

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch —November 21th, 2019 6:30 p.m.**

- I. Regular Session
 - a. Call to order by President Steve Griffith 6:30 p.m.
 - b. Members present: Steve Griffith, Lee Templeton, Mike Jenkins, Emily Pearson, Kini Magdun, Kim Radant
 - c. Members absent: Julie Overton
 - d. Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Mike Hiatt (Maintenance); Natalie Strader (HNPL Bookkeeper); Matthew Schmitz (Hagerman); Ian Wooten (Hagerman); Jae Ebert (V&J Consulting); Julie Davis (upcoming Board candidate); Darren Peterson (Peterson Architecture), Jennifer Roberts (Elements Engineering); Aaron Culp (Library Attorney) (late)

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

- III. Minutes – October 17th Regular Meeting [Exhibit # 2, Pages 1-11]
 - a. **Discussion:** Atlanta Branch at top; September 19th; New Business Capital Projects, AV—we have not found a satisfactory quote vs original first sentence.
 - b. **Motion: to approve minutes for October 17th with edits**
 - i. Motion made by Emily Pearson
 - ii. Seconded by Lee Templeton
 - iii. Motion carried by vote of 6/0 (All vote AYE)

- IV. Other Public Participation
 - i. Julie Davis

- V. Financial Reports for October 2019 [Exhibit #3, Pages 1-18]
 - a. Review of October report
 - i. **Motion to pay October bills**
 - a. Motion made by Lee Templeton
 - b. Seconded by Kim Radant
 - c. Motion carried by a vote of 6/0 (All vote AYE)
 - d. All Board members present signed voucher register summary.
 - ii. **Action Item:** none
 - iii. **Notes:** ahead of run rate by about 2%

VI. Department Reports [Exhibit #4, Pages 1-12]

A. Director – Ann Hoehn

This month’s Board agenda includes a discussion on who the Board would like to fill the seat being vacated by Kim Radant at the end of December. Please come to Thursday’s meeting with names of people for consideration. We are reaching deadline, so I will ask on Thursday for the Board to come to consensus on the name that the library will submit to the appointing body, the County Commissioners.

Hope Clinic will be giving free flu shots (ages 6 months to 64 years) at Cicero Library from 5:30-7:00 p.m. on Tuesday, December 3.

The Holiday Marketplace and Santa’s visit are scheduled for Saturday, December 7. Thank you to Jackie Hayden for organizing the Marketplace, and thank you *Friends of the Library* for making Santa’s visit possible.

The Friends also donated money and snacks to make our recent pizza party for special needs patrons possible!

Emily Pearson has organized the annual wreath auction. As Emily describes it:

The Friends of the Hamilton North Library are having a silent auction of Christmas wreaths made by patrons, businesses and organizations. You may begin bidding on the wreaths Saturday, November 23rd at the Hamilton North (Cicero) Library. Bidding will conclude at 7:00 pm at the *Our Town Cicero Tree Lighting Festival* in downtown Cicero on Saturday, December 7th. Winners of the wreaths will then be contacted for wreath pickup.

The money made from the silent auction will be used to help fund the Friends of the Library programs including appliances for the new meeting room, Library programs and the Summer Reading Program. All businesses, organizations and the public are invited to decorate a wreath and bring it into the Library.

2018-2019 Cicero Stats	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct
Number of Visits	285 6	301 3	263 9	231 8	2443	3331	2751	293 1	3658	377 4	299 3	323 5	3082
Directional Questions	167	98	129	101	131	113	106	101	165	148	145	105	163
Reference Questions	246	202	175	189	209	217	183	210	274	192	272	219	204
Book & Other Recommendations	51	48	31	54	41	28	36	40	57	43	37	45	48
Scanned Pages	101	80	51	50	220	193	25	69	106	45	103	77	126
Volunteer Hours	16	9	18	8	16	2	4	26	2	5	3	20	21
Study Room Use	33	28	24	32	35	33	43	27	32	36	37	40	41
Yearbook Use	18	22	11	12	70	40	46	26	27	33	43	62	79

