

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
Cicero Branch – June 15<sup>th</sup>, 2017 6:30 p.m.**

- I. Regular Session
  - a. Call to order by President Steve Griffith 6:33 p.m.
  - b. Members present:, Steve Griffith, Lee Templeton, Emily Beechler, Mike Jenkins
  - c. Members absent: Emily Pearson, Kim Radant, Gregory Goff
  - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Amy Wolfe (Bookkeeper), Mike Hiatt (Maintenance)
  
- II. Review Agenda [Exhibit #1, Pages 1]
  - a. Review of Agenda by President Steve Griffith
  
- III. Minutes – May 18 & May 31 [Exhibit # 2 & 3, Pages 1-7, Pages 1]
  - a. **Discussion:** Adding Amy Wolfe to May 18<sup>th</sup> minutes as only correction.
  - b. **Motion:** to approve minutes
    - i. Motion made by Emily Beechler
    - ii. Seconded by Lee Templeton
    - iii. Motion carried by vote of 4/4 (All vote AYE)
  
- IV. Public Participation
  - a. None
  
- V. Financial Reports for May 2017 [Exhibit #4, Pages 1-28]
  - a. Review of May report
    - i. \$26,916 personal services, \$639 supplies, \$5,803 Other Services & Charges \$2,864 Capital Outlays, \$36,222 total expense for month. Run rate 41.7%, 38.4% of total budget used.
    - ii. **Motion to pay May bills**
      - a. Motion made by Lee Templeton
      - b. Seconded by Mike Jenkins
      - c. Motion passed by a vote of 4/4 (All vote AYE)
      - d. All signed registers of claims
    - iii. **Action Item:** Ann & Amy to figure out how much to keep in checking and how much to move to TrustIndiana this month.
  
- VI. Department Reports [Exhibit #6, Pages 1-12]
  - A. Director – Ann Hoehn

<b>2016-2017 Cicero Stats</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>
Number of Visits	3731	3184	3114	3550	3112	3340	3172	3343	3886	2921	3139
Directional Questions	216	188	164	115	131	123	107	157	145	131	120
Reference Questions	159	141	136	59	134	108	118	104	105	100	109
Book & Other Recommendations	74	79	50	18	36	16	46	52	54	42	39
Scanned Pages	64	125	91	180	240	199	144	185	238	118	72
Volunteer Hours	8	1	18	12	9	16	17	10	12	9	9

(not including Friends)

Study Room Use	64	42	44	57	58	15	40	42	45	40	30
Yearbook Use	3	14	7	1	6	13	16	8	7	20	39
Mandatory Service Hours	4	5	6	4	0	0	0	0	0	0	0

### **BUDGET CALENDAR 2017 (for 2018 Budget)**

TBD	Director & Bookkeeper meet with DLGF at budget workshop
Thursday, July 20	Present preliminary budget estimate and discuss at regular Board meeting
Thursday, August 17	Board reviews/approves <b><u>Forms 1 &amp; 3</u></b> at regular Board meeting
Friday, August 18	Submit <b><u>Form 3</u></b> on Gateway (instead of advertising in newspaper)
Friday, August 25	All budget forms to County Council for non-binding review (at least 45 days prior to adoption of budget.)
Thursday, September 21	Public Hearing at regular Board meeting (at least 10 days prior to adoption of budget)
Thursday, October 19	Board adopts budget at regular Board meeting in Atlanta
Friday, October 20	Submit all forms in Gateway

- The Tuesday's with Friends Community Party is tonight at Cicero Library. It starts at 6:30. There will be food, a movie, a scavenger hunt, and outdoor games. Stop by!
- The Yard Sale was small but successful! We'll likely do it again next year.
- Kate, Cindy, Mary, Deb and I went on a day-long Long-Range Planning retreat on May 26. Sheridan Public Library let us use their meeting room for free.
- I received budget training, and earned 4 LEUs in the process.
- I think we'll be busy the long 4<sup>th</sup> of July weekend. It should help circulation.

**Looking forward:** Staff meetings; continuing work on Long-Range Plan; continuing Summer Reading; continuing work on 2018 budget; participating in the Golf Cart Poker July 1 at 9:30; working at Atlanta on July 19 to help cover the desk.

