

**Hamilton North Public Library—Board of Trustees Executive Session  
Cicero Library, December 20, 2018 at 6:30 p.m.**

- I. Agenda: To discuss the job performance of an individual employee, IC 5-14-1.5-6.1(9)

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
Cicero Branch —December 20<sup>th</sup>, 2018 6:48 p.m.**

- I. Regular Session**
- a. Call to order by President Steve Griffith 6:48 p.m.
  - b. Members present: Steve Griffith, Lee Templeton, Julie Overton, Kini Magdun, Kim Radant
  - c. Members absent: Emily Pearson, Mike Jenkins
  - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Mike Hiatt (Maintenance), Tara Anker (Peterson Architecture), Jae Ebert (V&J Consulting), Matthew Schmitz (Hagerman)
- II. Review Agenda [Exhibit #1, Pages 1-2]**
- a. Review of Agenda by President Steve Griffith
- III. Minutes – November 15th Regular Meeting [Exhibit # 2, Pages 1-8]**
- a. **Discussion:** none
  - b. **Motion: to approve minutes for November 15<sup>th</sup>**
    - i. Motion made by Julie Overton
    - ii. Seconded by Lee Templeton
    - iii. Motion carried by vote of 5/5 (All vote AYE)
- IV. Public Participation**
- i. None
- V. Financial Reports for November 2018 [Exhibit #3,4,5, Pages 1, 1-24,1]**
- a. Review of November report
    - i. \$42,155 personal services, \$652 supplies, \$13,299 Other Services & Charges \$3,865 Capital Outlays, \$59,971 total expense for month. Run rate 91.7%, 93.5% of total budget used.
    - ii. **Motion to pay November bills**
      - a. Motion made by Kini Magdun
      - b. Seconded by Julie Overton
      - c. Motion carried by a vote of 5/5 (All vote AYE)
      - d. All signed voucher register summary
    - iii. **Motion to approve Bond Balances as shown in the October 2018 Report**
      - a. Motion made by Lee Templeton
      - b. Seconded by Kim Radant
      - c. Motion carried by a vote of 5/5 (All vote AYE)
    - iv. **Motion to approve Resolution to repay a temporary loan from the rainy day fund**
      - a. Motion made by Kim Radant
      - b. Seconded by Kini Magdun
      - c. Motion carried by a vote of 5/5 (All vote AYE)
      - d. All signed resolution
    - v. **Motion to approve Julie Overton as temporary Secretary**

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

vi. **Action Item:** none

VI. Department Reports [Exhibit #6, Pages 1-11]

A. Director – Ann Hoehn

2017-2018 Cicero Stats	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov
Number of Visits	3113	2630	2942	2671	3616	3387	3315	3930	4095	3513	2605	2856	3013
Directional Questions	93	108	116	131	225	149	138	162	126	144	110	167	98
Reference Questions	123	154	175	161	282	232	231	343	229	216	188	246	202
Book & Other Recommendations	33	36	40	39	53	72	68	39	44	25	30	51	48
Scanned Pages	172	48	114	43	47	26	68	19	114	169	33	101	80
Volunteer Hours	12	7	4	16	15	15	12	8	4	24	24	16	9
Study Room Use	25	27	32	25	29	25	26	21	22	25	35	33	28
Yearbook Use	13	6	19	37	34	12	25	33	18	4	12	18	22
Mandatory Service Hours	8	2	29	8	0	0	0	0	1	0	0	0	0
Test Proctoring (# of tests/# of hrs)							1/2	1/2	0/0	0/0	0/0	0/0	0/0

