

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
March 18, 2021 at 6:30 p.m.  
Cicero Branch, Jenkins Meeting Room**

- I. Call Meeting to Order
  - A. Called to order by Vice-President Kini Magdun at 6:30 p.m.
  - B. Members present: Kini Magdun, Julie Davis, Kelly Wuerch, Jim Hunter, Emily Pearson,
  - C. Members absent: Beth Roberts
  - D. Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Natalie Strader (Bookkeeper); Mike Hiatt (Maintenance); Lee Templeton (former board member)
  
- II. Review Agenda [Exhibit #1, Pages 1]
  - A. Agenda was reviewed
  
- III. Approve February 18, 2021 Board Meeting Minutes [Exhibit #2 Pages 1-8]
  - A. **Notes:** none.
  - B. **Motion to approve February 18, 2021 regular meeting minutes.**
    1. Motion made by Emily Pearson
    2. Seconded by Julie Davis
    3. Motion carried by vote of 5/0 (All vote AYE)
  
- IV. Elect New Slate of Officers for 2021
  - A. **Discussion:** Kini Magdun as President, Julie Davis as Vice-president, Emily Pearson as Treasurer, Kelly Weurch as Secretary agreed upon.
  - B. **Motion to approve Kini Magdun as President, Julie Davis as Vice-president, Emily Pearson as Treasurer, and Kelly Weurch as Secretary as official slate of officers for 2021**
    1. Motion made by Kelly Weurch
    2. Seconded by Emily Pearson
    3. Motion carried by a vote of 5/0 (all vote AYE)
  
- V. Public Participation
  - A. Lee Templeton
  
- VI. Financial Reports – February 2021 [Exhibit #2,3, Pages 1, 1-18]
  - A. Review of February report
    1. **Motion to pay February bills and approve financial reports**
      - a. Motion made by Julie Davis
      - b. Seconded by Kelly Wuerch
      - c. Motion carried by a vote of 5/0 (All vote AYE)
      - d. All Board members present signed voucher register summary.
    2. **Action Item:** none
    3. **Notes:** We sold 3 non-resident cards, 1 PLAC card.

**VII. Director's and Department Reports [Exhibit #4, Pages 1-8]**

Lee Templeton has moved out of HNPL's service area and has resigned from the Library Board. Hamilton Heights School Board had appointed Lee, so they'll need to appoint someone to complete Lee's term. Lee emailed me his resignation letter which I then forwarded to Dr. Arrowood. I told Dr. Arrowood that I will email him on Friday the Library Board's recommendation to fill the vacancy. This item is on our agenda.

**Notes:** Director report "Non-Library Use" needed edited to "2" number of Times and "8" under attendance. Parks department has requested to use the backyard for their children's social distancing easter egg hunt and library has granted approval.

**Action Item:** none.

2020-2021 Cicero Stats	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Number of Visits	2975	1571	--	--	1756	1819	1834	1699	1750	1515	1382	1571	1504
Directional Questions	178	64	9	15	167	108	102	82	62	110	78	104	60
Reference Questions	192	98	--	7	200	116	104	64	100	41	81	115	72
Book & Other Recommendations	53	20	--	--	22	15	27	30	18	11	14	22	8
Scanned Pages	122	98	--	--	121	93	48	26	101	16	76	62	79
Volunteer Hours	15	6	--	--	0	0	0	0	0	0	0	0	0
Study Room Use (est.)	35	17	--	--	20	22	20	25	30	30	20	20	0
Yearbook Use	81	29	--	--	11	19	34	38	10	8	12	30	35
Mandatory Service Hours	0	0	--	--	0	0	0	0	0	0	0	0	0
New Wing Tours (persons)												7	4

Statistics

Activities for Adults & Families	DATE	# OF TIMES	ATTENDANCE	COST
Paint with Friends Fundraiser (family)	2/9	1	15	0
Mystery Book Group – <i>Still Life</i> by Louise Penny	2/22	1	4	0
Classic Movie Club – John Wayne's <i>The Searchers</i>	2/27	1	9	0
Non-Library Room Use		2	8	0

## HNPL Website Audience Review

	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21
Sessions	1,553	1,725	688	1,262	1,656	1,449	1,354	1,177	1,348	1,262	1,089	1,231	1,449
Users	967	1,214	462	796	923	871	795	800	890	773	683	740	887
Pageviews	2,807	3,216	1,435	2,440	2,903	2,463	2,262	2,042	2,191	2,186	1,737	1,994	2,731
Pages/Session	1.81	1.86	2.09	1.93	1.75	1.70	1.67	1.73	1.63	1.73	1.60	1.62	1.88
Avg. Duration	1:01	2:31	1:18	1:18	1:28	1:11	1:12	1:05	1:07	1:00	1:03	1:06	1:18
Bounce Rate	69.29%	59.13%	60.32%	62.60%	65.16%	68.25%	71.42%	72.22%	74.04%	71.00%	74.10%	74.90%	70.81%
Sessions/User	1.61	1.42	1.49	1.59	1.79	1.66	1.70	1.47	1.51	1.63	1.59	1.66	1.63
New Users	830	1086	389	706	786	732	679	694	772	675	569	644	785

