

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
April 21, 2022 at 6:30 p.m.  
Atlanta Branch, Basement**

- I. Call Meeting to Order
  - A. Called to order by President Kini Magdun at 6:30 p.m.
  - B. Members present: Kini Magdun, Julie Davis, Kelly Wuerch, Jim Hunter, Beth Roberts
  - C. Members absent: Michael Morris, Emily Pearson
  - D. Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Natalie Strader (Bookkeeper); Mike Hiatt (Maintenance)
  
- II. Review Regular Agenda [Exhibit#1, Pages 1]
  - A. Agenda was reviewed.
  
- III. Approve March 17, 2022 Board Meeting Minutes & Executive Session Minutes [Exhibit#2,3 Pages 1-10, 1]
  - A. **Notes:** none.
  - B. **Motion to approve March 17, 2022 meeting minutes.**
    1. Motion made by Beth Roberts
    2. Seconded by Kelly Wuerch
    3. Motion carried by vote of 5/0 (All vote AYE)
  
- IV. Public Participation
  - A. None.
  
- V. Financial Reports – March 2022 [Exhibit#4,5 Pages 1, 1-18]
  - A. Review of March report
    1. **Motion to pay March bills and approve financial reports**
      - a. Motion made by Julie Davis
      - b. Seconded by Beth Roberts
      - 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're below the run rate for this point in the year. Interest rates are up on our Trust Indiana account.

VI. Director's and Department Reports [Exhibit#6, Pages 1-8]

2021-2022 Cicero Stats	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Number of Visits	1720	1600	1601	2606	2369	2339	1959	2307	1905	1932	1712	1726	2571
Directional Questions	94	85	114	196	90	88	70	94	130	109	120	122	145
Reference Questions	157	175	186	206	113	108	137	141	131	137	175	169	178
Book & Other Recommendations	34	31	23	41	25	15	15	24	27	39	55	17	26
Scanned Pages	199	30	9	64	85	59	139	23	37	27	28	10	20
Volunteer Hours	0	0	0	0	0	0	0	0	0	0	7.5	9	13
Study Room Use (est.)	0	0	15	60	64	53	67	92	116	123	96	104	141
Yearbook Use	23	17	27	31	46	27	19	12	9	22	13	16	15
New Wing Tours (persons)	4	7	8	14	9	9	6	4	10	6	4	0	7

Activities for Adults and Families	Dates	# of Times	Attendance	Cost
Friends—Lana's Book Folding Class	3/8	1	19	0
Mystery Book Club— <i>The Eyre Affair</i> by Jasper Fforde	3/28	1	9	0
<b>Total</b>		<b>2</b>	<b>28</b>	<b>0</b>
Non-Library Room Use, Plus Hallway Use		14	233 est.	0

Top Facebook Posts:

Post Description	Reach	Link Clicks	Likes/ Reactions	Comments	Shares
Now Hiring, 3/23	1643	40	4	3	8
Spaghetti Fundraiser, 3/25	1398	29	12	1	8
Love, Chocolate, Ecuador, 3/30	1386	56	29	2	9
Staff Movie Picks, 3/17	1242	27	11	0	3
Splish Splash April Reading, 3/24	1054	12	3	0	2

Top Instagram Posts:

Post Description	Reach	Likes	Comments
Love, Chocolate, Ecuador, 3/30	26	1	0
Overdrive Update, 3/2	25	2	0
Eyre Affair, 3/20	25	0	0
Eyre Affair, 3/27	24	1	0

HNPL Website Audience Overview

	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22
Sessions	1,685	1,687	1,204	1,591	1,849	1,300	1,142	1,146	1,145	1,042	1,412	1,198	1,145
Users	1,038	1,154	758	862	1,189	781	701	674	652	644	761	653	670
Pageviews	2,968	3,365	2,570	2,879	3,322	2,073	2,015	1,751	2,003	1,639	2,365	2,079	2,035
Pages/Session	1.76	1.99	2.13	1.81	1.80	1.59	1.76	1.53	1.75	1.57	1.67	1.74	1.78
Avg. Duration	1:02	1:11	1:21	1:10	1:02	1:11	1:12	0:57	1:16	1:03	1:16	1:24	1:22
Bounce Rate	57.2%	55.3%	66.5%	65.6%	54.5%	73.4%	69.7%	76.9%	70.0%	75.1%	72.5%	71.5%	70.8%
Sessions/User	1.62	1.46	1.59	1.85	1.56	1.66	1.63	1.70	1.76	1.62	1.86	1.83	1.71
New Users	927	1001	665	749	939	684	608	575	569	562	664	555	589

