

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Atlanta Branch --April 18th, 2019 6:30 p.m.**

- I. Regular Session
 - a. Call to order by President Steve Griffith 6:31 p.m.
 - b. Members present: Steve Griffith, Lee Templeton, Emily Pearson, Mike Jenkins, Kini Magdun, Julie Overton (late)
 - c. Members absent: Kim Radant
 - d. Others present: Ann Hoehn (Director), Mike Hiatt (Maintenance), Matthew Schmitz (Hagerman), Ian Wooten (Hagerman), Darren Peterson (Peterson Architecture)

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

- III. Minutes – March 21st Regular Meeting [Exhibit # 2, Pages 1-9]
 - a. **Discussion:** none
 - b. **Motion: to approve minutes for March 21st**
 - i. Motion made by Emily Pearson
 - ii. Seconded by Lee Templeton
 - iii. Motion carried by vote of 5/5 (All vote AYE)

- IV. Public Participation
 - i. none

- V. Financial Reports for March 2019 [Exhibit #3, Pages 1-29]
 - a. Review of March report
 - i. \$42,979.87 total expense for month. 75.90% of total budget left
 - ii. **Motion to pay March bills**
 - a. Motion made by Kini Magdun
 - b. Seconded by Lee Templeton
 - c. Motion carried by a vote of 5/5 (All vote AYE)
 - d. All signed voucher register summary
 - iii. **Action Item:** none
 - iv. **Notes:** none

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

A. Director – Ann Hoehn

HNPL Website Audience Review

| 2017-2018 Cicero Stats | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar |
|---------------------------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| Number of Visits | 3616 | 3387 | 3315 | 3930 | 4095 | 3513 | 2605 | 2856 | 3013 | 2639 | 2318 | 2443 | 3331 |
| Directional Questions | 225 | 149 | 138 | 162 | 126 | 144 | 110 | 167 | 98 | 129 | 101 | 131 | 113 |
| Reference Questions | 282 | 232 | 231 | 343 | 229 | 216 | 188 | 246 | 202 | 175 | 189 | 209 | 217 |
| Book & Other Recommendations | 53 | 72 | 68 | 39 | 44 | 25 | 30 | 51 | 48 | 31 | 54 | 41 | 28 |
| Scanned Pages | 47 | 26 | 68 | 19 | 114 | 169 | 33 | 101 | 80 | 51 | 50 | 220 | 193 |
| Volunteer Hours | 15 | 15 | 12 | 8 | 4 | 24 | 24 | 16 | 9 | 18 | 8 | 16 | 2 |
| Study Room Use | 29 | 25 | 26 | 21 | 22 | 25 | 35 | 33 | 28 | 24 | 32 | 35 | 33 |
| Yearbook Use | 34 | 12 | 25 | 33 | 18 | 4 | 12 | 18 | 22 | 11 | 12 | 70 | 40 |
| Mandatory Service Hours | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 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 | 0/0 | 0/0 |

| HNPL Website Audience Review | | | | | | | | | | | | | |
|------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| | Mar-18 | Apr-18 | May-18 | Jun-18 | Jul-18 | Aug-18 | Sep-18 | Oct-18 | Nov-18 | Dec-18 | Jan-19 | Feb-19 | Mar-19 |
| Sessions | 1,617 | 1,352 | 1,418 | 1,734 | 1,696 | 1,744 | 1,355 | 1,321 | 1,333 | 1,477 | 1,694 | 1,526 | 1,670 |
| Users | 811 | 694 | 725 | 1,005 | 966 | 1,021 | 795 | 863 | 801 | 932 | 1,047 | 921 | 1,076 |
| Pageviews | 2,674 | 2,186 | 2,362 | 2,990 | 2,880 | 3,022 | 2,252 | 2,208 | 2,232 | 2,905 | 2,847 | 2,538 | 2,614 |
| Pages/Session | 1.65 | 1.62 | 1.67 | 1.72 | 1.70 | 1.73 | 1.66 | 1.67 | 1.67 | 1.97 | 1.68 | 1.66 | 1.57 |
| Avg. Duration | 01:26 | 01:07 | 01:04 | 01:04 | 00:58 | 01:08 | 1:00 | 00:55 | 01:03 | 01:17 | 01:02 | 01:04 | 00:53 |
| Bounce Rate | 70.32% | 72.26% | 70.94% | 72.09% | 68.40% | 68.75% | 70.77% | 69.57% | 70.44% | 65.27% | 71.02% | 70.05% | 73.65% |
| Sessions/User | 1.99 | 1.95 | 1.96 | 1.73 | 1.76 | 1.71 | 1.70 | 1.53 | 1.66 | 1.58 | 1.62 | 1.66 | 1.55 |
| New Users | 600 | 494 | 535 | 791 | 765 | 810 | 607 | 677 | 639 | 759 | 845 | 727 | 889 |