Upcoming:

- A. Summer Reading planning

### Assistant Director – Kate Marshall

#### GENERAL

##### 106+ hours, highlights include:

Collection development & maintenance  
 Acquisitions  
 7 notary events  
 Professional development; webinars, cataloging updates  
 HHMS School Improvement Committee Meeting

#### TECHNOLOGY

##### 4+ hours, highlights include:

Monthly alignment mtg w/Brightworks  
 Technology troubleshooting & maintenance

#### MARKETING

##### 1+ hours, highlights include:

Facebook posts

#### CATALOGING & ACQUISITIONS

Acquisitions has been working on prepping Spring/Summer purchasing carts as well as processing donation backlog for additions to the collection. Cataloging concentrated on processing new materials this month as well as finishing up adding any uncataloged items before their last day.

#### LOOKING FORWARD

Resuming cataloging duties until a new cataloger is found.

**Circulation – Ann Hoehn/Jenn Crusenberry**

February 2021 circulation was **6,577** compared to February 2020 of **8,681** and a three-year average of **8,152**. Atlanta had **297** circulations and Cicero had **4,777** + Overdrive eBooks **766** + Hoopla **737**. In-house use for Atlanta was 27 and Cicero was 318. Sent out 93 holds from Atlanta and 346 from Cicero. Atlanta received 10 holds and Cicero received 481 holds from other libraries.

17 new patron cards were issued in February.

We had a small increase in circulation over last month, with displays adding almost 200 circulations. We continue to clean and disinfect all areas and items coming into the library. There has been an increase in services and traffic at the Circulation Desk. We have had a lot of fax, copy, and lamination requests. The computer lab continues to be busy, as well.

**Notes:** none.

**Action Items:** none

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

February, a short month, was made even shorter because of the two snow days we had. However, I am writing this report in March, and the stats look a lot better now. I also think adding a few programs would be helpful. I would like to mention a patron in our writing group. She loves to come for our discussions and mini writing assignments, but she is the only one who had never actually written anything---until this month. It was very good. I was very encouraged by this because she has a lot to contribute.

<b>ACTIVITY</b>	<b>NUMBER OF TIMES</b>	<b>ATTENDANCE</b>	<b>COST</b>
<i>Having Your Say</i> Writers' Group	4	15	0

### Statistics for 2020-2021

2020-2021	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Number of Visits	139	92	--	--	143	178	132	124	141	161	143	121	118
Directional Questions	16	4	--	--	16	8	25	5	18	31	27	16	18
Reference Questions	25	9	1	1	21	13	12	7	13	19	21	14	10
Recommendations	19	4	--	--	19	6	31	29	23	28	35	25	20
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	9	5	--	--	17	15	10	10 est.	15	15	15	15	5

**Discussion:** none

**Action Item:** none.

#### Children's – Debra Brown

Library Collection – Several science-based titles for children were added to our growing nature collection during the month of February. To date, we have added books about birds, butterflies, nature walks and habitats. In addition, we added five new Wonderbooks (book/audio combo) that are topically nature-based so that children can hear these nonfiction titles read aloud to them. The New Books collection is already well-stocked with new spring titles due to an early Easter holiday and a general eagerness to transition to a new season. New Graphic Novels, particularly for our youngest readers, were added to the collection so that they can start to interact with this reading format.

Library Programs – The Llama Llama story time (2/23-25) was the most attended this month and the books from the program circulated well, also. In addition to the social/emotional learning skills profiled in these books, this theme also gave us a chance to review visual color and color word identifications. The completed craft was a nap time “quilt” made from colored paper tiles that related to one of the book titles. Twenty of these craft kits were assembled, and we likely could have given away more.

Popular also was the “postal truck” craft that went along with the Snail Mail book. The Valentine-themed story time week was fun as well, and the Polar Bear week was appropriately and predictably hit with snowstorm weather. The Friday morning Homeschool session on Snow Day Science was attended by a family of five, and we completed marshmallow igloos, studied symmetry with microscopic snowflake slides and created salt crystal snowflake prints.

