

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
Cicero Branch --August 15<sup>th</sup>, 2019 6:30 p.m.**

- I. Regular Session
  - a. Call to order by President Steve Griffith 6:32 p.m.
  - b. Members present: Steve Griffith, Lee Templeton, Kini Magdun (left early), Kim Radant, Mike Jenkins, Emily Pearson, Julie Overton (late)
  - c. Members absent:
  - d. Others present: Ann Hoehn (Director), Kate Marshall (Assistant Director), Mike Hiatt (Maintenance), Matthew Schmitz (Hagerman), Ian Wooten (Hagerman), Darren Peterson (Peterson Architecture), Tara Anker (Peterson Architecture), Jennifer Roberts (Peterson Architecture), Jae Ebert (V&J Consulting)
  
- II. Review Agenda [Exhibit #1, Pages 1]
  - a. Review of Agenda by President Steve Griffith
  
- III. Minutes – July 18th Regular Meeting [Exhibit # 2, Pages 1-10]
  - a. **Discussion:** none
  - b. **Motion: to approve minutes for July 18<sup>th</sup>**
    - i. Motion made by Emily Pearson
    - ii. Seconded by Julie Overton
    - iii. Motion carried by vote of 7/0 (All vote AYE)
  
- IV. Public Participation
  - i. none
  
- V. Financial Reports for July 2019 [Exhibit #3, Pages 1-18]
  - a. Review of July report
    - i. **Motion to pay July bills**
      - a. Motion made by Kim Radant
      - b. Seconded by Lee Templeton
      - c. Motion carried by a vote of 7/0 (All vote AYE)
      - d. All signed voucher register summary
    - ii. **Action Item:** none
    - iii. **Notes:** Yard Sale earned about \$460.00. 1 PLAC card sold last month. Bookkeeper is in the process of getting bonded.

**VI. Department Reports [Exhibit #4, Pages 1-11]**

**A. Director – Ann Hoehn**

ACUITY emailed me today a copy of a report that they submitted to the Indiana Department of Environmental Management on August 7, 2019. The report includes analytical information from soil and groundwater samples that ACUITY collected from Cicero Library property a number of months ago. I will bring the report to the Board meeting.

As mentioned previously, if your Board appointment expires in 2019, please let me know as soon as possible whether or not you are seeking reappointment. Advance notification to your appointing body is required either way.

The library is currently being audited for 2017-2018. The State Auditor arrived about 12 days ago, and he'll probably be on site for just a few more days. An audit report is forthcoming.

This year's Summer Reading results are mixed compared to last year, though YA stats look great:

**Summer Reading**

Group	Registrations		Completions		Books Read	
	2019	2018	2019	2018	2019	2018
Preschool	58	60	37	23	1300	1468
K-5	236	235	121	96	1405	1487
Young Adult	107	92	40	28	565	421
Adult	237	263	90	124	1167	1468
<b>Total</b>	<b>638</b>	<b>650</b>	<b>288</b>	<b>271</b>	<b>4437</b>	<b>4844</b>

2017-2018 Cicero Stats	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
Number of Visits	4095	3513	2605	2856	3013	2639	2318	2443	3331	2751	2931	3658	3774
Directional Questions	126	144	110	167	98	129	101	131	113	106	101	165	148
Reference Questions	229	216	188	246	202	175	189	209	217	183	210	274	192
Book & Other Recommendations	44	25	30	51	48	31	54	41	28	36	40	57	43
Scanned Pages	114	169	33	101	80	51	50	220	193	25	69	106	45
Volunteer Hours	4	24	24	16	9	18	8	16	2	4	26	2	5
Study Room Use	22	25	35	33	28	24	32	35	33	43	27	32	36

Yearbook Use	18	4	12	18	22	11	12	70	40	46	26	27	33
Mandatory Service Hours	1	0	0	0	0	0	0	0	0	0	0	0	0
Test Proctoring (# of tests/# of hrs)	0/0	0/0	0/0	0/0	0/0	0/0	2/3	0/0	0/0	1/1	2/3	0/0	1/3