HNPL Website Audience Review													
	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18
<b>Sessions</b>	1,789	1,456	1,760	1,374	1,617	1,352	1,418	1,734	1,696	1,744	1,355	1,321	1,333
<b>Users</b>	924	759	907	726	811	694	725	1,005	966	1,021	795	863	801
<b>Pageviews</b>	2,968	2,447	3,093	2,274	2,674	2,186	2,362	2,990	2,880	3,022	2,252	2,208	2,232
<b>Pages/Session</b>	1.66	1.68	1.76	1.66	1.65	1.62	1.67	1.72	1.70	1.73	1.66	1.67	1.67
<b>Avg. Duration</b>	1:19	1:19	1:23	1:13	1:26	1:07	1:04	1:04	0:58	1:08	1:00	0:55	1:03
<b>Bounce Rate</b>	70.04%	70.40%	68.86%	70.60%	70.32%	72.26%	70.94%	72.09%	68.40%	68.75%	70.77%	69.57%	70.44%
<b>% New Sessions</b>	41.48%	38.87%	40.40%	---	---	---	---	---	---	---	---	---	---
<b>Sessions/User</b>				1.89	1.99	1.95	1.96	1.73	1.76	1.71	1.70	1.53	1.66
<b>New Users</b>				546	600	494	535	791	765	810	607	677	639

- I contacted the State Board of Accounts to ask how to properly administer Mike Hiatt’s bonus. Their representative told me that the board should pass a resolution approving the bonus. During that conversation, I was told that the board should approve pay ranges and salaries, as well. Therefore, in your packet you will find a Resolution for Mike’s bonus. You will also find a spreadsheet for 2018 compensation which has been revised to include Mike’s bonus.

Finally, you will find a spreadsheet for 2019 compensation which includes everyone's 2.8% cost of living increase. The board will be asked on Thursday to approve new maximum wages for 4 job categories; without the increase, 4 employees will be earning more than their ranges would allow.

- Hagerman will be at the meeting to discuss a necessary Change Order, which the Board will be asked to approve.
- If there are no objections from the Board, I am going to buy a new television, TV wall-rack, and Blu-ray player for Atlanta right after the first of the year. They need new equipment to show movies.
- As you may know, Steve's current appointment to the library Board expires December 31<sup>st</sup>. The Commissioners will be appointing someone to the next term on January 14. The Commissioners' office has been notified twice that Steve is seeking reappointment.
- I attended the recent public hearing on proposed storm water rates. I spoke briefly and indicated that the library Board had thought the proposed rate was too high. I subsequently found out that we may be entitled to a small discount if we can demonstrate that our retention pond is maintained. I will follow up with this information.

**Looking Forward:**

- Completion of fall construction!
- 2019 Summer Reading Program Committee will be assembled!

**Action Item/Notes:** none

B. Assistant Director – Kate Marshall

**GENERAL**

**25+ hours, highlight include:**

Catalog maintenance  
Collection development  
6 notary events  
Professional development

**TECHNOLOGY**

**19+ hours, highlights include:**

Finding hardware options for Atlanta's television set up  
Ordering and coordinating server and software purchases with Gordon Flesch  
Restarting Windows 10 transition planning  
Preparing Atlanta for Evergreen web client transition  
Coordinating with ENA on firewall installation plans

**MARKETING**

**3+ hours, highlights include:**

Revised new patron brochures and website, removing mentions of RB digital  
Facebook posts

## CATALOGING & ACQUISITIONS

Cataloging is working on several long-term projects, including updating workflow documentation, cleaning up the kit bags in the Children's section, cleaning up bad book records in the YA graphic novel section, and updating our DVD TV series items to attach the proper cataloging parts, per Evergreen request. It's also time for the last of our tri-annual shelf list clean ups for the year, which Kylie is going through for the first time.

Acquisitions is working on updating their workflow documentation and chasing down the magazine ordering issues that have been occurring.

## LOOKING FORWARD

New server/Office/security software installations

Updating Technical Services documentation

### C. Circulation – Cindy Ritter

- a. The **circulation stats** for November were **7,190** compared to November of last year at **7,311** and a three year average of **7,555**. Atlanta had 156 circulations and Cicero had 5,821 + Overdrive eBooks 782 + Hoopla 431. In-house use for Atlanta was 39 and Cicero had 593. Sent out 97 holds from Atlanta and 353 from Cicero. Atlanta received 13 holds from other libraries and Cicero received 341. Top selections for patrons in November were DVD, 1087; Children, 1010; Adult Fiction, 1068; Computer, 292; Juvenile Fiction, 545; Adult Non-Fiction, 284; J Non-Fiction, 348; YA Fiction, 156.  
**Subscription Databases Usage:** no databases subscribed at this time
- b. 24 new patron cards were issued this month.
- c. Circulation is down but is following the yearly trend. Overdrive use continues to rise while hoopla use matches the total from a year ago.
- d. Displays and totals for November were as follows: Save a Turkey – 12; Over the River – 22; Comfort Food – 19; Holiday DVDs – 203. We put Christmas DVDs on display a month early and it seems the patrons liked that!
- e. I had four notary appointments this month.
- f. **Action Item:** none
- g. **Discussion:** none

