

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Atlanta Branch --October 18th, 2018 6:30 p.m.**

- I. Regular Session
 - a. Call to order by President Steve Griffith 6:35 p.m.
 - b. Members present: Steve Griffith, Lee Templeton, Mike Jenkins, Kim Radant, Julie Overton
 - c. Members absent: Kini Magdun, Emily Pearson,
 - d. Others present: Ann Hoehn (Director) (via phone), Katherine Marshall (Assistant Director), Amy Wolfe (Bookkeeper) late, Mike Hiatt (Maintenance), Tara Anker (Peterson Architecture), Ian Wooten (Hagerman) (late)

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

- III. Minutes – September 20th Regular Meeting and October 4th Public Budget Hearing [Exhibit # 2, 3 Pages 1-8, 1]
 - a. **Discussion:** none
 - b. **Motion: to approve minutes for September 20th**
 - i. Motion made by Kim Radant
 - ii. Seconded by Lee Templeton
 - iii. Motion carried by vote of 5/5 (All vote AYE)
 - b. **Motion to approve October 4th Public Budget Hearing**
 - i. Motion made by Kim Radant
 - ii. Seconded by Lee Templeton
 - iii. Motion carried by a vote of 5/5 (All vote AYE)

- IV. Public Participation
 - i. none

- V. Financial Reports for September 2018 [Exhibit #4, Pages 1-23]
 - a. Review of September report
 - i. \$27,402 personal services, \$912 supplies, \$12,772 Other Services & Charges \$3,633 Capital Outlays, \$44,719 total expense for month. Run rate 75%, 72.4% of total budget used.
 - ii. **Motion to pay September bills**
 - a. Motion made by Lee Templeton
 - b. Seconded by Mike Jenkins
 - c. Motion carried by a vote of 5/5 (All vote AYE)
 - d. All signed voucher register summary
 - iii. **Action Item:**

- VI. Department Reports [Exhibit #5,6,7, Pages 1,1, 1-11]
 - A. Director – Ann Hoehn

2017-2018 Cicero Stats	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept
Number of Visits	320 1	327 9	311 3	263 0	294 2	267 1	361 6	338 7	331 5	3930	409 5	351 3	260 5
Directional Questions	111	106	93	108	116	131	225	149	138	162	126	144	110
Reference Questions	126	135	123	154	175	161	282	232	231	343	229	216	188
Book & Other	43	60	33	36	40	39	53	72	68	39	44	25	30

Recommendations													
Scanned Pages	108	95	172	48	114	43	47	26	68	19	114	169	33
Volunteer Hours	22	16	12	7	4	16	15	15	12	8	4	24	24
Study Room Use	24	37	25	27	32	25	29	25	26	21	22	25	35
Yearbook Use	19	26	13	6	19	37	34	12	25	33	18	4	12
Mandatory Service Hours	0	18	8	2	29	8	0	0	0	0	1	0	0
Test Proctoring (# of tests/# of hrs)									1/2	1/2	0/0	0/0	0/0

HNPL Website Audience Review													
	9/1-10/25	10/26-31	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
Sessions	NA	312	1,789	1,456	1,760	1,374	1,617	1,352	1,418	1,734	1,696	1,744	1,355
Users	NA	208	924	759	907	726	811	694	725	1,005	966	1,021	795
Pageviews	NA	531	2,968	2,447	3,093	2,274	2,674	2,186	2,362	2,990	2,880	3,022	2,252
Pages/Session	NA	1.70	1.66	1.68	1.76	1.66	1.65	1.62	1.67	1.72	1.70	1.73	1.66
Avg. Duration	NA	0:54	1:19	1:19	1:23	1:13	1:26	1:07	1:04	1:04	0:58	1:08	1:00
Bounce Rate	NA	71.79%	70.04%	70.40%	68.86%	70.60%	70.32%	72.26%	70.94%	72.09%	68.40%	68.75%	70.77%
% New Sessions	NA	46.79%	41.48%	38.87%	40.40%	---	---	---	---	---	---	---	---
Sessions/User						1.89	1.99	1.95	1.96	1.73	1.76	1.71	1.70
New Users						546	600	494	535	791	765	810	607