Looking Ahead – The month of March brings almost 5 full weeks of programming and a chance to start spring story themes a little early. The Important Book by Margaret Wise Brown (Goodnight Moon) celebrates weather and a transition in the seasons. We will continue the month in story time sessions with themes of St. Patrick’s Day, dinosaurs, and bunnies. The color of the month is green, and the shape is the shamrock, of course! We are also adding a weekly poem to our routine which will either be said or chanted/clapped to emphasize rhythm and rhyme. The take-home crafts continue to be popular, and we will start to prepare them in greater quantity in March so that more can be made available on a display table for those unable to attend story time. February’s Winter Reading Program has concluded, and we will start preliminary planning for a Summer Reading Program to commence at the beginning of June.

**Notes:** Storytime has shifted to the Children’s area in the Main Library due to social distancing issues.

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

- Hung new clocks in the new wing.
- Removed kitchen door closer in the new wing. The closer was unnecessary and never worked properly anyway. Painted doorframe, and stained door.
- Fixed outdoor light at Atlanta.
- Worked on snowblower; replaced bolt.
- Stayed with plumber at Atlanta while he removed tree roots from main drain. Roots were causing water to seep out of the base of the toilets onto the floor.
- Had plumber unclog the slow draining sink in the Cicero staff restroom. Drain issue had been a recurring problem for a long time.

**Notes:** One of the original doors to new wing was cut open and confirmed to be interior doors incorrectly used for exterior purposes. Having a hard time finding wooden doors for the front of the building. We may need to look at a different material, like metal. Will likely take 3 months to receive any doors we order, due to the marketplace. Comfort Systems found leftover packing material partially blocking an air handler in new wing during annual maintenance. Atlanta is still experiencing flooding issues that also effects the toilets; Mike believes a possible solution may be to install an expensive perimeter drain around the building, which would necessitate tearing out all the bushes. Board suggests

that a waterproofing company may be able to find a solution that only focuses on the problematic east wall.

**Action Item:** Jim Hunter and Mike Hiatt will go evaluate the situation and decide what kind of estimates we need to solicit.

**Looking Forward:** Spring groundskeeping.

## VIII. Old Business

### A. Capital Project Update – Exterior Door Replacement & Acoustics in Maker Space

1. **Note:** The new doors have been installed.
2. **Discussion:** HHSC person came out yesterday to evaluate the space. Did not recommend any specific products or resources but did suggest cutting sound absorption material so it looks like the windows in size, shape, and design. Recommended removing the bulletin board and adding more sound absorption panels as-needed. Person said that blinds of any kind (outside of heavy velvet theater curtains) are not capable of providing sound reduction we're looking for. Ann is going to try using our old display panels to see if they provide sound dampening capabilities. If they work, we may invest in newer panels.
3. **Action Item:** Ann is going to use our old display panels to see if they provide sound dampening capabilities in the Maker Space.

### B. COVID-19

#### 1. Review and Update

**a. Discussion:** Storytime social distancing issues have been addressed. A patron indicated there may be litigation against employees who don't serve customers who don't wear masks in the library. Ann consulted our attorney who indicated we are operating under the law. Ann would like to know if we can sync our mask requirements with the governor's orders when/if he decides to lift them; board approves of this.

**b. Action Item:** Once the mandate is lifted, signage will change to something along the lines of "Masks requested but not mandatory"

**c. Motion to follow governor's guidelines when he lifts the mask mandate and removing requirements for public to wear masks and instituting "mask requested but not mandatory signage".**

- i. Motion made by Julie Davis
- ii. Seconded by Emily Pearson
- iii. Motion carried by a vote of 5/0 (all vote AYE)

**d. Motion to require staff to continue wearing masks even after mandate is lifted and continue reviewing this policy each month**

- i. Motion made by Emily Pearson
- ii. Seconded by Kelly Wuerch
- iii. Motion carried by a vote of 5/0 (all vote AYE)

**e. Discussion:** The library is in position to start opening at 10 a.m. again and would like to do so. It would add 5 hrs a week of open hours.

**f. Motion to approve, effective April 1<sup>st</sup>, we start opening at 10 am at Cicero Branch.**

- i. Motion made by Julie Davis
- ii. Seconded Kelly Wuerch
- iii. Motion carried by a vote of 5/0 (all vote AYE)

**2. Request to Approve Friends Fundraiser**

**a. Discussion:** Master Gardener related fundraiser proposed. Board approves.

**3. Action Items:** Library to edit website/signage as needed, when needed.

C. Teleconferencing Equipment

**1. Notes:** A more cost effective and plug-n-play video conferencing option has been found in the Meeting Owl Pro from Owl Labs. They are an all-in-one video conferencing that includes speakers, a 360-degree camera, and microphone capability up to 18 ft in all directions. Each Owl Pro is \$999.00. They are compatible with all major video conferencing software on the market and the system can chain together up to 2 OWL's at a time.