### D. Atlanta – Mary Palmiero

We lost a day and a half due to the Thanksgiving holiday. However it looks like attendance is increasing in the Young Adult department. Many of these patrons have been playing board games and using the computer this month.

The Stitch Crafters made and donated approximately 20 lap quilts to the Veterans Home in Lafayette in honor of Veteran's Day. The home sent a nice thank you letter to the Stitch Crafters. All of the materials were donated.

## Statistics

NAME OF EVENT	NUMBER OF EVENTS	ATTENDANCE	COST
Young Adult Games	5	19	0
Stitch Crafters	3	13	0
Having Your Say	3	24	0
<b>TOTALS</b>	<b>11</b>	<b>56</b>	<b>0</b>

## Other Statistics – 2017-2018

	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
Number of Visits	230	143	226	226	200	229	292	245	249	280	310	255	213
Directional Questions	43	25	43	37	42	32	38	38	42	54	36	34	42
Reference Questions	29	18	53	38	27	33	40	40	34	42	34	28	47
Recommendations	44	29	43	32	41	43	43	57	45	54	44	41	47
Volunteer Hours	3	0	0	0	0	0	0	0	0	0	0	0	0
Scanned Pages	1	0	0	0	0	0	0	0	0	0	0	0	0
Computer Usage	49	27	27	32	25	35	21	See graph	See graph	10	18	16	32

- **Looking Forward:** Having the kids come in during the holiday break
- **Action Item:** none

### E. Adult – Ann Hoehn

- a. November Programs: 4; Attendance, 49; Cost: \$10.00. Cost Per: \$0.20. There were 8 non-library uses of rooms & gazebo; Attendance, approx. 95
- h. **Action Item:** none
- i. **Discussion:**
- j. **Looking Forward:**
  - Crafts with Jackie Hayden, Jan. 7, 6-7:30 p.m.
  - Souper Tuesday with Friends, Jan. 8, 6:30 p.m.
  - Classic Movie, To Have and Have Not, Jan. 19 at 1 p.m.

F. Children's – Debra Brown

- a. November Programs: 19; Attendance: 497 Cost: \$12.36

Library Collection – The monthly book orders for September, October and November show a concentrated effort to spend funds in the area of Board Books, especially holiday-themed. These titles represent new books for our youngest patrons and will give parents and caregivers more to choose from in this area of the children's book collection. In addition, these books are easily assimilated into story time lessons because they are short and give a good attention break between two longer picture books. They circulate well, and an update in this area was overdue. With regard to picture books, the Thanksgiving-themed titles that were used as part of story time programs seemed to check out first, and then the other offerings on the display table were browsed as well.

Programs – On Friday, November 9<sup>th</sup>, 6 sections of 2<sup>nd</sup> graders plus parent chaperones embarked on their annual walking tour of Cicero. Though they endured damp conditions and a cold lunch in the park pavilion, the students seemed to have a great time touring the library and enjoying some freedom in the children's section. Our Friday morning homeschool group met on 3 Fridays this month and has completed their mini-course on famous music composers and classical works. In addition to the Thanksgiving holiday, we finished a "fowl" month in the story time room as we devoted theme weeks to turkeys and owls.

Looking Ahead – December in the story time room will feature three weeks of all new programs built around our newest holiday titles. Our themes are Construction Site Christmas, Holiday trains, and a week devoted to Santa's Reindeer. We will also host afterschool crafts December 12<sup>th</sup> in honor of Poinsettia Day.

**Discussion/Notes:** none

G. Young Adult – Ann Hoehn

- a. November Programs: 1; Attendance, 16; Cost \$31.75 ; Cost per person: \$1.98

b. **Discussion:** none

c. **Action Item:** none

d. **Coming up:**

- Winter Break Movie—Star Wars Solo, Dec 27 at 4 p.m.