- Staff annual evaluations begin soon, and the entire process will be completed by the end of the year.
- Last year, during a Board meeting discussion about employee compensation, the process of how wages and raises are established was brought up. It seemed to be the feeling of at least one Board member that employee compensation at the library seems, perhaps, arbitrary. I am requesting, therefore, that the Board give me direction or instruction on what information I should provide the Board during the raise/compensation decision process. I have been thinking about this all year. I have ideas on data I can gather. That being say, I do not have a degree in human resources and do not know the proper way to benchmark these sorts of things. My fear is that the data we select to use when determining compensation will, in itself, be arbitrary. I hope we can have a good conversation about this on Thursday and that I am given a path forward.
- We received a nice letter from Hamilton County Harvest Food Bank thanking us for the 88lbs of food they picked up at the library in September.
- The Internet is up and running!
- At the Sept. Board meeting, the Board authorized spending up to \$5000 for diagnostic drain snaking to try to determine the source of the bathroom odor. I am waiting for an update from Darren Peterson on where we are with that project.
- We sold bonds on Oct 3rd, and the money will be wired into our checking account on Oct. 25th. Once received, I will transfer the money to our Trust Indiana account. We anticipate breaking ground for Cicero expansion/renovation in March.

- As far as current construction is concerned, we are more or less on schedule. A progress report will be given at the Board meeting.

Looking Forward: Election Day, Nov. 8th; completion of Bond 1 construction at Cicero Library (new HVAC!); Bond 2 money to be received.

Action Item/Notes: Ann and several board members will work on creating a better defined employee review and raise process and to create a compensation file to provide some historical analysis to the process.

B. Assistant Director – Kate Marshall

GENERAL

59+ hours, highlight include:

Created new tech documentation that explicitly outlines our IT infrastructure areas with pictures

Subbed at Atlanta

1 Book a Librarian

4 notary events

Cataloging work

Professional Development (Evergreen webinars, readings, Asst. Director Roundtable)

Capital planning meetings + follow up

TECHNOLOGY

12+ hours, highlights include:

Installing Evergreen web client for beta testing

Quarterly Business Meeting w/ Gordon Flesch

Optec outdoor LED display meeting

Troubleshooting construction damage/issues to IT infrastructure

MARKETING

10+ hours, highlights include:

Revised wireless printing directions

Marketing Meeting

Facebook posts for September

Book reviews

LOOKING FORWARD

Finishing Atlanta Emergency manual update

Updating Technical Services documentation

Discussion: none

Action Item: none

C. Circulation – Cindy Ritter

- a. The **circulation stats** for September were **7,198** compared to September of last year at **7,670** and a three year average of **7,728**. Atlanta had 218 circulations and Cicero had 5,544 + Overdrive eBooks 908 + Hoopla 483 + RBdigital Mags 26 + RBdigital Audio 19. In-house use for Atlanta was 34 and Cicero had 464. Sent out 78 holds from Atlanta and 334 from Cicero. Atlanta received 11 holds from other libraries and Cicero received 394. Top selections for patrons in September were DVD, 998; Children, 1147; Adult Fiction, 1088; Computer, 263; Juvenile Fiction, 440; Adult Non-Fiction, 260; J Non-Fiction, 440; YA Fiction, 165. **Subscription Databases Usage:** no databases subscribed at this time

- b. 33 new patron cards were issued in September
- c. Overall circulation has dropped but our electronic resources continue to do well.
- d. Kerry Binder was hired as our newest circulation clerk to replace Kylie Thomison following her promotion.
- e. Display totals this month were as follows: Recently Added DVDs – 66; Great American Read – 35; Happy Cat Month – 14; Taste of the Book – 19.
- f. **Action Item:** none
- g. **Discussion:** none

D. Atlanta – Mary Palmiero

Now that the renovations to the library have been completed, patron attendance has improved. Several commented that they didn't realize how much room there is downstairs. Patrons have an easier time looking for books as well as games and puzzles.

We had a good attendance for the Open House. Ice cream and root beer were donated for floats. Visitors included Steve Martin, Director of Sheridan Library, who took time out of his schedule to attend. He was the director of HNPL in the 80s and was impressed with Atlanta's "new look". We appreciate all those who attended and support our library.

Statistics

NAME OF EVENT	NUMBER OF EVENTS	ATTENDANCE	COST	COST PER PERSON
Smart Phone Tutorial	1	5	0	0
Stitch Crafters	4	20	0	0
Having Your Say	3	18	0	0
Open House	1	36	\$90	\$2.50
TOTALS	9	79	\$90	\$1.14

Other Statistics – 2017-2018

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Number of Visits	347	339	230	143	226	226	200	229	292	245	249	280	310
Directional Questions	59	46	43	25	43	37	42	32	38	38	42	54	36
Reference Questions	43	42	29	18	53	38	27	33	40	40	34	42	34
Recommendations	42	44	44	29	43	32	41	43	43	57	45	54	44
Volunteer Hours	2	5	3	0	0	0	0	0	0	0	0	0	0
Scanned Pages	0	0	1	0	0	0	0	0	0	0	0	0	0
Computer Usage	53	75	49	27	27	32	25	35	21	See graph	See graph	10	18

