

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
Cicero Branch --February 21<sup>st</sup>, 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, Emily Pearson, Mike Jenkins, Julie Overton, Kini Magdun
  - c. Members absent: Kim Radant
  - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Mike Hiatt (Maintenance), Matthew Schmitz (Hagerman), Ian Wooten (Hagerman), Jae Ebert (V&J Consulting), Aaron Culp (Aaron Culp Law), Jason Shriner (Acuity Environmental Solutions)
  
- II. Review Agenda [Exhibit #1, Pages 1]
  - a. Review of Agenda by President Steve Griffith
  
- III. Minutes – January 17th Regular Meeting [Exhibit # 2, Pages 1-8]
  - a. **Discussion:** none
  - b. **Motion: to approve minutes for January 17<sup>th</sup>**
    - i. Motion made by Julie Overton
    - ii. Seconded by Emily Pearson
    - iii. Motion carried by vote of 6/6 (All vote AYE)
  
- IV. Public Participation
  - i. none
  
- V. Financial Reports for January 2019 [Exhibit #3, Pages 1-25]
  - a. Review of January report
    - i. \$33,422 personal services, \$1,023 supplies, \$16,393 Other Services & Charges \$5,103 Capital Outlays, \$55,942 total expense for month. Run rate 8.3%, 9.9% of total budget used.
    - ii. **Motion to pay January bills**
      - a. Motion made by Kini Magdun
      - b. Seconded by Lee Templeton
      - c. Motion carried by a vote of 6/6 (All vote AYE)
      - d. All signed voucher register summary
    - iii. **Action Item:** We're training the Circulation Manager as backup on payroll to provide more security to payroll getting processed without interruption.

**VI. Department Reports [Exhibit #4, Pages 1-9]**  
**A. Director – Ann Hoehn**

<b>2017-2018 Cicero Stats</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>
Number of Visits	294 2	267 1	361 6	338 7	331 5	3930	409 5	351 3	260 5	285 6	301 3	263 9	231 8
Directional Questions	116	131	225	149	138	162	126	144	110	167	98	129	101
Reference Questions	175	161	282	232	231	343	229	216	188	246	202	175	189
Book & Other Recommendations	40	39	53	72	68	39	44	25	30	51	48	31	54
Scanned Pages	114	43	47	26	68	19	114	169	33	101	80	51	50
Volunteer Hours	4	16	15	15	12	8	4	24	24	16	9	18	8
Study Room Use	32	25	29	25	26	21	22	25	35	33	28	24	32
Yearbook Use	19	37	34	12	25	33	18	4	12	18	22	11	12
Mandatory Service Hours	29	8	0	0	0	0	1	0	0	0	0	0	0
Test Proctoring (# of tests/# of hrs)					1/2	1/2	0/0	0/0	0/0	0/0	0/0	0/0	2/3

<b>HNPL Website Audience Review</b>													
	<b>Jan-18</b>	<b>Feb-18</b>	<b>Mar-18</b>	<b>Apr-18</b>	<b>May-18</b>	<b>Jun-18</b>	<b>Jul-18</b>	<b>Aug-18</b>	<b>Sep-18</b>	<b>Oct-18</b>	<b>Nov-18</b>	<b>Dec-18</b>	<b>Jan-19</b>
<b>Sessions</b>	1,760	1,374	1,617	1,352	1,418	1,734	1,696	1,744	1,355	1,321	1,333	1,477	1,694
<b>Users</b>	907	726	811	694	725	1,005	966	1,021	795	863	801	932	1,047
<b>Pageviews</b>	3,093	2,274	2,674	2,186	2,362	2,990	2,880	3,022	2,252	2,208	2,232	2,905	2,847
<b>Pages/Session</b>	1.76	1.66	1.65	1.62	1.67	1.72	1.70	1.73	1.66	1.67	1.67	1.97	1.68
<b>Avg. Duration</b>	01:23	01:13	01:26	01:07	01:04	01:04	00:58	01:08	1:00	00:55	01:03	01:17	01:02
<b>Bounce Rate</b>	68.86%	70.60%	70.32%	72.26%	70.94%	72.09%	68.40%	68.75%	70.77%	69.57%	70.44%	65.27%	71.02%
<b>% New Sessions</b>	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	1.58	1.62%
<b>New Users</b>		546	600	494	535	791	765	810	607	677	639	759	845