H. Maintenance – Mike Hiatt/Ann Hoehn

- Training with Integrity on dry system.
- Training with Johnson Control on fire alarm system.
- Replaced toilet handle in Atlanta.
- Cleaned battery pole on sump pump in Atlanta; alarm was going off.
- Cleaned carpet in Cicero meeting room.
- Met with Koorsen for yearly inspection on sprinkler and fire extinguishers. All systems passed test.
- Met with Jae Ebert and Hagerman to go through punch list.

**Looking Forward:**

- Getting caught of up on misc. cleaning and maintenance projects

**Discussion:** A new sump pump battery may be required after the New Year as ours is reaching end of life. We called two different plumbing companies and inquired after the smell in Children's. If the issue was in the lines, the smell would be there all the time. Both companies said that it would probably be a waste of money to snake or scope the lines.

**Action Item:** none

## VII. Old Business

- A. 2018 Employee Bonus—Resolution Required [Exhibit #7,8, Pages 1,1]
  - a. **Discussion:** none
  - b. **Action Item:** none
  - c. **Motion to approve Resolution to Pay Employee Bonus & revised compensation spreadsheet**
    - i. Motion made by Lee Templeton
    - ii. Seconded by Julie Overton
    - iii. Motion carried by a vote of 5/5 (All vote AYE)
- B. 2019 Employee Compensation—Resolution Required [Exhibit #9,10, Pages 1,1]
  - a. **Discussion:** We're still looking to figure out how to establish pay ranges and what library stats we'd be looking at comparison wise if looking to other libraries for ideas.
  - b. **Action Item:** After the first of the year, Ann, Kim, Steve to take a look at this issue.
  - c. **Motion to approve 2019 Employee Compensation pay ranges**
    - i. Motion made by Kini Magdun
    - ii. Seconded by Julie Overton
    - iii. Motion carried by a vote of 5/5 (All vote AYE)

## VIII. New Business

- a. Capital Projects
  - a. **Capital Projects Update**
    - i. Hagerman
      - 1. Change Order [Exhibit #11, Pages 1]
        - a. Credit applied due to delay on balancing HVAC system. Small charge for the testing of the data cables.
        - b. **Motion to accept the Change Order**
          - i. Motion made by Julie Overton
          - ii. Seconded by Lee Templeton
          - iii. Motion carried by a vote of 5/5 (All vote AYE)
      - 2. Bond 2, Amendment 1 [Exhibit #12, Pages 1-3]
        - a. Related to double-handling dirt removal and some delay on work due to Bond 2 that will need to be done.
        - b. **Motion to accept Bond 2, Amendment 1**
          - i. Motion made by Lee Templeton
          - ii. Seconded by Kini Magdun
          - iii. Motion carried by a vote of 5/5 (All vote AYE)
      - 3. Permission to Pay Hagerman [Exhibit #13,14,15 Pages 1,1,1]
        - a. **Motion to approve Pay Applications 8 & 9**
          - i. Motion made by Kini Magdun
          - ii. Seconded by Kim Radant
          - iii. Motion carried by a vote of 5/5 (All vote AYE)
        - b. **Motion to Pay a Hagerman bill**