- **Looking Forward:** Looking forward to having kids and teens return to the library in full force with the return of autumn.
- **Action Item:** none

E. Adult – Ann Hoehn

- a. September Programs: 5; Attendance, 31; Cost: \$50.00. Cost Per: \$1.61. There were 6 non-library uses of rooms & gazebo; Attendance, approx. 61
- h. **Action Item:** none
- i. **Discussion:** none
- j. **Looking Forward:**
 - Classic Movie, Blondie, Oct. 20 at 1 p.m.
 - Mystery Book Group, A Monstrous Regiment of Women by Laurie King, Oct. 22 at 6:30 p.m.
 - Frankenstein Chocolate, Oct. 25 at 6:30 p.m.
 - Brown Bag Reading Group, Lilac Girls by Martha Kelly, Oct. 26 at 11:30 a.m.
 - Classic Movie, Sabrina, Nov. 10 at 1 p.m.
 - Candy Making with Auntie Em, Nov. 13 at 6:30 p.m.

F. Children’s – Debra Brown

- a. September Programs: 18; Attendance: 320 Cost: \$0.00 Cost per person: \$0.00
Library Collection – In an effort to promote better patron access to holiday-themed children’s books during the upcoming season, we have re-appropriated one of our study tables as display space through the 4th quarter. If we notice that patrons are lacking for table/study space, we can always quickly take up the book display so they can use the table. In the meantime, however, this temporary fix will both preserve the shelf space needed for the Newbooks collection while also displaying the sought-after holiday titles front and center. Halloween books are already circulating from this area and more are replaced daily. We hope to increase the circulation statistics on holiday books by giving them more exposure to patrons. These items also won’t need to be reshelfed immediately– just returned to the display table until that holiday is over and the next one starts.

Programs – September in the Story time room consisted of various connections to National Library Card Signup month and our theme of *“Incredible Things You can Do with a Library Card”*. We enjoyed a week devoted to a new book titled Lost in the Library which told the story of *Patience* and *Fortitude*, the two lions that flank the entrance to the New York Public Library. We completed a lion craft that week and also looked at other books that tie lions and libraries together. We also celebrated themes of Grandparents, Apples and Autumn. The physical children’s room got a Fall Makeover as summer décor was switched out for the fall themes that will adorn the room through November. The Friday homeschool class is chronicling their music appreciation journey this Fall with their own wall space dedicated to the composers and overtures they are studying.

Looking Ahead – October story time themes include Harvest, Spiders, Pumpkins and Halloween. The Frankenstein motif will be noticeable, especially at mid-month as we welcome Professor Steve’s *Science of Frankenstein* Show on the 10th and *Not-So-Scary Frankenstein* story time during the week of the 15th.

Discussion/Notes: none

G. Young Adult – Ann Hoehn

- a. September Programs: 2; Attendance, 9; Cost \$62.12 ; Cost per person: \$6.90
- b. **Note:** none
- c. **Action Item:** none
- d. **Coming up:**
 - Halloween Party, Oct. 27, 6-9 p.m.
 - Cupcake Decorating, November date to be determined

H. Maintenance – Mike Hiatt/Ann Hoehn

- Refinished the tables and handrail in the basement at Atlanta.
- Worked on sump pump in Atlanta. The alarm kept going off; had to clean electrical contacts.
- Called Swan Electrical about parking lot lights; they will be here soon to fix.
- Met with Ian from Hagerman about soil testing. Test will take about 7-10 days to get back.
- Cicero construction is going well and is on schedule.

Looking Forward:

- Cicero construction projects!

Discussion: Front parking lights are fully switched out for LEDs. The back lights will be done in Phase 2.

Action Item: none

VII. Old Business

A. Determining Employee Compensation

- a. **Discussion:** The type of rubric for annual review was discussed, as well as what kind of coordinating annual review score/raise chart we'll probably pursue.
- b. **Action Item:** Ann and several board members will work on creating a better defined employee review and raise process and to create a compensation file to provide some historical analysis to the process.