This is a reminder that Thursday’s Board meeting will be at Atlanta Library, not at Cicero.

The new bookkeeper, Jeri Hall, starts work today. She is a well-qualified person, and I am very happy to have her on board. Penny Nelson, our temporary bookkeeper, will start training Jeri on our accounting software April 17. Jeri will not be at this month’s Board meeting due to a previous commitment, but she will be at next month’s meeting. Cindy Ritter, the Circulation Manager, continues to be trained on processing payroll. Cindy will be the bookkeeper’s payroll backup person.

I am in the process of reorganizing the bookkeeper department. Files and documents are being reorganized, and I am taking over some duties that don’t necessarily have to be done by the

bookkeeper, i.e. employment eligibility verification; maintaining E-Verify files; reporting new employees to Indiana New Hire; maintaining capital asset report documentation; monitoring staff/treasurer bonds to ensure compliance with the State of Indiana; and managing employee building access security codes.

I was on vacation for 2 weeks, and, predictably, everything was in order at the library when I returned! No surprise. Great team.

We received a nice letter from Hamilton County Harvest Food Bank. It thanked the library for the 108 lbs. of donations they collected at Cicero Library in February.

One of this month's agenda items is how the Board would like us to handle DVDs that are labeled TV-Mature Audience. The primary question is whether or not we should treat them like R-rated movies, thereby restricting their circulation to adults only.

Looking Forward:

- Construction

Action Item/Notes: none

B. Assistant Director – Kate Marshall

GENERAL

41+ hours, highlights include:

Evergreen Annual Conference 2019
New magazine vendor transition work
Collection maintenance
2 webinars
2 Book a Librarian events
Technical services documentation updates
Atlanta hours
Manager meetings

TECHNOLOGY

21+ hours, highlights include:

Computer troubleshooting w/ Gordon Flesch
Win 10 transition project
Fixing wireless printing issue w/ ENA & RICOH
Finishing Office 2016 installs w/ Gordon Flesch
E-calendar research
Evergreen reports
Set up new children's AWE learning stations
Last of new phones now fully functional

MARKETING

8+ hours, highlights include:

Facebook marketing
Summer Reading meeting & follow up
Marketing meeting & follow up

CATALOGING & ACQUISITIONS

Cataloging has been busy with new arrivals to process, 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. The number of items for repair has been quite high for the last few months, resulting in a minor repair backlog.

LOOKING FORWARD

Technology projects
Technical Services documentation updates

- C. Circulation – Cindy Ritter & Ann Hoehn
- a. The **circulation stats** for March were **9,807** compared to March of last year at **7,900** and a three year average of **8,862**. Atlanta had 354 circulations and Cicero had 8,025 + Overdrive eBooks 841 + Hoopla 587. In-house use for Atlanta was 47 and Cicero had 718. Sent out 95 holds from Atlanta and 412 from Cicero. Atlanta received 13 holds from other libraries and Cicero received 472. Top selections for patrons in March were DVD, 1772; Children, 1551; Adult Fiction, 1181; Computer, 364; Juvenile Fiction, 602; Adult Non-Fiction, 524; J Non-Fiction, 620; YA Fiction, 224. **Subscription Databases Usage:** no databases subscribed at this time
 - b. 53 new patron cards were issued in March
 - c. March display totals were as follows: Recently Added DVDs – 168; Goodreads Award Winners & Nominees – 81; Women's History Month – 30; Spring Into March – 16; The Reading of the Green – 13. This was the second month for the Goodreads display.
 - d. I notarized 7 documents in March. I attended one webinar which was called "Stepping up Your Library Signage."
 - e. **Action Item:** none
 - f. **Discussion:** none
- D. Atlanta – Ann Hoehn/Mary Palmiero
- Warmer weather and nicer conditions have influenced more patrons to walk to the library. Spring break began March 25 and we've seen patrons who haven't been here in months. The young people played board games, finished puzzles, played computer

games and watched several movies. Some even helped make plastic Easter egg ornaments and helped clean trash out of the yard.