Mandatory Service Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
Test Proctoring (# of tests/# of hrs)	0/0	0/0	0/0	2/3	0/0	0/0	1/1	2/3	0/0	1/3	1/3	0/0	0/0

HNPL Website Audience Review

HNPL Website Audience Review													
	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19
Sessions	1,321	1,333	1,477	1,694	1,526	1,670	1,536	1,713	2,164	1,882	1,589	1,513	1,550
Users	863	801	932	1,047	921	1,076	992	1,010	1,510	1,223	975	923	907
Pageviews	2,208	2,232	2,905	2,847	2,538	2,614	2,762	3,168	3,790	3,810	2,972	2,773	2,858
Pages/Session	1.67	1.67	1.97	1.68	1.66	1.57	1.80	1.85	1.75	2.02	1.87	1.83	1.84
Avg. Duration	0:55	1:03	1:17	1:02	1:04	0:53	0:57	1:15	0:54	1:11	1:17	1:11	1:20
Bounce Rate	69.57%	70.44%	65.27%	71.02%	70.05%	73.65%	69.92%	67.48%	72.23%	66.21%	66.71%	64.71%	67.68%
Sessions/User	1.53	1.66	1.58	1.62	1.66	1.55	1.55	1.70	1.43	1.54	1.63	1.63	1.71
New Users	677	639	759	845	727	889	828	840	1316	1047	825	782	762

Looking Forward: Receiving the Certificate of Occupancy for the new expansion!

Notes: Still waiting on invoices for new insurance

Action Items: none

B. Assistant Director – Kate Marshall

GENERAL -- 76 + hours, highlights include:

1 notary event

Professional development (Assistant Director & Cataloging Roundtables)

Collection development & maintenance

Started standing order review

Capital planning research

TECHNOLOGY -- 30 + hours, highlights include:

Emergency equipment outages (dead UPS issue at Atlanta)

Finally getting resolution on Atlanta patron computer problems

Vendor research

Quarterly Business Review with Gordon Flesch

Continuing to coordinate work on Cicero lab computer problems

MARKETING -- 1 + hours, highlights include:

Job postings

CATALOGING & ACQUISITIONS -- Cataloging is working to keep up with the final orders of the year and will move onto learning how to run our regular cataloging checkups. Acquisitions is helping with evaluation of our standing orders and documentation clean up again.

LOOKING FORWARD -- Technology and Workflow Projects

- C. Circulation – Cindy Ritter & Ann Hoehn
- a. The **circulation stats** for October were **9324** compared to October of last year at **8027** and a three year average of **8503**. Atlanta had 292 circulations and Cicero had 7514 + Overdrive eBooks 911 + Hoopla 607. In-house use for Atlanta was 70 and Cicero had 631. Sent out 106 holds from Atlanta and 393 from Cicero. Atlanta received 9 holds from other libraries and Cicero received 377. Top selections for patrons in October were DVD, 1616; Children, 1571; Adult Fiction, 1111; Computer, 336; Juvenile Fiction, 631; Adult Non-Fiction, 453; J Non-Fiction, 475; YA Fiction, 217. **Subscription Databases Usage:** no databases subscribed at this time
 - b. 43 new patron cards were issued in October
 - c. Circulation is following the yearly trend with our electronic resources doing very well. Both Overdrive and hoopla use have increased from one year ago.
 - d. Victoria Lappin has joined our staff following the departure of Johanna Baker. Vicki has been a patron of ours for over a decade and is adjusting very well.
 - e. I notarized 1 document in the month of October.
 - f. I attended a Winter Reading webinar
 - g. **Action Item:** none
 - h. **Discussion:** Reminder: current circulation stats are inflated by auto-renewals
- D. Atlanta – Kate Marshall/Mary Palmiero
- October was rather similar to September. The young adult patrons who visited the library came mainly for the Wi-Fi and to hang out with friends. A few used the

computers and played board games and puzzles. On Halloween we had a short time for Trick or Treat. The hours for Atlanta were from 6-8. Since we close at 7, we had a limited time to give candy and a free book. Unfortunately the weather was not very good due to rain and sleet. In spite of that, we had about 20 kids who came.