It's been a busy month. Winter Reading is going strong. Out of the blue, a patron who regularly uses the Indiana Room donated \$200 to the library. Thanks for that! The Annual Financial Report was submitted today to the State Board of Accounts. This is always a big relief. We were closed on January 30 due to weather. An Indiana State House of Representatives bill that would allow the County to approve our budget under certain circumstances is underfoot. I am not particularly worried, but there is a lot of talk and concern amongst public libraries. It is something for us to watch.

As stated in a recent email, Amy has submitted her resignation as bookkeeper. She will keep working for a short time until all end-of-year reports/requirements are completed. The bookkeeping position has been posted, and the application deadline is February 24. A temporary bookkeeper will start work soon. Thank you, Amy, for your many years of service!

At Thursday's meeting, the Board will likely discuss last month's request to drill and sample soil on Cicero Library property. The library attorney, Aaron Culp, believes that it would be in the library's best interest to allow the drilling. Further, it may also be in our best interest, to allow Aaron to negotiate the terms of this work. Aaron will be at Thursday's meeting to get instructions from the board. A Board vote to allow negotiations may be in order.

The library's new phone system is up and running. Atlanta and Cicero Libraries now share the same phone number, 317-984-5623. In place of its own phone number, Atlanta now has an extension, 4000. Thanks, Kate, for all your work on this project.

**Looking Forward:**

- Hiring a bookkeeper
- HH Student Reception at Cicero Branch, March 7<sup>th</sup>, 5-7:30 PM

**Action Item/Notes:** Next month's agenda will likely include the official policy changes to formally introduce the old board vote on allowing staff birthday's as a paid day off.

**B. Assistant Director – Kate Marshall**

**GENERAL**

**66+ hours, highlight include:**

5 notary events  
1 technology appointment  
Acting Acquisitions Manager for the month  
Collection Development & Management  
Finding a replacement disc cleaner machine  
Construction meeting  
School Improvement Team Meeting at HHMS

**TECHNOLOGY**

**45+ hours, highlights include:**

Email transition

Accounting software problems  
Updating Linux boxes  
Office 2016 & Clean Slate installs and clean-up  
Purchasing Atlanta AV stuff  
Mapped ports  
Fixed printer driver problems, scan to email problem  
VoIP kick-off  
Updated IT documentation

## **MARKETING**

### **5+ hours, highlights include:**

Winter Reading prep  
Summer Reading prep

## **CATALOGING & ACQUISITIONS**

Cataloging has been busy with new arrivals this month, although they are also 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.

Acquisitions is working on updating their workflow documentation and collaborating on restructuring our magazine subscriptions.

## **LOOKING FORWARD**

New Office/desktop security software installations  
Updating Technical Services documentation

- C. Circulation – Cindy Ritter
- a. The **circulation stats** for January were **7,978** compared to January of last year at **7,550** and a three year average of **7,799**. Atlanta had 263 circulations and Cicero had 6,318 + Overdrive eBooks 900 + Hoopla 497. In-house use for Atlanta was 160 and Cicero had 425. Sent out 110 holds from Atlanta and 394 from Cicero. Atlanta received 14 holds from other libraries and Cicero received 366. Top selections for patrons in January were DVD, 1570; Children, 1122; Adult Fiction, 999; Computer, 291; Juvenile Fiction, 400; Adult Non-Fiction, 334; J Non-Fiction, 483; YA Fiction, 169.  
**Subscription Databases Usage:** no databases subscribed at this time
  - b. 41 new patron cards were issued in January
  - c. Our digital resource use is doing well. Overdrive reached 900 circulations in January and hoopla's total was 497.
  - d. We are continuing to put out fresh displays each month. January totals were as follows: Goodreads - 116 circulations; Winter DVDs - 130; Taste of the Book - 13; Happiness is a Good Book - 18.
  - e. Vicki Guenther has been hired for the circ desk replacing Sondra Smith.
  - f. I had 4 notary appointments this month.
  - g. **Action Item:** none

h. **Discussion:** none

D. Atlanta – Ann Hoehn/Mary Palmiero

Unfortunately the snow day of January 30 was on a Wednesday, typically our busiest day. A few patrons were disappointed, but I’m sure they wouldn’t have been able to come here. Most of our writing group lives out of town. At least there were five Wednesdays in January. Our writing group has been the most popular group with a total of 10 regular members.

