

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
Cicero Branch --August 20, 2020 6:30 p.m.**

- I. Call Meeting to Order
  - A. Called to order by President Lee Templeton at 6:31 p.m.
  
- II. Take Board Roll Call
  - A. Board Roll Call:
    - 1. **Steve Griffith, Yes (on-site)**
    - 2. **Lee Templeton, Yes (on-site)**
    - 3. **Emily Pearson, Yes (on-site)**
    - 4. **Julie Davis, Yes (remote)**
    - 5. **Beth Roberts, Yes (on-site)**
    - 6. **Kini Magdun, Yes (remote)**
    - 7. **Kelly Wuerch, Yes (on-site)**
  - B. Members absent: none
  
- III. Identify Other Participants

Others present: Ann Hoehn (Director)-on-site; Katherine Marshall (Assistant Director)-on-site; Natalie Strader (Bookkeeper)-on-site; Jae Ebert (V&J Consulting)-on-site; Darren Peterson (Peterson Architecture)-on-site.
  
- IV. Request for Motion to allow remote, real-time participation of board members
  - A. **Motion to allow remote, real-time participation of board members.**
    - 1. Motion made by Emily Pearson
    - 2. Seconded by Steve Griffith
    - 3. Motion carried by a vote of 7/0 (all vote AYE)
      - a. **Steve Griffith, Yes (on-site)**
      - b. **Lee Templeton, Yes (on-site)**
      - c. **Emily Pearson, Yes (on-site)**
      - d. **Julie Davis, Yes (remote)**
      - e. **Beth Roberts, Yes (on-site)**
      - f. **Kini Magdun, Yes (remote)**
      - g. **Kelly Wuerch, Yes (on-site)**
  
- V. Review Agenda [Exhibit #1, Pages 1]
  - A. Agenda was reviewed.
  
- VI. Approve Board Meeting Minutes July 16, 2020 Minutes [Exhibit #2,3,4 Pages 1-11, 1-2, 1-2]
  - A. **July 16, 2020 regular meeting :**
  - B. **July 29, 2020 emergency meeting**
  - C. **August 12, 2020 special meeting : Proposed edit to B. Motion regarding wording of motion to include pay apps details**
  - D. **Motion to approve July 16, 2020 regular meeting minutes as-is, July 29, 2020 emergency meeting minutes as-is, and August 12, 2020 special meeting minutes as amended.**
    - 1. Motion made by Emily Pearson

- 2. Seconded by Beth Roberts
- 3. Motion carried by vote of 7/0 (All vote AYE)

- a. **Steve Griffith, Yes (on-site)**
- b. **Lee Templeton, Yes (on-site)**
- c. **Emily Pearson, Yes (on-site)**
- d. **Julie Davis, Yes (remote)**
- e. **Beth Roberts, Yes (on-site)**
- f. **Kelly Wuerch, Yes (on-site)**
- g. **Kini Magdun, Yes (remote)**

**VII. Public Participation**

- A. None

**VIII. Financial Reports – July 2020 [Exhibit #5, Pages 1-16]**

- A. Review of July report

**1. Motion to pay July bills and approve financial reports**

- a. Motion made by Steve Griffith
- b. Seconded by Kelly Wuerch
- c. Motion carried by a vote of 7/0 (All vote AYE)
  - i. **Steve Griffith, Yes (on-site)**
  - ii. **Lee Templeton, Yes (on-site)**
  - iii. **Emily Pearson, Yes (on-site)**
  - iv. **Julie Davis, Yes (remote)**
  - v. **Beth Roberts, Yes (on-site)**
  - vi. **Kelly Wuerch, Yes (on-site)**
  - vii. **Kini Magdun, Yes (remote)**
- d. Board members present signed voucher register summary; the rest of the signatures will be obtained at a later date.

**2. Action Item:** none

**3. Notes:** Still below run rate. Sold 4 non-resident cards and 1 PLAC card. Library met with DLGF at the end of July; at this point it looks we will have lower revenue than in the past but the numbers are still unclear.