HNPL Website Audience Review													
	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17
<b>Sessions</b>	1,831	2,636	2,362	2,111	1,824	1,669	1,689	1,381	1,942	1,657	1,805	1,690	1,727
<b>Users</b>	1,155	1,436	1,353	1,282	1,068	980	938	819	1,136	985	919	854	909
<b>Pageviews</b>	3,559	5,038	4,459	4,576	3,276	2,841	2,900	2,348	3,242	2,917	3,394	2,974	2,946
<b>Pages/Session</b>	1.94	1.91	1.89	2.17	1.80	1.70	1.72	1.70	1.67	1.76	1.88	1.76	1.71
<b>Avg. Session Duration</b>	1:17	1:39	1:26	1:10	1:15	1:14	1:27	0:57	1:10	1:04	1:41	1:46	1:30
<b>Bounce Rate</b>	74.71%	56.11%	61.01%	69.40%	70.12%	67.83%	62.58%	67.41%	70.70%	69.64%	66.32%	67.40%	70.30%
<b>% New Sessions</b>	52.43%	45.64%	44.92%	48.74%	46.93%	45.96%	42.69%	45.91%	48.35%	45.62%	37.89%	37.51%	39.72%

**Action Item/Discussion:** Ann to check with Friends about reimbursing Linda for stolen cash.

B. Assistant Director – Kate Marshall

**GENERAL - 30+ hours, highlights include:**

- Board Report & meeting prep
- Professional development reading
- Staff meetings
- E-newsletter alternative research
- Sorted cataloging issues
- Long-Range Planning meeting prep work
- Capital Plan meeting
- Solved several SRCS issues
- 2 notary events

**TECHNOLOGY - 15 + hours, highlights include:**

- Research for our annual hardware update
- Finalized new Atlanta fiber connection
- Worked with Gordon Flesch to set up Windows 10 test computer to gauge future project needs
- Tried to chase down pricing for new switches re: tech updates as part of the capital plans

**MARKETING - 35 + hours, highlights include:**

- Summer Reading meetings & marketing
- Planning Summer Reading YA events
- Re-did a few electronic resources flyers
- Display preparation and flipping

**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 May were **7,510** compared to May of last year at **7,544** and a three year average of **6,805**. Atlanta had 463 circulations and Cicero had 6,033 + Overdrive eBooks 695 + Hoopla 319. In-house use for Atlanta was 20 and Cicero had 279. Sent out 99 holds from Atlanta and 308 from Cicero. Atlanta received 20 holds from other libraries and Cicero received 367. Top selections for patrons in May were DVD, 1563; Children, 903; Adult Fiction, 1110; Computer, 437; Juvenile Fiction 382; Adult Non-Fiction, 438; J Non-Fiction, 331; YA Fiction, 312. **Subscription Databases Usage:** Ancestry.com 576 searches, Lynda.com 32 hours
- b. 36 new patron cards were issued in May.

- c. Our circulation numbers are following the trend from a year ago. Overdrive use is up and hoopla more than doubled last year's total. Our total number of circulations from May displays was 66. We currently have a display of audiobooks for Audiobook Month, a Staff Picks display, and a Beach Reads & Surf Music display.
- d. Summer Reading has begun and 400+ patrons have signed up so far. Many patrons, especially seniors, are pleased that we are doing paper registrations and logs this year.
- e. **Action Item:** none
- f. **Discussion:** none

D. Atlanta – Mary Palmiero

The centennial garden that we planted last year is twice as beautiful now. Linda and Karen did a good job of planning which plants to use to make the garden attractive yet maintenance free.

Even though we have a mess with the plaster falling off the wall in the basement, it's under control until repairs can be made. The books are stacked in alphabetical order on the tables so that they are still accessible. I would suggest better bookcases that would support the books more than the old ones did.