**2. Motion to approve purchase of 2 OWL Pros**

- a. Motion made by Julie Davis
- b. Seconded by Kelly Wuerch
- c. Motion carried by a vote of 5/0 (all vote AYE)

D. Customer Request for Handicap Parking by Jenkins Wing

**1. Discussion:** Board would like Mike to get quotes about adding handicap access closer to the Jenkins doors. We are specifically asking about adding 1 space and a new concrete ramp.

**2. Action Item:** Mike to get quotes for 1 space and a ramp.

IX. New Business

A. Resolution to Temporarily Transfer Funds from Rainy Day to Operating [Exhibit#5, Pages 1]

**1. Discussion:** Our annual transfer/loan to make sure the operating fund can fully cover payments until Spring property taxes come in.

**2. Action Item:** Ann/Natalie to finish process.

**3. Motion to approve resolution to temporarily transfer funds from rainy day to operating**

- a. Motion made by Kelly Wuerch
- b. Seconded by Jim Hunter
- c. Motion carried by a vote of 5/0 (all vote AYE)

B. Board Vacancy Recommendation

**1. Discussion:** No one currently has any recommendations.

**2. Action Item:** none.

C. Recommended Increase in Insurance Coverage



1. **Notes:** Our annual assets report update was completed by Buckland & Associates. Our insurance company has determined that we need more coverage due to the expansion. \$240/year increase.
  2. **Motion to approve recommended increase in insurance coverage**
    - a. Motion made by Kelly Weurch
    - b. Seconded by Julie Davis
    - c. Motion carried by a vote of 5/0 (all vote AYE)
- D. Possible Creation of Marketing Position
1. **Discussion:** Budget has been assessed and we could afford to hire someone could range from \$15/ 28 hr a week to \$21/hr and up to 20 hrs a week but the budget would be a bit tight. However, when full hours resume, we will need to hire another circ clerk. If we hire a marketing person and had them work some of the hours at Atlanta Library and had some of those clerk hours migrate to Cicero we may be able to make it work. Average statewide Marketing position \$17.54/hr up to \$26.81.
  2. **Action Item:** Board approves Ann creating a resolution to create the marketing job position and a salary range of \$15-\$18.77 for that person.
- E. Credit Card Resolution and Draft of Revised Credit Card Policy [Exhibit#6,7,8 Pages 1,1,1-2]
1. **Discussion:** Ann briefly reviewed suggested changes to Credit Card Policy that was reviewed at a previous meeting.
  2. **Action Item:** none.
  3. **Motion to approve Resolution for Library Credit Card**
    - a. Motion made by Julie Davis
    - b. Seconded by Jim Hunter
    - c. Motion carried by a vote of 5/0 (all vote AYE)
  4. **Motion to approve revised HNPL Credit Card Policy**
    - a. Motion made by Kelly Wuerch
    - b. Seconded by Julie Davis
    - c. Motion carried by a vote of 5/0 (all vote AYE)
- F. Technology Update
1. **Notes:** Phones were briefly offline after the multiple power outages this week; a reboot of each device fixed them immediately. Computers suffered a few printing and boot up problems due to bad batch of Windows Updates last week; we've largely uninstalled the bad update where needed, although I expect similar minor issues to keep cropping up as more computers become upgraded to the latest version of Windows 10.
- G. Request to Sponsor Friends of the Park
1. **Discussion:** \$25 of gift funds approved by board.
- H. Request to Sponsor Lights Over Morse Lake
1. **Discussion:** \$25 of gift funds approved by board
- I. Approval to Pay Baker Tilly (financial advisor) Invoice [Exhibit#9, Pages 1]

**1. Discussion:** Relating to the sale of our bonds. This may be an ongoing, intermittent charge once every 3 years.

**2. Motion to approve invoice for Baker Tilly (financial advisor)**

- a. Motion made by Jim Hunter
- b. Seconded by Kelly Wuerch
- c. Motion carried by a vote of 5/0 (all vote AYE)

J. Resolution for Revised Non-Resident Card Annual Fee [Exhibit#10, Pages 1]

**1. Discussion:** Our rate is revaluated annually based on a formula relating to Indiana Code. Historically we round up to the nearest whole number.

**2. Motion to approve resolution for revised non-resident car annual fee to be \$55.00 valid immediately.**

- a. Motion made by Julie Davis
- b. Seconded by Kelly Wuerch
- c. Motion carried by a vote of 5/0 (all vote AYE)

**3. Action Item:** Library to change signs, website, and everywhere else this information is available.

X. Looking Ahead:

- A. Next Meeting – April 15<sup>th</sup> at Atlanta Library

XI. Meeting Adjournment

**A. Motion to adjourn**

1. Motion made by Emily Pearson
2. Seconded by Julie Davis
3. Motion carried by a vote of 5/0 (all vote AYE)

- B. 8:01 PM meeting adjourned.