**IX. Director’s and Department Reports [Exhibit #6, Pages 1-7]**

- A. Statistics

<b>2019-2020 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>	<b>June</b>	<b>July</b>
Number of Visits	3774	2993	3235	3082	3645	3409	2811	2975	1571	--	--	1756	1819
Directional Questions	148	145	105	163	111	106	139	178	64	9	15	167	108
Reference Questions	192	272	219	204	231	175	231	192	98	--	7	200	116
Book & Other Recommendations	43	37	45	48	33	27	50	53	20	--	--	22	15
Scanned Pages	45	103	77	126	70	72	166	122	98	--	--	121	93
Volunteer Hours	5	3	20	21	12	17	10	15	6	--	--	0	0

Study Room Use	36	37	40	41	23	28	23	35	17	--	--	20	22
Yearbook Use	33	43	62	79	67	46	62	81	29	--	--	11	19
Mandatory Service Hours	0	0	0	0	0	0	0	0	0	--	--	0	0

Non-Library Use of Meeting Rooms & Pavilion	1 Meeting	12 People (estimate)
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#### HNPL Website Audience Review

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20
<b>Sessions</b>	1,882	1,589	1,513	1,550	1,286	1,177	1,520	1,553	1,725	688	1,262	1,656	1,449
<b>Users</b>	1,223	975	923	907	822	754	912	967	1,214	462	796	923	871
<b>Pageviews</b>	3,810	2,972	2,773	2,858	2,373	2,197	2,732	2,807	3,216	1,435	2,440	2,903	2,463
<b>Pages/Session</b>	2.02	1.87	1.83	1.84	1.85	1.87	1.80	1.81	1.86	2.09	1.93	1.75	1.70
<b>Avg. Duration</b>	1:11	1:17	1:11	1:20	1:17	1:05	1:11	1:01	2:31	1:18	1:18	1:28	1:11
<b>Bounce Rate</b>	66.21%	66.71%	64.71%	67.68%	66.80%	68.39%	68.36%	69.29%	59.13%	60.32%	62.60%	65.16%	68.25%
<b>Sessions/User</b>	1.54	1.63	1.63	1.71	1.56	1.56	1.67	1.61	1.42	1.49	1.59	1.79	1.66
<b>New Users</b>	1047	825	782	762	689	659	783	830	1086	389	706	786	732

#### Upcoming:

- A. 2021 Budget Public Hearing at the Sept. 17<sup>th</sup> Board Meeting at Cicero Library
- B. 2021 Budget Adoption at the Oct. 15<sup>th</sup> Board Meeting at Atlanta Library. (The October and April Board meetings are always held at Atlanta Library.)

#### Assistant Director – Kate Marshall

##### GENERAL

##### 104+ hours, highlights include:

Collection development & maintenance  
 Acquisitions  
 Professional Development webinars  
 4 notary events  
 2 Ask a Librarian sessions

##### TECHNOLOGY

6+ hours, highlights include:  
 Following up with Brightworks on projects  
 Technology troubleshooting & maintenance

##### MARKETING

14+ hours, highlights include:  
 Facebook & Pinterest marketing

##### CATALOGING & ACQUISITIONS

Acquisitions has been rolled into Assistant Director duties and has been going well so far; standing orders have started arriving again and ordering has resumed for all departments. Cataloging is working on adding parts to all our DVDs, per Evergreen mandate.

**LOOKING FORWARD**

Marketing

Technology & Administrative projects

**Circulation – Ann Hoehn/Jenn Crusenberry**

July 2020 circulation was **8,880** compared to July 2019 of **11,153** and a three year average of **9,957**. Atlanta had **299** circulations and Cicero had **6,924** + Overdrive eBooks **995** + Hoopla **662**. In-house use for Atlanta was 35 and Cicero was 447. Sent out 106 holds from Atlanta and 291 from Cicero. Atlanta received 16 holds and Cicero received 448 holds from other libraries.

38 new patron cards were issued in July.

Good news! Circulation is at pre-COVID levels.

Electronic resources are doing well. New Fiction, Bestsellers, YA New Fiction and Children New books continue to circulate well, as do the DVDs. Our display items were at 401 circulations, with Bestsellers at 118 circs, for the month of July.

**Notes:** none

**Action Items:** none

**Atlanta Report – Mary Palmiero/Ann Hoehn**

We haven't had any problems with patrons about the mask mandate since it went into effect. I have noticed that there were more adults than children using the library last month. In some instances, adult patrons have come in to check out books for their children or grandchildren. The adults have been interested in picking up books and movies. I believe the children are busy preparing for school. When patrons come, they don't linger and talk like they used to. They still comment that they wish things would get back to "normal". They miss some of the programs we've done.