**Action Item:** Ann & Mary to identify some replacement shelves for Atlanta wall.

**Statistics**

NAME OF EVENT	NUMBER OF EVENTS	ATTENDANCE	COST	Cost per Person
Emoji Painting – Deanna Leonard	1	5	\$50	\$10
Movie	1	4	0	0
Conversational German	3	10	0	0
Stitch Crafters	4	13	0	0
Having Your Say	5	31	0	0
<b>TOTALS</b>	<b>14</b>	<b>63</b>	<b>\$50</b>	<b>79 cents</b>

**Other Statistics**

2016-2017	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Number of Visits	269	505	192	305	243	260	203	225	309	223	322
Directional Questions	42	44	45	45	44	29	35	38	45	39	59
Reference Questions	26	40	33	37	45	24	47	49	45	46	55
Book & Other Recommendations	16	20	42	32	48	10	56	59	69	53	67
Volunteer Hours	10	8	20	3	4	2	4	4	5	4	5
Scanned Pages									1		

Computer Usage	55	57	48	42	83	33	33	37	75	48	71
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E. Adult – Cindy Ritter

- a. May Programs: 5; Attendance, 126; Cost: \$10.00. There were 8 non-library uses of rooms & gazebo; Attendance, approx. 92
- g. **Action Item:** none
- h. **Discussion:**
- i. Looking Forward:
  - Class Movie, Shadow of a Doubt, June 17 at 2 p.m.
  - Caravan Classes Art Camp—Family Hour, June 21 at 1 p.m.
  - Ramen and I—Cooking with Ramen Noodles, June 22 at 6:30 p.m.
  - Brown Bag Reading Group discusses The Sunday Philosophy Club by Alexander McCall Smith, June 23 at 11:30 a.m.
  - Mystery Book Club discusses The No. 1 Ladies’ Detective Agency by Alexander McCall Smith, June 26 at 6:30 p.m.
  - Spam I Am, Cooking with Spiced Ham – June 29 at 6:30 p.m.
  - Hot Diggity Dog! Cooking with Franks, July 3 at 3:30 p.m.

F. Children’s – Debra Brown

- a. May Programs: 19; Attendance, 291; Cost: \$12.05
- b. Library Collection – May was Get Caught Reading Month, and our children’s book display of Bedtime Stories was a big hit. Graphic Novels circulated well, and any Board Books on “faceout” seemed to be chosen right away. Thanks to Nancy for her conscientious attention to the children’s book displays and to the youth collection in general. We are currently mining the children’s nonfiction section for how-to books about building, creating, and anything that correlates to our SRP theme of *Build a Better World*.

Programs – Dinosaurs and Bees were the most popular themes in the story room during May, and the children loved the creative play that accompanied those stories. They learned about alternating yellow and black stripes to make a bee, and then experimented with Play-Doh making various sizes of fossil footprints with plastic dinosaurs. The dinosaur theme was also an afterschool program, as well as a craft program earlier in the month to create Mother’s Day presents.

Looking Ahead – June story time themes will start off with a week to introduce our Summer Reading Program, and then will loosely follow the holidays and program themes that we have already scheduled for the month. Father’s Day, Summer, and then a week of Lego Fun will tie in with the Lego Batman movie that we will show the last day of the month. Two entertainers, Professor Steve and Magician Daniel Lusk will be visiting our library for SRP 2017 appearances, and The Little Husky Day Camp will resume Tuesday afternoon Library visits. Their group has expanded this year to include preschool students, and I will make Wednesday afternoon visits to HHPS to bring story time to their preschool classes. Finally, Friday afternoon family movies will resume on June 16<sup>th</sup>.

**Action Item:** none

G. Young Adult – Ann Hoehn

- a. May Programs: 1; Attendance, 4; Cost \$0.00 ; Cost per person: \$0.00
- b. **Discussion:**
- c. **Action Item:** Emily may move her MS book club to the library. Will contact Kate.
- d. Coming up:
  - MoneyCraft, June 8 at 2 p.m.
  - No-bakes & Nutrition, June 15 at 2 p.m.

- Caravan Classes Art Camp for Teens, June 21 at 3:00 p.m.
- Teen Movie Big Hero 6, June 29 at 2 p.m.
- Upcycle Craft, July 6 at 2 p.m.
- Habitat for Humanity Activity, July 13 at 2 p.m.
- Get Your Game On (unusual board games), July 20 at 2 p.m.

H. Maintenance – Mike Hiatt/Ann Hoehn

- Met with contractors to get estimates on wall at Atlanta.
- Put new belt on mower deck and sharpened blades.
- Trimmed tree in front of Cicero Library.
- Reset timer on parking lights for summer.
- Hung backer board in Atlanta for fiber optics.
- In Atlanta with Comcast and Gary to switch over the Internet to fiber optics.