**Notes:** none.

**Discussion:** none.

**Upcoming:** Splish Splash April Reading Challenge completion. Continuing the search for an art instructor.

Assistant Director – Kate Marshall

GENERAL - 165+ hours, highlights include:

- Collection development & maintenance
- Acquisitions
- Transit
- 8 notary events
- Professional development
- Cataloging (~34 hrs)

**TECHNOLOGY - 4.5+ hours, highlights include:**

- Monthly alignment mtg w/Brightworks
- Quarterly Business Review w/Brightworks
- Technology troubleshooting & maintenance

**CATALOGING & ACQUISITIONS** - Acquisitions has been working on prepping purchasing carts for all shelving locations. Cataloging has been working on processing new materials and collection maintenance.

**LOOKING FORWARD** - Collection maintenance

**Notes:** none.

**Circulation – Ann Hoehn/Jenn Crusenberry**

March 2022 circulation was **7,794** compared to March 2021 of **7,854** and a three-year average of **7,187**.

Atlanta had **209** circulations and Cicero had **5,901** + Overdrive eBooks **855**+ Hoopla **829**. In-house use for Atlanta was 0 and Cicero was 579. Sent out 68 holds from Atlanta and 430 from Cicero. Atlanta received 12 holds and Cicero received 398 holds from other libraries.

Circulation opened 39 new accounts. Circulation displays for the month resulted in 158 circulations. We continue to educate patrons on our electronic resources, including how to download hoopla and Libby (Overdrive). Jenn is doing a great job with her continuing cataloging training.

**Notes:** none.

**Action Items:** none.

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

The improvement in the weather accompanied an improvement in our statistics. The last week of the month was spring break. We continue to have games, computers, and puzzles available to the young adults. We hadn't seen one particular patron or her family in quite some time. She was challenged by some serious health issues but is feeling better now. She self-published a children's book and brought us a copy. She told me how much this library means to her. I thanked her for her donation and encouraged her to keep writing.

**Statistics for 2020-2021**

ACTIVITY	NUMBER OF EVENTS	ATTENDENCE	COST
Having Your Say/Stitch Crafters	5	16	0

2021-2022	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Number of Visits	180	158	144	178	164	216	186	190	91	68	63	59	97
Directional Questions	31	29	31	31	41	35	48	42	18	36	15	15	13
Reference Questions	25	19	28	28	40	27	34	35	13	20	7	17	13
Recommendations	33	32	38	33	39	29	41	42	21	29	11	21	24
Volunteer Hours	0	0	0	0	0	21	39	36	40	5	0	0	0
Computer Usage	15	9	27	12	19	16	18	19	10	12	10	10	11

**Discussion:** none.

**Children's –Ann Hoehn**

Program Type	Age Group	Number of Programs	Attendance	Cost
Story Times	Preschool	15	165	0
Game-On	Young Adult	1	0	0
<b>Totals</b>		<b>16</b>	<b>165</b>	<b>0</b>

**Program Details:**

Date	Program	Age Group	Theme	Craft	Attendance
3/1	Storytime	Preschool	Mo Willems	Letter A Alligator	0