**Other Statistics for 2019-2020**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
Number of Visits	238	296	160	344	207	154	187	139	92	--	--	143	178
Directional Questions	49	52	28	50	37	29	25	16	4	--	--	16	8
Reference Questions	29	34	25	40	27	15	25	25	9	1	1	21	13
Recommendations	42	46	29	46	25	26	31	19	4	--	--	19	6
Volunteer Hours	0	0	0	0	0	0	0	0	0	--	--	0	0

Scanned Pages	0	0	0	0	0	0	0	0	0	--	--	0	0
Computer Usage	15	31	21	22	12	11	12	9	5	--	--	17	15

**Discussion:** Atlanta’s patron numbers are a bit misleading; the bulk of those are often small children running in and out multiple times a day as well as days when it’s largely trade people. The numbers are reflecting a need to have a serious conversation about the status of Atlanta. With revenue issues facing the library in 2021 due to COVID, a reduction in hours may be necessary. Ann plans to reach out to the town council of Atlanta to present our situation.

**Children’s – Debra Brown**

Library Collection – The books are on the move in the Children’s Section of the library. This project, which started in June and will conclude by the end of August, will create significant room for growth in the Fiction and Graphic novels collection. Weeding in the nonfiction section, combined with further reductions in the Early Reader collection, now means that those same Readers can be relocated to the end of the biographies. Spatially, these efforts indicate that our Fiction collection can now stretch the length of the perimeter shelving, creating space for at least 5 more years of growth in the chapter books. As mentioned in last month’s report, many thanks are again extended to Nancy Redd who embraced this effort as a summer project and in addition to her other job duties. New book ordering for the autumn ahead is well in hand and will take less of a time commitment in August and September. The ordering carts for those months have already been completed.

Future Program Planning – Since the 4<sup>th</sup> quarter of every year is heavy with seasonal and holiday planning, a preliminary calendar plan has been charted from October forward with weekly story time themes. When we are able to return to story time programming, the theming is at least decided and we need only to further develop the lesson, activities, and take-home craft. As stated in this report last month, two weekly story time programs have already been planned and are at the ready for a quick transition back into morning sessions when it is safe to do so.

Spatial Changes in the Children’s Department – We continue to see our families come and go in the Children’s section fairly quickly as they make their book selections for checkout. Children seem accustomed now to our minimalist look without computers and toys, and we received fewer comments in July than we did in June. I continue to field questions about a possible date for the return of morning story time, and two school-at-home families have made inquiries as well.

Looking Ahead – The cabinets, drawers and supply closet in the Children’s Programming Room are ready for an organizational clear-out. During this process, a quick inventory will be made to see if any supplies need to be ordered for possible 4<sup>th</sup> quarter programming and crafting.

### **Maintenance – Mike Hiatt/Ann Hoehn**

- Hung dedication plaque in the Jenkins Meeting Room.
- Met with Comfort Systems at Atlanta to get quote on replacing air conditioner coils.
- Power sprayed sidewalk at main Cicero Library entrance.
- Painted main front doors at Cicero Library.
- Met with Globe and Hagerman about parking lot asphalt issues.
- Met with BCMI about repairing doors in the new wing.
- Trimmed trees on west side of Cicero Library.

**Notes:** Seal coat is scheduled and striping company will be back out to re-stripe everything.

Looking Forward: Parking lot asphalt completion

### **X. Old Business**

#### **A. Capital Project**

##### **1. Parking Lot Asphalt**

- **Discussion:** Hagerman has started work on the last stages; Jae Ebert & Mike Hiatt believe the work is sound and is, in fact, ready for seal coat.

- **Action Item:**

##### **2. Revised Pay Apps [Exhibit #7, Pages 1-4]**

- **Discussion:** Jae Ebert agrees we can release the last big check to Hagerman.

- **Action Item:** none

#### **B. COVID-19 Review & Updates [Exhibit #8, Pages 1]**

**1. Discussion:** Review of current temporary measures. Most day to day temporary measures, including temporary hours, are approved to continue. The board’s main concern is finding a path to programming in the time of COVID. Concerns for programming include: social distancing measure adherence by small children, potential excess attendees (and potential need for different procedures for parents attending events with extra children), sanitizing procedures, scheduling formerly single session events into multiple sessions, prefacing room rentals and programs with clauses about rescheduling in the face of changing pandemic context, and staffing considerations. The library places a premium on staff not getting ill, as continuing normal hours and operations with fewer staff would likely prove problematic.