**Looking forward:**

- Installing Little Libraries at Cicero and Atlanta.
- Planting flowers in front.
- Painting fence around dumpster.

**Discussion:** none

**Action Item:** none

**VII.** Old Business

I. Sidewalk Repair

**a. Discussion:** none.

**b. Action Item:** Mike will get the grinders next week and start on the sidewalks.

J. Plastic Bags – Child Safety Issue

**a. Discussion:** Question about whether to buy bags with safety warning or not. There are no “safety” bags (e.g. perforated like grape bags) on the market. Research shows that sufficient thickness of plastic generally prevents suffocation—true hazards are super thin bags like bread or dry cleaning bags.

**b. Action Item:** Ann to ask Aaron whether buying bags with a safety warning would be okay or whether it would open us to litigation if something happened in future?

K. Info Express Renewal Update

**a. Discussion:** Due to new regulations from State Library, we are now legally obliged to purchase 4 days of service instead of 2 based on number of transits we conduct.

**b. Action:** Ann to renew contract.

**c. Motion Item: to contract with Info Express courier service for 4 days of service**

- Motion made by Lee Templeton
- Seconded by Emily Beechler
- Motion carried by a vote of 4/4 (All vote AYE)

**VIII.** New Business

- L. Capital Basement Wall Repair Estimates [Exhibit #7 & 8, Pages 1, Pages 1]
  - a. **Discussion:** Out of two quotes, there is a clear preference for J.Co Construction. Will remove all remaining plaster and re-do as 2x4's and dry wall over it. Potential long-term solution would ideally include drainage tiles installed at Atlanta to help mitigate future water incursion.
  - b. **Motion: to contract with J Co Construction, LLC/ Jeremy & Leona Lewis for \$4,200.00 with 50% down with signed contact balance due day of completion.**
    - i. Motion made by Emily Beechler
    - ii. Seconded by Lee Templeton
    - iii. Motion carried by a vote of 4/4 (All vote AYE)
  
- M. Capital Project Update [Exhibits #9, 10, & 11, Pages 1-3, Pages 1, Pages 1-6]
  - c. **Discussion:** Schedule for bond finalized. All these bond forms must be signed before our annual meeting with DGLF; we'll need to work more closely with Belvia Gray to get these done.
  - d. **NOTE:** Reminder that if you see a council member, remember to give them the elevator pitch on our project and why it's necessary.
  - e. **Action Item:** none
  
- N. Review of Cicero Branch Emergency Procedure Manual [Exhibit #12, Pages 1-27]
  - a. **Discussion:** Pg. 6 chain of command listing needs editing, Pg. 20 –mention of PA system needs removed. Other minor clean up edits.
  - b. **Action Item:** Ann to update Emergency Procedure Manual per noted edits needed.
  
- O. Technology Update
  - a. **Discussion:** Quick notes re: phones going down again, spam filter was shut-off accidentally by vendor for 95% of a work day, new backup system has been confirmed by GF to work correctly. Discussion of next technology refresh (8 computers). Overview of fixing our Wi-Fi (a long-range plan/capital project priority). ENA swapped out one of their routers last week – several internet outages week of June 5<sup>th</sup>. Our main switch also played a part in one of the outages; we're looking at replacement options for A) worst case scenario if it dies before our VoIP project happens B) because we'll need something a bit different for VoIP support anyway.
  - b. **Action Item:** Kate to finish identifying appropriate replacement switch as soon as possible.
  - c. **Motion: to approve up to \$1,500 for a switch if necessary due to premature failure of current switch**
    - i. Motion made by Lee Templeton
    - ii. Seconded by Emily Beechler
    - iii. Motion carried by a vote of 4/4 (all vote AYE)
  
- P. Proposed Additions to Mass Mutual 457 Employee Retirement Account Options
  - a. **Discussion:** Mass Mutual now has more options for account configuration/management.
  - b. **Action Item:** none
  
- IX. Looking Ahead: July 20, 2017 Board Meeting at Cicero Library, 6:30 p.m.
  
- X. Meeting Adjournment
  - a. Motion to adjourn
    - i. Motion made by Emily Beechler
    - ii. Seconded by Lee Templeton
    - iii. Motion carried by a vote of 4/4 (all vote AYE)
  - b. 7:42 PM meeting adjourned.
  
- XI. Executive Session – No