VIII. New Business

a. Capital Projects

a. **Discussion:** Peterson Architecture—Tara

- i. A revised reading room and alternate book drop in the back near the kids room has been sketched out, although it is unlikely that these two options will become reality. Ground fault is buried near the back side of the building at proposed site cannot be blacktopped over which may put a crimp in the design plans. There is still a new vestibule scheduled to be added to the front. If we move the book drop to the back, we'd also be losing up to 25 shelves of children's fiction, which we can't particularly afford to lose.
- ii. We're still waiting on a second soil quality test result.

b. **Action Item:** none

b. 2019 Budget Adoption, Sign Form 4 [Exhibit #8, Pages 1-2]

- a. **Discussion:** Rainy Day has been funded at the same level as previous years. We also have different fund lines for our two difference bonds. We also have a gift fund.
- b. **Motion to adopt the 2019 Budget and Sign Form 4**

- i. Motion made by Mike Jenkins
 - ii. Seconded by Kim Radant
 - iii. Motion carried by a vote of 5/5 (All vote AYE)
 - c. **Action Item:** Ann to carry out usual budget procedures.
- c. Permission to Pay Darren Peterson [Exhibit #9, Pages 1-2]
 - a. **Action Item:** none
 - b. **Motion to pay Darren Peterson**
 - 1. Motion made by Mike Jenkins
 - 2. Seconded by Lee Templeton
 - 3. Motion carried by a vote of 5/5 (All vote AYE)
- d. Permission to Pay Hagerman [Exhibit #10, Pages 1]
 - 1. **Notes:** Jae and Darren have verified that the work has been completed. Mike has also checked.
 - 2. **Motion to pay Hagerman for certified amount**
 - 1. Motion made by Lee Templeton
 - 2. Seconded by Julie Overton
 - 3. Motion carried by a vote of 5/5 (All vote AYE)
- e. November *Food for Fines*
 - a. **Discussion:** Overview of usual procedures
 - b. **Action Item:** Implement *Food for Fines* in November 2018.
 - c. **Motion to approve usual Food for Fines procedures**
 - i. Motion made by Kim Radant
 - ii. Seconded Lee Templeton
 - iii. Motion carried by a vote of 5/5 (All vote AYE)
- f. Annual Liability and Other Insurance Renewals
 - a. **Discussion:** The policies for commercial property and commercial liability and smaller directors and officers liabilities are due Nov 6th. Needed to get board approval to pay them. The big commercial property & liability is just \$142 more than last year. Director and officer's liability should be the same as previous years.
 - b. **Action Item:** Ann/Amy to pay renewal
 - c. **Motion to approve paying the liability and other insurance**
 - i. Motion made by Mike Jenkins
 - ii. Seconded by Kim Radant
 - iii. Motion carried by a vote of 5/5 (All vote AYE)
- g. Technology Update
 - a. **Notes:**
 - a. Our server is working again, although there is still a broken part affecting the reboot function. Since we are planning to replace shortly, we won't be fixing it. We are also working to replace our inaccessible firewall with a cloud based version from our internet provider, ENA.
 - b. We're sorting out a patch panel issue and we'll need to remap the patch panel/switch connections once our final replacement switch is installed (probably in November).
 - c. Our switch, which was damaged by construction but initially remained functional, devolved to the point where only about half the ports on the switch are working. ENA is giving us a loaner switch while the damaged one is sent back for repair. It's possible that ENA will want to bill the construction team cover the replacement cost.
 - d. We have quotes for all the parts of our server upgrade and have a rough estimate of total project cost. This time around, we're having to upgrade all our Microsoft Office software since Office 2010 is going End of Life at the end of 2019. Upgrading our server involves a lot of moving parts,

including the hardware (server), software (Office, Windows 2016 server, SQL 2016, all related CAL licenses for desktops that touch the server, Clean Slate Software (Deep Freeze, our current product, is not officially rated for Server 2016 right now)), and the migration fee from Gordon Flesch to manage this massive undertaking. Total cost is currently clocking in at roughly \$13,200.00. Based on our last server purchase and migration, this does seem to be reasonable.

b. Discussion: Due to critical need, we're using bond money to do an emergency replacement of our failing server and the rest of our aging infrastructure, which has caused multiple days of down time in the last month. Due to it being the end of the year, doing an additional appropriation Rainy Day was not a good option and it felt risky to wait until January 1st to try and put the server replacement in motion.

c. Action Item: Management to let Ian/Hagerman know that we've had some quality control/damage issues from the construction team.

d. Motion to approve use of bond money to replace the server up to \$15,000

- a. Motion made by Kim Radant
- b. Seconded by Julie Overton
- c. Motion carried by a vote of 5/5 (All vote AYE)

IX. Looking Ahead:

- a. Nov. 15--Regular Board Meeting at Cicero Library, 6:30 p.m.

X. Meeting Adjournment

- a. Motion to adjourn
 - i. Motion made by Lee Templeton
 - ii. Seconded by Kim Radant
 - iii. Motion carried by a vote of 5/5 (all vote AYE)
- b. 7:56 PM meeting adjourned.

XI. Executive Session – No