**Statistics**

NAME OF EVENT	NUMBER OF EVENTS	ATTENDANCE	COST
Stitch Crafters	4	15	0
Having Your Say	4	25	0
German Lesson	1	1	0
Young Adult Games	5	13	0
<b>TOTALS</b>	<b>14</b>	<b>54</b>	<b>0</b>

**Other Statistics – 2018-2019**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan
Number of Visits	226	226	200	229	292	245	249	280	310	255	213	192	230
Directional Questions	43	37	42	32	38	38	42	54	36	34	42	38	40
Reference Questions	53	38	27	33	40	40	34	42	34	28	47	35	34
Recommendations	43	32	41	43	43	57	45	54	44	41	47	40	40
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	27	32	25	35	21	See graph	See graph	10	18	16	32	15	27

➤ **Looking Forward:** Showing movies on our new TV!

➤ **Action Item:** none

E. Adult – Ann Hoehn

- a. January Programs: 4; Attendance, 21; Cost: \$10.00. Cost Per: \$2.00. There were 14 non-library uses of rooms & gazebo; Attendance, approx. 120
- i. **Action Item:** none
- j. **Discussion:**
- k. **Looking Forward:**
  - Brown Bag Reading Group—Before We Were Yours by Lisa Wingate, Feb. 22 at 11:30 a.m.
  - Classic Movie Club—The Blue Gardenia (1953), Feb. 23 at 1 p.m.
  - Mystery Book Group—How It Happened by Michael Koryta, Feb. 25 at 6:30 p.m.

F. Children's – Debra Brown

- a. January Programs: 17; Attendance: 322 Cost: \$0.00  
Library Collection – The bounty of Newbooks acquired in October of last year meant that the Children's Newbooks collection needed an almost complete reset during January. All of those titles needed to be scanned, edited and transitioned to general shelving. This was a work in progress for a few weeks, as many items were still checked out from the holidays. Many thanks to Nancy Redd for her cooperation and assistance in this endeavor. The book shelves in the Children's Area certainly benefit from her conscientious management.

Programs – We faced a few weather challenges in January, but 5 full weeks of children's programming were planned, and we saw an uptick in story time attendance the first week because older, school-aged siblings were still on holiday break. Our themes were snowmen, penguins and Winnie the Pooh. We also hosted a Bundle-Up week that was perfectly-timed with playing outside in the snow. The final theme of the month, Mouse Paint, was unfortunately impacted by weather challenges so we are going to revisit that theme later in June. Preschool lesson objectives that were addressed this month included the letter "S", basic shapes, primary colors, and counting forwards and backwards.

Looking Ahead – With January behind us, we tend to pack in lots of themes in February that have nothing to do with winter. We will start the month with Laura Numeroff books (If You Give a Moose a Muffin, etc.) for a lesson in beginning – middle – end sequencing. We will also devote weeks to Valentine's Day, Presidents & Dental Health, and finish the month with Dr. Seuss as we lead up to his Read Across America Day on the 1st of March. The every-other Friday morning Homeschool Enrichment sessions will resume on 2/1 and continue through 4/26. Our students are focusing on Art Appreciation this time around, and we will complete 7 sessions on famous artists and their most famous works.

**Discussion/Notes:** Talk of moving cursive boot camp to June, and changing hours to an early start (from 4-5 p.m.) to try and avoid extracurricular practices overlap.

G. Young Adult – Ann Hoehn

- a. January Programs: 1; Attendance, 10; Cost \$50.00 ; Cost per person: \$5.00
- b. **Discussion:** none

- c. **Action Item:** none
- d. **Coming up:**
  - Guac-Off (guacamole cooking contest complete with trophy!)—Feb 20
  - Crafts with Jackie Hayden—Gift Card Holder, Feb. 27 at 6 p.m.