3/2	Storytime	Preschool	Mo Willems	Letter A Alligator	6
3/3	Storytime	Preschool	Mo Willems	Letter A Alligator	9
3/8	Storytime	Preschool	Rain	Cloud w/ Cotton, Paint	11
3/9	Storytime	Preschool	Rain	Cloud w/ Cotton, Paint	8
3/9	Board Games	YA	--	--	0
3/10	Storytime	Preschool	Rain	Cloud w/ Cotton, Paint	15
3/15	Storytime	Preschool	Pete the Cat	Paper Pizza	19
3/16	Storytime	Preschool	Pete the Cat	Paper Pizza	12
3/17	Storytime	Preschool	Pete the Cat	Paper Pizza	12
3/22	Storytime	Preschool	Froggy the Frog	Paper Bag Frog Puppet	4
3/23	Storytime	Preschool	Froggy the Frog	Paper Bag Frog Puppet	13
3/24	Storytime	Preschool	Froggy the Frog	Paper Bag Frog Puppet	21
3/29	Storytime	Preschool	Birds	Paper Birdhouse	9
3/30	Storytime	Preschool	Birds	Paper Birdhouse	10
3/31	Storytime	Preschool	Birds	Paper Birdhouse	16

Looking Ahead - Planning for Summer Reading. -Ann Hoehn

**Maintenance – Mike Hiatt/Ann Hoehn**

- Assembled TV stand for Makerspace.
- Went to Kinsey’s Flooring to talk about estimate and pick up carpet samples.
- Fixed Atlanta basement door which wouldn’t open.
- Put screws in heater plate in entryway of Jenkins room.
- Fixed door handle to new kitchen exterior door.
- Met with Adam’s Flooring to get estimate on carpet for Indiana Room.

**Notes:** We have two more safety lights we need to order. Gutter people will be back to seal a leak.

**Looking Forward:** Spring outdoor work; new carpet project in Indiana Room; completion of emergency light project

**VII.** Old Business

**A.** Continuing Discussion on the Future of Atlanta Library

**1. Discussion:**

**a.** None.

**2. Motion to proceed to try and sell the Atlanta Branch**

**a.** Motion made by Jim Hunter

**b.** Seconded by Beth Roberts

**c.** Motion carried by a vote of 5/0 (All vote AYE)

**B.** Jenkins Wing HVAC

**1. Discussion:** Kini suggests we table this for slightly longer. She also suggests that we get Jay Ebert to explain the issues again in person or by email.

**2. Action Item:** Ann to follow up with Jay Ebert.

**C.** Indiana Room Carpet Replacement [Exhibit#7, Pages 1]

**1. Discussion:** We were able to get a quote for \$4,196.51, labor and parts inclusive for the carpet project. Mike may put up molding near the bookcase if the carpet doesn’t look right. Jim would like to get a couple more quotes before we go forward.

**2. Action Item:** Mike to get more quotes for next month’s board meeting.

**D.** First Farmers Checking Account – Authorized Signers

**1. Discussion:** Before we can open our new account, the board must vote on who will be authorized signers.

**2. Action Item:** none

**3. Motion to approve Ann Hoehn, Emily Pearson, Natalie Strader, Kini Magdun, and Julie Davis as authorized signers**

- a. Motion made by Beth Roberts
- b. Seconded by Kelly Wuerch
- c. Motion carried by a vote of 5/0 (All vote AYE)

**E. Emergency Lights**

- 1. Discussion:** We need 2 more emergency light replacements. We are waiting for a quote on those; Mike thinks they should be under \$1,000.00.
- 2. Action Item:** Mike and Ann to follow up.

**VIII. New Business**

**A. Technology Update**

- 1. Notes:** Lab conversion to local accounts still ongoing. Power outage on Friday, April 15<sup>th</sup> fried the hard drive of a Circulation Desk computer, but we have a backup unit configured and being used as a replacement.
- 2. Action item:** none.

**B. Atlanta Tree Assessment/Estimate**

- 1. Discussion:** Large tree in the Atlanta side yard has had large branches break off. Ann would like to get it assessed to see if we need to have it removed or trimmed for safety. Jim Hunter has a guy that should be able to give us an assessment. If it's under \$1,000.00 board would like us to move forward.
- 2. Action item:** Mike to pursue tree assessment.

**IX. Looking Ahead:**

- A. Next Meeting – May 19th, Cicero Branch.**

**X. Meeting Adjournment**

**A. Motion to adjourn**

- 1. Motion made by Jim Hunter
- 2. Seconded by Beth Roberts
- 3. Motion carried by a vote of 5/0 (all vote AYE)

- B. 6:54 PM meeting adjourned.**