Statistics

| NAME OF EVENT | NUMBER OF EVENTS | ATTENDANCE | COST |
|-----------------------|------------------|------------|----------|
| Stitch Crafters | 4 | 16 | 0 |
| Having Your Say | 4 | 23 | 0 |
| YA Movies | 5 | 18 | 0 |
| Pick Up Trash | 1 | 2 | 0 |
| Plastic Egg Ornaments | 1 | 4 | 0 |
| TOTALS | 15 | 63 | 0 |

Other Statistics – 2018-2019

| | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar |
|-----------------------|-----|-----|-----|-----------|-----------|-----|------|-----|-----|-----|-----|-----|-----|
| Number of Visits | 200 | 229 | 292 | 245 | 249 | 280 | 310 | 255 | 213 | 192 | 230 | 292 | 254 |
| Directional Questions | 42 | 32 | 38 | 38 | 42 | 54 | 36 | 34 | 42 | 38 | 40 | 33 | 55 |
| Reference Questions | 27 | 33 | 40 | 40 | 34 | 42 | 34 | 28 | 47 | 35 | 34 | 28 | 40 |
| Recommendations | 41 | 43 | 43 | 57 | 45 | 54 | 44 | 41 | 47 | 40 | 40 | 28 | 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 | 25 | 35 | 21 | See graph | See graph | 10 | 18 | 16 | 32 | 15 | 27 | 35 | 38 |

- **Looking Forward:** Outdoor container gardens
- **Action Item:** Still some leakage/flooding due to sidewalk sloping into the building at storage area. Library to look into taking out the sidewalk that’s causing the flooding.

E. Adult – Ann Hoehn

- a. March Programs: 5; Attendance, 23; Cost: \$112.99 Cost Per: \$4.91. There were 11 non-library uses of rooms & gazebo; Attendance, approx. 122
- g. **Action Item:** none

- h. **Discussion:** We are discontinuing the craft programs with Jackie Hayden due to low turnout (which means the cost is quite high for us). Circulation staff member Colleen Mann has taken over leading the Mystery Book group for us!
- i. **Looking Forward:**
 - Brown Bag Reading Group—*The Great Alone* by Kristin Hannah, April 26 at 11:30 a.m.
 - Basic Fishing with Al & Paul, an Encore Presentation, April 27 at 11 a.m.
 - Mystery Book Group—*Dead Irish* by John Lescroart, April 29 at 6:30 p.m.

F. Children's – Debra Brown

- a. March Programs: 21; Attendance: 576 Cost: \$17.62

Library Collection – The Children's New Books section is well-stocked thanks to healthy orders placed in January and February. In anticipation of June and July, we are investing in both fiction and nonfiction titles that are space-related. Books about planets, stars, NASA, etc. will be displayed throughout the coming months for SRP 2019.

Programs – We had the honor this month of hosting the Indiana Academy Freshman English class at one of our morning sessions. They shared with us stories that they had written and illustrated, and they even interacted with the kids and assisted with the craft. This was a fun example of intergenerational programming (learned in a professional workshop last fall) and we hope to continue the collaboration with future classes. Additionally, we welcomed Spring on the 20th, and examined themes of transportation, shamrocks/rainbows, and music throughout the month. We had 3 Friday homeschool art sessions during which we studied the works of Monet, Van Gogh and Seurat. The afterschool craft session on the 7th was well attended and was a good opportunity to preview the St. Patrick's Day crafts that we completed in story time the following week.

*Kindergarten Roundup – Thanks again this year to the staff at HHPS for inviting us to attend this event which gives our library a chance to meet and reconnect with school families. Our HNPL promotional table ran nonstop for 2 hours as we encouraged families to register for library cards and check into our other services.