H. Maintenance – Mike Hiatt/Ann Hoehn

- Replaced sump pump battery in Atlanta.
- Installed television and Blu-ray player at Atlanta.
- Installed area rug in Atlanta basement.
- Changed lights and ballast at Cicero.
- Attended meeting on bids and budget review.
- Removed snow and put down salt.
- Mopped up water in Atlanta; water seeped into the basement from outdoors.

**Looking Forward:**

- Gearing up for spring construction

**Discussion:** none

**Action Item:** none

**VII.** Old Business

A. Negotiations for Permission to Drill and Sample on Cicero Library Property

- a. **Discussion:** Jason Shriner of Acuity Environmental Solutions was here to answer questions. Aaron Culp is here to get instructions about what needs negotiated in the agreement on drilling with Acuity.

Our first main concern is timing, with regard to potential impact of drilling on construction dates. Our second concern is placement; currently location of monitoring well is not ideal, as we will be driving over that location frequently. Company has expressed willingness to move permeant monitoring well into pine tree copse to avoid construction. Says that drilling for testing samples would only take a day.

There does seem to be a possibility that IDEM may cause a delay in our project should any contaminants be found at testing depths.

IDEM has only given them 90 days to get this sample; at this point Mr. Shriner says they're likely to have to request an extension from IDEM. It would probably be a 60 day extension, with reporting to IDEM happening in May. Current testing along the border line has shown minimal contamination. Company will provide a copy of the report given to IDEM.

Hagerman suggests we authorize Aaron to start negotiating terms and have board approve final drilling contract at March board meeting.

- b. Action Item:** Aaron to complete contract negotiation before March board meeting.
- e. **Motion to authorize Aaron to negotiate with Acuity Environmental Solutions**
  - i. Motion made by Emily Pearson
  - ii. Seconded by Lee Templeton
  - iii. Motion carried by a vote of 6/6 (All vote AYE)

## VIII. New Business

- a. Capital Projects
  - a. Construction Bids
    - i. **Discussion:**
      - 1. **Bond 1:** Regarding testing of soil-- It would be wise to get foundations in, get driveway done, get dirt off property, and then allow the drilling to happen.
      - 2. **Bond 2:** Advertisement for bids going out tomorrow. March 15<sup>th</sup> is bid date. Plan to meet before next meeting to make decisions based on the bids. March 1<sup>st</sup> for pre-bid meeting at 2 – (5) pm.
    - ii. **Action Item:** none
- b. Permission to pay Hagerman [Exhibit #5,6,7 Pages 1,1,1]
  - a. **Discussion:** There's an outstanding payment we need to approve from Dec, which was subject to revision.
  - b. **Action Item:** Jae to review designated pay applications
  - c. **Motion to approve payments to Hagerman for pay application #'s 00002 & #00011**
    - i. Motion made by Julie Overton
    - ii. Seconded by Kini Magdun
    - iii. Motion carried by a vote of 6/6 (all vote AYE)
  - d. **Approval for payment to pay application #00012 pending approval by Jae Ebert**
    - i. Motion made by Lee Templeton
    - ii. Seconded by Kini Magdun
    - iii. Motion carried by a vote of 6/6 (all vote AYE)
  - e. **Approval for payment to pay application #00010 pending approval by Jae Ebert**
    - i. Motion made by Lee Templeton
    - ii. Seconded by Julie Overton
    - iii. Motion carried by a vote of 6/6 (all vote AYE)
- c. Permission to pay Peterson Architecture [Exhibit #8 Pages 1-2]
  - a. **Discussion:** A corrected version of the bill is in the board packet.
  - b. **Action Item:** Pay invoice



