Pay App 15 [Exhibit #5, Pages 1]

a. Discussion: Revised based on releasing sub-contractors that don't have anything to do with asphalt. \$43,150.72 is the corrected number added to line 9.

b. Action Item: Natalie/Ann to pay

c. Motion to approve revised pay app 15

- i. Motion made by Steve Griffiths
- ii. Seconded by Beth Roberts
- iii. Motion carried by a vote of 7/0 (All vote AYE)
 - a. **Steve Griffith, Yes (on-site)**
 - b. **Lee Templeton, Yes (on-site)**
 - c. **Emily Pearson, Yes (remote)**
 - d. **Julie Davis, Yes (remote)**
 - e. **Beth Roberts, Yes (on-site)**
 - f. **Kelly Wuerch, Yes (remote)**
 - g. **Kini Magdun, Yes (remote)**

4. Land Swap for Gazebo

a. Discussion: Library board is being asked if the library would like to have someone representing us on a new town committee relating to use of park land. We do not know the scope of the committee at this time. In order to make sure the town is aware that we have interest in park land at the back of library property, the board plans to have at least one representative join the committee.

b. Action Item: Board approves Ann joining committee.

B. COVID-19 Review & Updates

1. **Discussion:** Next board meeting requested to involve a discussion about whether COVID guidelines will remain the same. Kini mentions she appreciates how well we're working to deal with COVID.
2. **Action Items:** All current COVID-19 operational guidelines will remain in place until the August board meeting.

C. Possible Substantial Gift

1. **Discussion:** Aaron Culp explains our potential donation. Indiana access to public records law allows exception for donor gifts to remain anonymous. We'd still have to track that info internally, however, the records would be shielded from informational requests. We can also file for anonymity when we inform the IRS of the gift. Question raised if this was something we could handle ourselves, but Aaron reiterated that tax law is complicated and we would be best served by using a professional. Aaron finds his recommended lawyer responsive; we should expect decent turnaround time in communications. Aaron mentions that we should specifically document that the donor has no commercial or potential commercial relationship with the library in order to prevent any PR headaches.
2. **Action Item:** Culp recommends we talk to an accountant or tax lawyer to make sure we fill out the right paperwork; Bruce Bittner with Church, Church, Hill, and Antrim is recommended. Ann and Aaron to conference call Bruce. Unsure what his rate is for municipalities. We will need a document attesting to non-commercial interest of donor for the board to approve.

3. Motion to approve hiring Bruce Bittner for advice on this donation, not to exceed \$400.00 without prior approval of the board.

- a. Motion made by Steve Griffith
- b. Seconded by Kini Magdun
- c. Motion carried by a vote of 7/0 (All vote AYE)
 - i. **Steve Griffith, Yes (on-site)**
 - ii. **Lee Templeton, Yes (on-site)**
 - iii. **Emily Pearson, Yes (remote)**
 - iv. **Julie Davis, Yes (remote)**
 - v. **Beth Roberts, Yes (on-site)**
 - vi. **Kelly Wuerch, Yes (remote)**
 - vii. **Kini Magdun, Yes (remote)**

D. Resolution -- \$5000 Director Bonus [Exhibit #6, Pages 1]

1. Discussion: Aaron Culp has been briefed about this resolution and he said it's absolutely fine.

2. Motion to approve Resolution for \$5000 Director Bonus

- a. Motion made by Emily Pearson
- b. Seconded by Julie Davis
- c. Motion carried by a vote of 7/0 (all vote AYE)
 - i. **Steve Griffith, Yes (on-site)**
 - ii. **Lee Templeton, Yes (on-site)**
 - iii. **Emily Pearson, Yes (remote)**
 - iv. **Julie Davis, Yes (remote)**
 - v. **Beth Roberts, Yes (on-site)**
 - vi. **Kelly Wuerch, Yes (remote)**
 - vii. **Kini Magdun, Yes (remote)**