Statistics

NAME OF EVENT	NUMBER OF EVENTS	ATTENDANCE	COST
Stitch Crafters	4	14	0
Having Your Say	5	38	0
Movie	1	3	0
Board games/Puzzles	4	12	0
Halloween	1	20	[candy was donated]
TOTALS	15	87	0

Other Statistics – 2018-2019

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct
Number of Visits	255	213	192	230	292	254	248	195	252	238	296	160	344
Directional Questions	34	42	38	40	33	55	44	42	39	49	52	28	50
Reference Questions	28	47	35	34	28	40	39	29	33	29	34	25	40
Recommendations	41	47	40	40	28	46	38	37	27	42	46	29	46
Volunteer Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
Scanned Pages	0	0	0	0	0	0	0	0	0	0	0	0	0
Computer Usage	16	32	15	27	35	38	33	21	25	15	31	21	22

- **Looking Forward:** none
- **Action Item:** none

E. Adult – Ann Hoehn

- a. October Programs: 4; Attendance, 24; Cost: \$6.00 Cost Per: \$0.25. There were 11 non-library uses of rooms & gazebo; Attendance, approx. 130
 - i. **Action Item:** none
 - j. **Discussion:** none
 - k. **Looking Forward:**

- Free Flu Shots, ages 6 months to 64 years, Dec 3, 5:30-7:00 p.m. Provided by Hope Family Care Clinic. Thank you!
- Dec 7th Holiday Marketplace (10am-4pm) and Santa's Visit (1:30-4:00 p.m.) Santa's visit is made possible by Friends of the Library. Thank you!

F. Children's – Debra Brown

- a. October Programs: 21; Attendance: 522 Cost: \$30.07 Cost per: \$0.06

Library Collection – Halloween books circulated very well this year, and we hope to have enough Thanksgiving picture books to match the demand. Weeding continues in the picture book section, and we have started to remove dated titles from 500's section in the nonfiction (science) as well. We have concluded new books ordering for the year, and I am confident that the new books we already have on hand will be enough for the 4th quarter. Board book circulation for our very young readers seems to still be increasing, and so we preemptively ordered approx. 20 new holiday titles in that format to finish out the year.

Programs – We started and ended the month of October in the story room with one of our favorite characters – Pete the Cat. In the middle of the month, we devoted weeks to the themes of farming, trees, and pumpkins. By the time we were through, even our very youngest patrons were ready for Halloween Eve. Crafts for October included leaf rake collages and paper bag "square" pumpkins. We also attempted a "T is for Tractor" craft that was a big hit despite its many small pieces. All of this crafting was aided by hosting an afterschool program on the 10th. 29 people attended art stations of pumpkin painting, chalk tracing, and Halloween shape collages. We discovered that much of the materials prep for that program could also be used for story time crafts later in the month. The Friday morning homeschool group had two sessions this month which examined the continents of Europe and Australia. October concluded with us hosting an HNPL promotional table at the Husky Family Resource Night (10/29) at Hamilton Heights Primary School.

Looking Ahead – November will be a "fowl" month in the children's room as we devote weeks to both owls and turkeys. We will follow a "gratitude" theme the entire month, and relate this idea to each of our stories and activities. In addition to the regular schedule, we will host a Saturday afternoon Peanuts Movie Marathon on November 16th. With a late Thanksgiving holiday this year, we will only have 3 actual weeks of story time programming in December.

Special Thanks: Colleen Mann for again providing bags of animal crackers for Halloween story time. The preschoolers (and caregivers) truly appreciated this treat.

Discussion/Notes: none

- G. Young Adult – Ann Hoehn
- a. October Programs: 1; Attendance, 1; Cost \$33.00; Cost per person: \$33.00
 - b. **Discussion:** Cost of craft covered by recent staff donations
 - c. **Action Item:** none
 - d. **Coming up:**
 - Floating Mobile Paper Craft Club, 5:30-7 pm:
 - Nov 19 – Seasonal Trees
 - Dec 17 – Christmas Ornaments

- H. Maintenance – Mike Hiatt/Ann Hoehn
- Replaced wood caps on poles at pavilion.
 - Worked on front door at Cicero so it would close better.
 - Cleaned Cicero carpet in Adult area.
 - Repaired electrical outlet in Children’s.
 - Started replacing ceiling tiles where needed.