- i. Motion made by Kim Radant
    - ii. Seconded by Julie Overton
    - iii. Motion carried by a vote of 5/5 (All vote AYE)
- b. Permission to Pay Peterson Architecture [Exhibit #16, Pages 1-2]
  - a. **Discussion:** Great news--soil stability testing came back positive for soil in expansion areas. Parking lot entry area is still a problem that will need to be fixed, however.
  - b. **Action Item:**
  - c. **Motion to approve**
    - i. Motion made by Lee Templeton
    - ii. Seconded by Kini Magdun
    - iii. Motion carried by a vote of 5/5 (All vote AYE)
- c. Permission to Pay Nugent Electric [Exhibit #17, Pages 1]
  - a. **Discussion:** Payment for changing front parking lot lights to LEDs.
  - b. **Action Item:** none
  - c. **Motion to approve payment with Bond 2 money**
    - i. Motion made by Kim Radant
    - ii. Seconded by Lee Templeton
    - iii. Motion carried by a vote of 5/5 (All vote AYE)
- d. Permission to Pay Aaron Culp Invoice [Exhibit #18, Pages 1]
  - a. **Discussion:** none
  - b. **Action Item:** none
  - c. **Motion to approve**
    - i. Motion made by Kim Radant
    - ii. Seconded by Lee Templeton
    - iii. Motion carried by a vote of 4/4 (All vote AYE)
- e. Permission to Work with Penny Nelson
  - a. **Discussion:** none
  - b. **Action Item:** none
  - c. **Motion to approve**
    - i. Motion made by Lee Templeton
    - ii. Seconded by Julie Overton
    - iii. Motion carried by a vote of 4/4 (All vote AYE)
- f. Technology Update
  - a. **Notes:**
    - i. Email migration should be happening before the end of 2018. The regular server migration will not be happening until January 4<sup>th</sup>-7<sup>th</sup>. New firewall seems to be working well; we're still working out some kinks with proper port access for everything however. Atlanta is now re-connected to the server and has access to the time clock, printing, and the staff drive again. The firewall swap has also removed a now-extraneous external router from the IT closet; closet has been rather streamlined autumn.
    - ii. We have Presidio scheduled to come in and finish installing the door security software on Jan. 3<sup>rd</sup> and we're still waiting to hear from our accounting group about when they'll be able to come make their software swap.
  - b. **Discussion:** ENA firewall + server IP will come into play once 963 software goes away entirely. Can Office 365 bump up file reception/pass through size to 25 mg, hopefully?
  - c. **Action Item:** Kate to contact GF about file size issue.



- g. Wireless Internet Policy Revision Needed [Exhibit #19, Pages 1-2]
  - a. **Discussion:** We're looking to update the policy re: lack of wireless printing.
  - b. **Action Item:** Ann to update Wireless Policy wording.
  - c. **Motion to approve**
    - i. Motion made by Kim Radant
    - ii. Seconded by Lee Templeton
    - iii. Motion carried by a vote of 4/4 (All vote AYE)
  
- h. Mileage Reimbursement Rate Resolution [Exhibit #20, Pages 1]
  - a. **Discussion:** IRS has revised policy and we normally stay in step with federal guide (54.5 to 58 cents per mile in 2019)
  - b. **Action Item:** Ann to update rates
  - c. **Motion to approve Mileage Reimbursement Rate Resolution**
    - i. Motion made by Kim Radant
    - ii. Seconded by Julie Overton
    - iii. Motion carried by a vote of 4/4 (All vote AYE)
  
- i. \$500 Year-End Payment to Treasurer
  - a. **Discussion:** Due to split Treasurer work, funds to be shared between Mike Jenkins and Emily Pearson
  - b. **Action Item:**
  - c. **Motion to approve treasurers pay split based on time per in Treasurer role during 2018**
    - i. Motion made by Kim Radant
    - ii. Seconded by Lee Templeton
    - iii. Motion carried by a vote of 5/5 (All vote AYE)
  
- j. New Telephone System Proposal [Exhibit #21, Pages 1]
  - a. **Discussion:** Most recent quote from ENA covering hardware & service charges, and install/configuration.
  - b. **Action Item:** none
  - c. **Motion to approve ENA quote and use Bond 2 money**
    - i. Motion made by Julie Overton
    - ii. Seconded by Kim Radant
    - iii. Motion carried by a vote of 5/5 (All vote AYE)
  
- k. Auto-renewal of Library Materials
  - a. **Discussion:** Discussion of how the auto-renewal works.
  - b. **Action Item:** Will be on January agenda because of the wording change needed in library policies.

**IX.** Looking Ahead:

- a. Jan. 17 -- Regular Board Meeting at Cicero Library, 6:30 p.m.

**X.** Meeting Adjournment

- a. Motion to adjourn
  - i. Motion made by Julie Overton
  - ii. Seconded by Lee Templeton
  - iii. Motion carried by a vote of 5/5 (all vote AYE)
- b. 7:57 PM meeting adjourned.

**XI.** Executive Session – Yes