**HNPL Website Audience Review**

HNPL Website Audience Review													
	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19
Sessions	1,696	1,744	1,355	1,321	1,333	1,477	1,694	1,526	1,670	1,536	1,713	2,164	1,882
Users	966	1,021	795	863	801	932	1,047	921	1,076	992	1,010	1,510	1,223
Pageviews	2,880	3,022	2,252	2,208	2,232	2,905	2,847	2,538	2,614	2,762	3,168	3,790	3,810
Pages/Session	1.70	1.73	1.66	1.67	1.67	1.97	1.68	1.66	1.57	1.80	1.85	1.75	2.02
Avg. Duration	0:58	1:08	1:00	0:55	1:03	1:17	1:02	1:04	0:53	0:57	1:15	0:54	1:11
Bounce Rate	68.40%	68.75%	70.77%	69.57%	70.44%	65.27%	71.02%	70.05%	73.65%	69.92%	67.48%	72.23%	66.21%
Sessions/User	1.76	1.71	1.70	1.53	1.66	1.58	1.62	1.66	1.55	1.55	1.70	1.43	1.54
New Users	765	810	607	677	639	759	845	727	889	828	840	1316	1047

**Looking Forward:**

Construction; 2020 budget Public Hearing

**Notes:** Lee Templeton has confirmed his interest in continuing his board position. We currently have two names proffered as potential replacements.

**Action Items:** Ann will start process for reconfirmation and replacements.

**B. Assistant Director – Kate Marshall**

**GENERAL--60+ hours, highlights include:**

- 3 notary events
- Professional development
- Collection development & maintenance
- Cataloging
- Hiring

**TECHNOLOGY--8 + hours, highlights include:**

- Tweaking and fixing computers

Updating website for job searches

**MARKETING--2 + hours, highlights include:** Job openings marketing

### **CATALOGING & ACQUISITIONS**

Cataloging has a new Cataloger whose training starts on August 6th. I expect to be busy with training for the next two weeks and hope to have the Cataloger operating largely independently by the end of August. Priorities are simply getting through the next few orders and eventually clearing the repair backlog. I have been doing all the cataloging since Kylie resigned in early July. Acquisitions is operating normally.

### **LOOKING FORWARD**

Technology projects; Training a new Cataloger

- C. Circulation – Cindy Ritter & Ann Hoehn
- a. The **circulation stats** for July were **11,153** compared to July of last year at **9,839** and a three year average of **9,969**. Atlanta had 327 circulations and Cicero had 9,293 + Overdrive eBooks 886 + Hoopla 647. In-house use for Atlanta was 90 and Cicero had 606. Sent out 108 holds from Atlanta and 422 from Cicero. Atlanta received 9 holds from other libraries and Cicero received 564. Top selections for patrons in July were DVD, 1949; Children, 1935; Adult Fiction, 1510; Computer, 355; Juvenile Fiction, 864; Adult Non-Fiction, 436; J Non-Fiction, 483; YA Fiction, 371.  
**Subscription Databases Usage:** no databases subscribed at this time
  - b. 37 new patron cards were issued in July
  - c. The circulation trend continued to rise a bit in July as it also did one year ago. Electronic resource use continues to rise. Overdrive and hoopla are both well up from last July.
  - d. The Recently Added DVD display has been up for a couple of months but still totaled 95 circs. Other displays did not do as well, but the overall total for displays was 202 circs.
  - e. We have hired two new circulation clerks and look forward to getting them trained.
  - f. **Action Item:** none
  - g. **Discussion:** Reminder: current circulation stats are inflated by auto-renewals
- D. Atlanta – Kate Marshall/Mary Palmiero
- Summer reading came to a close with a nice turnout for the Root Beer Float Day. It seems that many of our patrons look forward to this every year. Rather than having scheduled arts and crafts for the young adults and children, we find that it is better to have board games and craft materials available for whenever they stop by.