Looking Ahead – National Library Week and Children's Book Day both occur in April, as does a late Easter holiday this year. We will be marking these literary observances in morning story time sessions with our annual perusal of the Indiana Firefly Book Award Nominees. These 5 books represent the very best in picture books for our earliest learners, and they are a great addition to our story circles.

Discussion/Notes: Cursive Writing clinic dates have been booked; it will be from 4-5 pm this year to try to avoid sports conflicts. June 25, July 2, 9, 16.

G. Young Adult – Ann Hoehn

- a. March Programs: 1; Attendance, 250; Cost \$0.00 ; Cost per person: \$0.00
- b. **Discussion:** Numbers were high this month due to HHMS&HS Art Reception.
- c. **Action Item:** We're combining The Scavenger Hunt & Give-Away (the Give-Away will be the prizes for the hunt).
- d. **Coming up:**
 - Comic-Book Give-Away (details forthcoming)
 - Scavenger Hunt (details forthcoming)

H. Maintenance – Mike Hiatt/Ann Hoehn

- Replaced toilet valve in women's restroom at Cicero.
- Repaired hinge on back door at Cicero due to wind damage.
- Reset security camera which wasn't recording.
- Started cleaning out flower beds and cutting back grasses.
- Met with Hagerman, contractors, and utilities in regard to moving underground cables and gas line.

Looking Forward:

- Construction; outdoor yard work

Discussion: Valves in men's restroom are looking quite beat up, we should consider replacing them. Board agrees. Security group did not respond to a request for service; Mike fixed a broken camera himself. Sump Pump is over-activating and setting off alarms on a bi-weekly, sometimes daily basis. Mike to call in repair person to assess issue.

Action Item: Mike to get estimate on costs for replacing valves; he can do the work. 3-4 valves are needed. May need special meeting for gas lines invoice.

VII. Old Business

A. To Be Determined

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

VIII. New Business

a. Capital Projects

a. Construction Bids

- i. **Discussion:** Permits are acquired, although more time and further permits probably needed for digital sign. Relocation of utilities has to occur before start; they have begun this process but we're still waiting to get pricing from Comcast.

- ii. **Discussion:** Intent of design to a few contractors, will present that and price ranges at next board meeting.
 - iii. **Note:** May need special meeting for gas lines invoicing and/or authorization.
 - iv. **Action Item:** none
 - v. **Motion to authorize Ann to approve the work on Vectren & ENA/Comcast**
 - 1. Motion made by Lee Templeton
 - 2. Seconded by Julie Overton
 - 3. Motion carried by a vote of 6/6 (All vote AYE)
- b. Permission to pay Peterson (Exhibit #5, Pages 1-5)
 - a. **Discussion:** Payment is all Bond 2.
 - b. **Action Item:** Pay Peterson
 - c. **Motion to approve payment to Peterson**
 - i. Motion made by Mike Jenkins
 - ii. Seconded by Kini Magdun
 - iii. Motion carried by a vote of 6/6 (all vote AYE)
- c. Technology Update
 - a. **Discussion:** Office 2016 public deployment has been finished for now.
 - b. **Action Item:** none
- d. TV-MA DVDs
 - a. **Discussion:** TV-MA is the equivalent of R-rated films, but we haven't standardized application of R-rated circulation mods.
 - b. **Action Item:** Library to standardized application of R circulation mod to TV-MA.
 - c. **Motion to approve policy standardization of TV-MA being labeled as R-rated same as R-rated movies.**
 - i. Motion made by Lee Templeton
 - ii. Seconded Julie Overton
 - iii. Motion carried by a vote of 6/6 (All vote AYE)
- e. Permission to Purchase Eight Replacement Computers (Exhibit #6, Pages 1)
 - a. **Discussion:** We're having to replace due to Windows 7 going End of Life Jan 2020. We have 8 computers that are not physically able to be upgraded to Windows 10 and necessitate new purchases. May have to take out of rainy day, but we do have funds.
 - b. **Action Item:** Ann/Kate to purchase computers.
 - c. **Motion to approve purchase of 8 replacement computers due to Win 7 EOL**
 - i. Motion made by Emily Pearson
 - ii. Seconded by Lee Templeton
 - iii. Motion carried by a vote of 6/6 (All vote AYE)
- f. Non-Resident Library Cards