##### **2. Action Items:**

- By next board meeting, Director and Children’s Manager should work together to craft a plan for holding story time with COVID precautions.

- Board would like guidance from Health Department, the Governor, and/or others in creating step by step programming guidelines regarding number of kids, spacing, etc. similar to what the schools have.
- Look into whether we need to have COVID-waivers for programming.
- Draft a notice to the public with updates on what steps we're taking toward restarting programming.
- By next month's meeting, the board would like a survey of other Hamilton County libraries plans for programming
- Library should resume adult book discussion group(s) at the library within the next month.

**3. Motion to resume adult book discussion group at the library within the next month.**

- Motion made by Beth Roberts
- Seconded by Emily Pearson
- Motion carried by a vote of 7/0 (All vote AYE)
  - i. **Steve Griffith, Yes (on-site)**
  - ii. **Lee Templeton, Yes (on-site)**
  - iii. **Emily Pearson, Yes (on-site)**
  - iv. **Julie Davis, Yes (remote)**
  - v. **Beth Roberts, Yes (on-site)**
  - vi. **Kelly Wuerch, Yes (on-site)**
  - vii. **Kini Magdun, Yes (remote)**

C. Possible Substantial Gift

1. **Discussion:** Donor is ready to move forward and present the check to the library in some capacity. Before we accept the gift, donor must specify in writing what stipulations he is putting on the money. Board should decide in general how the money should be spent and see if donor is agreeable to our wishes. Once his terms are in writing, but the board must vote to accept his terms. Maker space and library kitchen are currently primary focus of donation although the Library would like the board to put aside \$3,000 for summer reading as well. Donation may be run through the Friends of the Library group for their 501c3 status. If donor gives directly to the library, we will not need to file extra paperwork to assure anonymity since we are a governmental entity vs. a non-profit.
2. **Action Item:** Lee Templeton will reach out to donor to start term negotiations.

**XI. New Business**

A. Resolution to Join Internet Consortium for July 1, 2021—June 30, 2022 [Exhibit #9, Pages 1]

1. **Discussion:** This is our annual renewal of our membership to the consortium for our usual internet discounts.
2. **Action Item:** Ann to finish paperwork.
3. **Motion to approve our continuing commitment to the Internet Consortium for July 1, 2021—June 30, 2022**
  - i. Motion made by Emily Pearson
  - ii. Seconded by Kelly Wuerch
  - iii. Motion carried by a vote of 7/0 (All vote AYE)
    - a) **Steve Griffith, Yes (on-site)**
    - b) **Lee Templeton, Yes (on-site)**
    - c) **Emily Pearson, Yes (on-site)**
    - d) **Julie Davis, Yes (remote)**

- e) **Beth Roberts, Yes (on-site)**
- f) **Kelly Wuerch, Yes (on-site)**
- g) **Kini Magdun, Yes (remote)**

B. Technology

**1.Update**

- a. **Discussion:** Lab computers are undergoing a version update to Clean Slate (our desktop lockdown software that protects patron privacy) as well as getting names and wallpapers updated. Brightworks will also be rolling out the new version of Office 365 to staff over the next month.
- b. **Action Item:** none

**XII.** Looking Ahead:

- A.** 2021 Budget Public Hearing during the Sept. 17<sup>th</sup> Board Meeting at Cicero Library
- B.** 2021 Budget Adoption during the Oct. 15<sup>th</sup> Board Meeting at Atlanta Library

**XIII.** Meeting Adjournment

- A.** Motion to adjourn
  - 1. Motion made by Emily Pearson
  - 2. Seconded by Beth Roberts
  - 3. Motion carried by a vote of 7/0 (all vote AYE)
    - a. **Steve Griffith, Yes (on-site)**
    - b. **Lee Templeton, Yes (on-site)**
    - c. **Julie Davis, Yes (remote)**
    - d. **Emily Pearson, Yes (on-site)**
    - e. **Beth Roberts, Yes (on-site)**
    - f. **Kelly Wuerch, Yes (on-site)**
    - g. **Kini Magdun, Yes (remote)**

- B.** 8:03 PM meeting adjourned.