Looking Forward:

- Construction completion

Discussion:

Action Item: none

VII. Old Business

- A. Upcoming Board Vacancies
- a. **Discussion:** We still have one vacancy coming up. 2 year residency in Jackson Township is minimum requirement.
 - b. **Action Item:**
- B. First Merchants Closing of Cicero Location
- a. **Discussion:** We would prefer to keep our checking account at them open. At the January board of finance meeting, Ann would like the board to vote for a change regarding deposit policy. We’d like to shift the amount accrued before deposit to \$300.
 - b. **Action Item:** none
- C. Meeting Room Policy
- a. **Discussion:** Tabled until December Board Meeting.
 - b. **Action Item:** none
- D. Audio Visual Equipment for Expansion
- a. **Discussion:** Tabled until December Board Meeting.
 - b. **Action Item:** none
- E. Furniture for Expansion [Exhibit #5, Pages 1]

- a. **Discussion:** Ann would like to buy folding tables and folding chairs for the new meeting room (see: Exhibit #5 quote). We're buying slightly smaller tables for ease of set up/tear down. We'll also need to buy the storage carts for each item.
- b. **Action Item:** Ann to finish purchase
- c. **Motion to approve quote**
 - i. Motion made by Lee Templeton
 - ii. Seconded by Kim Radant
 - iii. Motion carried by a vote of 6/0 (All vote AYE)

VIII. New Business

- a. Staff Reorganization and Need for HR Policy Revisions/Clarifications in 2020 [Exhibit #5, Pages 1-2]
 - i. **Discussion:** Elaine Eastman will be retiring at the end of 2019. We are planning to redistribute her job duties and will not be filling her position. The Circulation Manager is currently in talks to potentially go part-time. Should interest in a part-time status be affirmed, the board may need to approve the part-time change due to several policies that will need changed to fit the new role status.
 - ii. **Discussion:** HR policies are not particularly clear in how they apply to part-time people and we need clear these up. We hope to start this clarification process at December's board meeting.
 - iii. **Action Item:** Ann to bring HR policy questions to December Board meeting.
- b. 2020 Employee Compensation and Pay Ranges [Exhibit #6, Pages 1]
 - i. **Discussion:** Steve looked at the available state data and compared the 40 larger libraries than us, and 40 below us in size. This will be on the December agenda.
 - ii. **Action Item:** none
- c. Permission to Close at 5:30 p.m. on Dec 4th for Holiday Gathering
 - i. **Note:** Our annual request for early close due to Staff Holiday Gathering
 - ii. **Motion to close at 5:30 p.m. on Dec 4th for Holiday Gathering**
 - 1. Motion made by Emily Pearson
 - 2. Seconded by Kim Radant
 - 3. Motion carried by a vote of 6/0 (All vote AYE)
- d. Sidewalk Replacement Estimates [Exhibits #6,7, Pages 1,1]
 - i. **Discussion:** We have two quotes. The lower of the quotes is from Prater, a company we have used frequently in the past for concrete work.
 - ii. **Action Item:** Mike/Ann to follow up on the quote.
 - iii. **Motion to accept the low bid**
 - 1. Motion made by Kim Radant
 - 2. Seconded by Lee Templeton
 - 3. Motion carried by a vote of 6/0 (All vote AYE)

e. Technology Update

i. **Notes:** Our contract with our current IT vendor is up in April 2020 and the library has had growing problems with their level of service over the last 2 years of our contract.