E. Resolution – Revised 2020 Employee Pay Ranges (to reflect employee raises) [Exhibit #7, Pages 1]

1. Discussion: Revised pay ranges needed to reflect employee raises and bonuses in order to be auditor-approved.

2. Motion to approve Resolution for revised 2020 Employee Pay Ranges

- a. Motion made by Steve Griffith
- b. Seconded by Emily Pearson
- c. Motion carried by a vote of 7/0 (all vote AYE)
 - i. **Steve Griffith, Yes (on-site)**
 - ii. **Lee Templeton, Yes (on-site)**
 - iii. **Emily Pearson, Yes (remote)**
 - iv. **Julie Davis, Yes (remote)**
 - v. **Beth Roberts, Yes (on-site)**
 - vi. **Kelly Wuerch, Yes (remote)**
 - vii. **Kini Magdun, Yes (remote)**

XI. New Business

A. Where to Hang Dedication Plaque

1. Discussion: Current proposal is between outlet and handicap panel on back wall of meeting room.

2. Action Item: General consensus for the proposed back wall location. Mike to install.

B. Technology

1. Update

a. **Discussion:** New server hardware is installed and working well. One new laptop was purchased for Ann to serve and as a better quality Zoom setup for business meetings as well as a mobile workstation as needed.

b. **Action Item:** none

2. Quote for Office 365 Licenses [Exhibit #8, Pages 1-3]

a. **Notes:** Since Office 2010 is going end of life (EOL) this year, we need to finally upgrade our Office 365 from the free licenses that do not come with the desktop versions of the office suite to a paid version that does offer the desktop versions. The freeware versions of Office are barely functional and will not work for completing our usual tasks. Office 2019 is going EOL in 2023, so it's not worth the hassle of having to upgrade away from a desktop version in 2.5 years or less.

3. Motion to approve new Office 365 licenses

- i. Motion made by Steve Griffith
- ii. Seconded by Beth Roberts
- iii. Motion carried by a vote of 7/0 (All vote AYE)
 - a) **Steve Griffith, Yes (on-site)**
 - b) **Lee Templeton, Yes (on-site)**
 - c) **Emily Pearson, Yes (remote)**
 - d) **Julie Davis, Yes (remote)**
 - e) **Beth Roberts, Yes (on-site)**
 - f) **Kelly Wuerch, Yes (remote)**
 - g) **Kini Magdun, Yes (remote)**

C. Declaration of Fiscal Body [Exhibit #9, Pages 1]

1. Discussion: Ann explains why this declaration is needed; based on recently passed Indiana law. We must acknowledge in writing that should a triggering event happen, an outside entity, specifically the County Council, will be responsible for the binding adoption of the budget.

2. Action Item: Ann to process paperwork

3. Motion to approve Declaration of Fiscal Body

- a. Motion made by Steve Griffith
- b. Seconded by Kini Magdun
- c. Motion carried by a vote of 7/0 (All vote AYE)
 - a) **Steve Griffith, Yes (on-site)**
 - b) **Lee Templeton, Yes (on-site)**
 - c) **Emily Pearson, Yes (remote)**

- d) Julie Davis, Yes (remote)
- e) Beth Roberts, Yes (on-site)
- f) Kelly Wuerch, Yes (remote)
- g) Kini Magdun, Yes (remote)

D. Cicero Friends of the Park Sponsorship

1. **Discussion:** Several month ago, the Parks department sent us a sponsorship form. We were unable to donate this year, although in past years we've donated \$250. Emily Pearson mentions that Parks is doing okay this year financially, thinks that the library would be fine to pass this year due to budget considerations.

2. **Action Item:** Board approves skipping sponsorship this year.

XII. Looking Ahead: August 20th Board Meeting at Cicero Library, 6:30 p.m.

XIII. Meeting Adjournment

A. Motion to adjourn

- 1. Motion made by Steve Griffith
- 2. Seconded by Beth Roberts
- 3. Motion carried by a vote of 7/0 (all vote AYE)

- a. Steve Griffith, Yes (on-site)
- b. Lee Templeton, Yes (on-site)
- c. Julie Davis, Yes (remote)
- d. Emily Pearson, Yes (remote)
- e. Beth Roberts, Yes (on-site)
- f. Kelly Wuerch, Yes (remote)
- g. Kini Magdun, Yes (remote)

B. 8:32 PM meeting adjourned.

XIV. Executive Session – No