- c. **Motion to approve payment to Peterson Architecture**
      - i. Motion made by Mike Jenkins
      - ii. Seconded by Kini Magdun
      - iii. Motion carried by a vote of 6/6 (all vote AYE)
  - d. Resolution to Temporarily Transfer Funds from Rainy Day to Operating [Exhibit #9 Pages 1]
    - a. **Discussion:** We do this every year due to tax draw timing.
    - b. **Action Item:** Fund transfer
    - c. **Motion to approve Resolution to Temporarily Transfer Funds from Rainy Day to Operating**
      - i. Motion made by Mike Jenkins
      - ii. Seconded by Kini Magdun
      - iii. Motion carried by a vote of 6/6 (All vote AYE)
  - e. Technology Update
    - a. **Notes:**
      - i. Server project is complete as we can get it right now. VoIP has been launched—so far we hit just a couple of quickly fixed snags over the first few days. The roll out has been good overall.
      - ii. OnGuard door security technology appears to potentially be a poor fit for the library. Per the Presidio tech, OnGuard should have ideally been installed on a separate server that receives heavily restricted Windows Updates, as OnGuard is apparently prone to getting the license file corrupted by anti-virus as well as random Windows Updates (one of these scenarios happened to our license, we're unsure which one).
        - 1. None of these critical pieces of information were shared with us by the security company and the library's IT infrastructure was not taken into consideration very well considering that our network set-up is the exact opposite of what OnGuard apparently needs to run without disruption.
        - 2. We have Gordon Flesch working on creating exceptions within Webroot (our anti-virus) for OnGuard, but we're not sure whether we'll continue to have licensing validation errors in the future.
    - b. **Discussion:** none
    - c. **Action Item:** none
  - f. Mechanical Systems Service Proposal
    - a. **Discussion:** Comfort Systems has proposed a 3 year contract, paid in 6 month intervals. We're currently pleased with their service and quick responses.
    - b. **Action Item:** Sign contract
    - c. **Motion to approve signing of 3 year Comfort Systems service contract**
      - i. Motion made by Kini Magdun
      - ii. Seconded Julie Overton
      - iii. Motion carried by a vote of 6/6 (All vote AYE)

- g. Board By-Laws Annual Review [Exhibit #9 Pages 1-3]
  - a. **Discussion:** Board ascertains that they have reviewed by-laws.
  - b. **Action Item:** none
- h. Annual Review of Non-Resident Library Card Fee
  - a. **Discussion:** Based on state formula, we do not need to raise price this year.
  - b. **Action Item:** none
  - c. **Motion to leave amount the same for 2019**
    - i. Motion made by Emily Pearson
    - ii. Seconded by Julie Overton
    - iii. Motion carried by a vote of 6/6 (All vote AYE)
- i. Lights Over Morse Lake Celebration Sponsorship
  - a. **Discussion:** \$250 has been our typical contribution each year.
  - b. **Action Item:** Donate approved amount
  - c. **Motion to donate \$250 to Lights over Morse Lake**
    - i. Motion made by Kini Magdun
    - ii. Seconded by Mike Jenkins
    - iii. Motion carried by a vote of 6/6 (All vote AYE)
- j. Request to Purchase DVD Repair Equipment
  - a. **Discussion:** Questions about whether it was cheaper to buy brand new discs every time one got scratched or buy repair machine.
  - b. **Action Item:**
  - c. **Motion to purchase repair machine for cost not to exceed \$3,000**
    - i. Motion made by Mike Jenkins
    - ii. Seconded by Lee Templeton
    - iii. Motion carried by a vote of 6/6 (All vote AYE)
- k. Annual Renewal of Accounting Software Service/Support
  - a. **Discussion:** 1 year agreement on Boyce/Keystone software
  - b. **Action Item:** Pay agreement
  - c. **Motion to approve the 1 year service agreement**
    - i. Motion made by Emily Pearson
    - ii. Seconded by Julie Overton
    - iii. Motion carried by a vote of 6/6 (All vote AYE)
- IX.** Looking Ahead:
  - a. March 21 -- Regular Board Meeting at Cicero Library, 6:30 p.m.
- X.** Meeting Adjournment
  - a. Motion to adjourn
    - i. Motion made by Kini Magdun
    - ii. Seconded by Emily Pearson
    - iii. Motion carried by a vote of 6/6 (all vote AYE)
  - b. 8:01 PM meeting adjourned.
- XI.** Executive Session – No