1. Big issues:

- Attempting our server swap with apparently no checklist, which caused several weeks of headaches regarding our wireless printing and accounting software
- Failing to complete basic project work correctly, causing me to spend over 50 hrs of my own time triaging everything with the helpdesk.
- Frequently forgetting to tell us work was not able to be completed, making repair delays worse.
- Computer problems that reoccur and don't get fixed the first, second, or third time.
- General lack of attention to detail on these and other items requiring Kate to waste hours micro-managing their helpdesk.

ii. **Discussion:** Our timeline for transitioning will need to have a new company approved by February board meeting at the latest because most companies need a full month to onboard a new client. With our April 2020 expiration date, we'd need to save all of March to transition, which means we can't wait until the March board meeting to approve a new contract.

iii. **Action Item:** Kate will have new IT company information by the December board meeting.

f. Capital Projects

i. Updates

1. **Discussion:** none

ii. Concerns with Ceiling/Insulation/Air Barrier [Exhibit #8, Pages 1-32]

1. **Discussion:**

- a. **Peterson Architecture:** Believes their design, which allows the building envelope to breathe, will work fine. Plan to add humidistats and/or other humidity control tools in order to monitor potential excess humidity.
- b. **V & J Consulting:** Jae agrees that we want a building that breathes and has good humidity control; the lack of thermal barrier is the main concern point. The manufacturer states that their insulation may not function as warranted if air is able to move through the insulation. We do not have that necessary

barrier in the current design. There are also barrier gaps between where the new and old meets. Darren notes that they did find unacceptable heat loss areas between the two buildings and they are planning to seal those up. The new area has leakage built into it and we don't know what the humidity infiltration will be. Jae believes we've lost some of goal of energy efficiency without those thermal barriers. Jae thinks the energy efficiency is going to be lower than what Darren thinks it will be. Multiple outside opinions currently agree that the building will leak too much and the R value is not acceptable. If the insulation acquires moisture as air moves through it, that accumulated moisture will also lower the R value even further.

c. Action Item: Board is currently of the opinion that we monitor the building and decide later if the design is not working as expected.

iii. Permission to Pay ENA for Relocation of Telecommunications Equipment [Exhibit #9, Pages 1]

1. **Discussion:** The bill for moving the fiber optic cables this past Spring just arrived and needs to be paid.
2. **Action Items:** Ann to pay bill
3. **Motion to pay the bill**
 - a. Motion made by Lee Templeton
 - b. Seconded by Mike Jenkins
 - c. Motion carried by a vote of 6/0 (All vote AYE)

iv. Permission to Pay Hagerman [Exhibit #10,11 Pages 1,1]

1. **Discussion:** There is still sales tax attached to a concrete ticket that needs removed. Change orders from bond 1 include parking lot work, mid-year change on drainage, plus unused contingency refund. There will be two additional billings on the first phase of the project. Second change order is for Bond 2, will have one more change order coming. Money set aside for the outdoor sign has been returned in order to let us make our decision on a different timeline. There is still some concern from Jae Ebert about the sprinklers.
2. **Action Item:** Pay the pay apps and change orders, per edits
3. **Motion to approve pay app 9 & 16 with audit to remove any inappropriately applied sales tax**
 - a. Motion made by Mike Jenkins
 - b. Seconded by Lee Templeton
 - c. Motion carried by a vote of 6/0 (All vote AYE)
4. **Motion to approve both change orders with the \$3,700 sprinkler cost removed.**
 - a. Motion made by Lee Templeton
 - b. Seconded by Kini Magdun

c. Motion carried by a vote of 6/0 (All vote AYE)

v. New Meeting Room Name

a. **Discussion:** Board to start thinking about naming the room. Ann suggests that we name the room after Mike Jenkins, due to his involvement in the community and our board. Board is in favor.

b. **Action Item:** Board to come up with official wording on naming at December board meeting.

IX. Looking Ahead: December 19th Board Meeting at Cicero Library, 6:30 p.m.

X. Meeting Adjournment

a. Motion to adjourn

i. Motion made by Kim Radant

ii. Seconded by Emily Pearson

iii. Motion carried by a vote of 6/0 (all vote AYE)

b. 8:04 PM meeting adjourned.

XI. Executive Session – Yes (see separate minutes)