**Statistics**

<b>Name of Event</b>	<b>Number of Events</b>	<b>Attendance/ Participation</b>	<b>Cost</b>	<b>Cost per Person</b>
Stitch Crafters	5	19	0	0
Root Beer Floats	1	29	\$7.84	27 cents
Movies	3	10	0	0
Assorted Games and Crafts	8	20	0	0
Having Your Say	5	40	0	0
<b>TOTALS</b>	<b>22</b>	<b>118</b>	<b>\$7.84</b>	<b>7 cents</b>

**Other Statistics – 2018-2019**

	<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>	<b>June</b>	<b>July</b>
Number of Visits	249	280	310	255	213	192	230	292	254	248	195	252	238
Directional Questions	42	54	36	34	42	38	40	33	55	44	42	39	49
Reference Questions	34	42	34	28	47	35	34	28	40	39	29	33	29
Recommen- -dations	45	54	44	41	47	40	40	28	46	38	37	27	42
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	See graph	10	18	16	32	15	27	35	38	33	21	25	15

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

**E. Adult – Ann Hoehn**

- a. July Programs: 10; Attendance, 239; Cost: \$74.61 Cost Per: \$0.31. There were 3 non-library uses of rooms & gazebo; Attendance, approx. 45
- h. **Action Item:** none
- i. **Discussion:** none
- j. **Looking Forward:**
  - Annual Friends Photo Contest—Entries accepted Aug. 12-16; Reception on Aug. 18, 2-3 p.m.

F. Children's – Debra Brown

- a. July Programs: 21; Attendance: 397 Cost: \$0.00 Cost per: \$0.00

Library Collection – Book ordering will resume in August, so we used July to continue weeding in the board books and evaluating our graphic novels collection. We also maintained the space-themed books that were kept on summer display for SRP 2019. Books featured during the morning programs were cycled out for table displays after the final weekly session on Thursday mornings. This small procedural change helped circulate those books that had already been pulled for story time programming. In addition, any leftover craft kits and related coloring sheets were made available with those displays for anyone who came to the library later in the day or on weekends.

Programs – The cursive handwriting clinic was a big hit during July, and we saw big attendance at the three Tuesday sessions (7/2, 7/9, 7/16). Many thanks to HNPL Board Member Kini Magdun and her wonderful colleagues from HHS for excellent adult leadership in this project as well. Story time sessions during the month of July profiled 4<sup>th</sup> of July, Beach & Ocean, Space and the Moon Landing and Our Natural World. We used these themes also in hosting the school-aged students from Cicero Christian Summer Camp. The Husky Camp wrapped up their summer here at the library on 16<sup>th</sup> with a popcorn-fueled “Space Buddies” movie party in the Meeting Room. One final Friday Movie was shown on the afternoon of the 12<sup>th</sup>, and we ended SRP 2019 with an Ice Cream Social on the afternoon of the 19<sup>th</sup>.

SRP 2019 – Rather than offering both Preschool and a K-5 categories as in summers past, we combined the two in 2019. **(Insert 2019 SRP numbers here)** In 2018, our Preschool category had 60 registrations with 23 children completing the program. In the K-5 group for 2018, we had 235 registrations with 96 completions.

Looking Ahead – August presents us with an opportunity to reset themes and lessons in the story room, and we will be doing all new lessons with new books and craft activities – no repeats this year! In addition to sending our older siblings back to school, story time preschoolers will start a whole new rotation of learning letters, sounds, shapes and colors. We will devote weeks to Friendship, Farmer's Market, and Sea Turtles with corresponding crafts and activities.

**Discussion/Notes:** Debra still doing an amazing job!

G. Young Adult – Ann Hoehn

- a. July Programs: 1; Attendance, 4; Cost \$23.00; Cost per person: \$5.75
- b. **Discussion:** Teen trivia didn't get attendance, but Ann was able to reuse prep work on a program for adults with cognitive disabilities.
- c. **Action Item:** none
- d. **Coming up:**
- Tie-Dye, August 17 @ 10 a.m.

H. Maintenance – Mike Hiatt/Ann Hoehn

- Painted bike rack at Atlanta
- Worked on water fountain; not putting out water
- Replaced flush valve on toilet in women’s restroom
- Changed ballast and lights at Cicero
- Sprayed weeds at Atlanta and Cicero
- Trimmed brushed at Atlanta

**Looking Forward:**

- Construction and hiring a new custodian

**Discussion:** School does want some of the old tiles from Atlanta.

**Action Item:** Kini will double-check with the various teachers and admin and let us know. Board suggests we reach out to Nickel Plate to see if they want some. Also a suggestion to run a fundraiser with them as well.

**VII.** Old Business

A. To Be Determined

- a. **Discussion:** none
- b. **Action Item:** none

**VIII.** New Business

a. Capital Projects

a. Updates

- i. **Discussion:** Progress looks great. Talk about heavily promoting space once complete and deciding commensurate rental costs.
- ii. **Notes:** Windows have starting going in and we are 2-3 weeks away from dry-wall. There were a few days of setback due to hiccups with windows and mistakes made by another sub-contractor. End of October is still the completion date. Most VAV boxes have been replaced, they should be finished by tomorrow. Process of getting them tuned into the computer programming will take a bit longer.
- iii. **Action Item:** none

b. AV Equipment & Data Ports – Need Quotes

- i. **Discussion:** We need an AV professional to help us design our AV to fit our needs. Peterson Architecture has suggested a vendor. Steve has an AV guy that he would like to double-check whatever recommendations we get. Board suggests that anything that we might consider doing in the future





- f. Treasurer Compensation – Permission to Pay Half at This Time
  - a. **Notes:** We’d like to pay Emily the first half of her compensation now due to the amount of work performed throughout the year.
  - b. **Discussion:** none
  - c. **Action Item:** Ann to arrange payment
  - d. **Motion to approve half payment of Treasurer’s stipend now**
    - i. Motion made by Kim Radant
    - ii. Seconded by Lee Templeton
    - iii. Motion carried by a vote of 6/0 (All Vote AYE)
  
- g. Resolution to Join Internet Consortium, July 2020 - June 2021 [Exhibit #10, Pages 1]
  - a. **Notes:** This is our usual yearly commitment
  - b. **Discussion:** We’re not committing to any fees right now
  - c. **Action Item:** none
  - d. **Motion to approve Commitment to Join Internet Consortium, July 2020-June 2021**
    - i. Motion made by Mike Jenkins
    - ii. Seconded by Lee Templeton
    - iii. Motion carried by a vote of 7/0 (All Vote AYE)
  
- h. Permission to Waive \$2 Replacement Card Fee in September 2019
  - a. **Notes:** This has been our usual marketing outreach during Library Card Sign Up month
  - b. **Discussion:** none
  - c. **Action Item:** none
  - d. **Motion to approve waiving \$2 replacement card fee during September 2019**
    - i. Motion made by Kini Magdun
    - ii. Seconded by Kim Radant
    - iii. Motion carried by a vote of 7/0 (All Vote AYE)
  
- i. Technology Update
  - a. **Notes:** We’ve sourced 2 backup monitors due to the heavy replacement run we had over the last 18 months. We had one new computer’s OS reinstalled due to a bad Windows Update that corrupted the system.
  - b. **Action Item:** none
  
- IX.** Looking Ahead:
  - a. September 19 -- Regular Board Meeting at Cicero Library, 6:30 p.m., including 2020 Budget Public Hearing. A quorum is essential.
  
- X.** Meeting Adjournment
  - a. Motion to adjourn
    - i. Motion made by Emily Pearson
    - ii. Seconded by Kim Radant
    - iii. Motion carried by a vote of 6/0 (all vote AYE)
  - b. 7:41 PM meeting adjourned.
  
- XI.** Executive Session – No