

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
March 17, 2022 at 6:30 p.m.  
Cicero Branch, Jenkins Meeting Room**

- 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, Emily Pearson, Michael Morris, Beth Roberts (in at 6:31 pm)
  - C. Members absent: none
  - D. Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Natalie Strader (Bookkeeper); Mike Hiatt (Maintenance); Aaron Culp (Lawyer)
  
- II. Review Regular Agenda [Exhibit#1, Pages 1]
  - A. Agenda was reviewed.
  
- III. Approve February 17, 2022 Board Meeting Minutes & Executive Session Minutes [Exhibit#2,3 Pages 1, 1-8]
  - A. **Notes:** none.
  - B. **Motion to approve February 17, 2022 regular meeting minutes and Executive Session Meeting minutes.**
    1. Motion made by Emily Pearson
    2. Seconded by Michael Morris
    3. Motion carried by vote of 7/0 (All vote AYE)
  
- IV. Public Participation
  - A. None.
  
- V. Financial Reports – February 2022 [Exhibit#4,5 Pages 1, 1-18]
  - A. Review of February report
    1. **Motion to pay February bills and approve financial reports**
      - a. Motion made by Beth Roberts
      - b. Seconded by Michael Morris
      - c. Motion carried by a vote of 7/0 (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.

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

2021-2022 Cicero Stats	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Number of Visits	1504	1720	1600	1601	2606	2369	2339	1959	2307	1905	1932	1712	1726
Directional Questions	60	94	85	114	196	90	88	70	94	130	109	120	122
Reference Questions	72	157	175	186	206	113	108	137	141	131	137	175	169
Book & Other Recommendations	8	34	31	23	41	25	15	15	24	27	39	55	17
Scanned Pages	79	199	30	9	64	85	59	139	23	37	27	28	10
Volunteer Hours	0	0	0	0	0	0	0	0	0	0	0	7.5	9
Study Room Use (est.)	0	0	0	15	60	64	53	67	92	116	123	96	104
Yearbook Use	35	23	17	27	31	46	27	19	12	9	22	13	16
New Wing Tours (persons)	4	4	7	8	14	9	9	6	4	10	6	4	0

Activities for Adults and Families	Dates	# of Times	Attendance	Cost
Friends—Taste of Chocolate	2/8	1	26	0
Mystery Book Club— <i>Eight Perfect Murders</i> by Peter Swanson	2/28	1	9	0
Special Needs Adults Luncheon	2/28	1	17	0 (All food was donated)
<b>Total</b>		<b>3</b>	<b>52</b>	<b>0</b>
Non-Library Room Use		6	69 est.	0

Top Facebook Posts:

Post Description	Reach	Link Clicks	Likes/ Reactions	Comments	Shares
Lana's Paper Folding Class, 2/25	2216	62	34	16	17
Taste of Chocolate, 2/7	2118	40	15	5	7
Now Entering Cicero, 2/17	2046	39	24	1	4
Winter Book Sale, 2/24	1468	15	10	2	3

Winter Book Sales, 2/11	1318	65	9	7	1
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Top Instagram Posts:

Post Description	Reach	Likes	Comments
Now Entering Cicero, 2/17	40	1	0
Weather Closing Announcement, 2/3	29	2	0
Mystery Book Discussion, 2/27	23	0	0
Winter Reading Challenge, 2/6	22	0	0

HNPL Website Audience Overview

	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22
Sessions	1,449	1,685	1,687	1,204	1,591	1,849	1,300	1,142	1,146	1,145	1,042	1,412	1,198
Users	887	1,038	1,154	758	862	1,189	781	701	674	652	644	761	653
Pageviews	2,731	2,968	3,365	2,570	2,879	3,322	2,073	2,015	1,751	2,003	1,639	2,365	2,079
Pages/Session	1.88	1.76	1.99	2.13	1.81	1.80	1.59	1.76	1.53	1.75	1.57	1.67	1.74
Avg. Duration	1:18	1:02	1:11	1:21	1:10	1:02	1:11	1:12	0:57	1:16	1:03	1:16	1:24
Bounce Rate	70.8%	57.2%	55.3%	66.5%	65.6%	54.5%	73.4%	69.7%	76.9%	70.0%	75.1%	72.5%	71.5%
Sessions/User	1.63	1.62	1.46	1.59	1.85	1.56	1.66	1.63	1.70	1.76	1.62	1.86	1.83
New Users	785	927	1001	665	749	939	684	608	575	569	562	664	555

**Notes:** none.

**Discussion:** none.

**Upcoming:** Splish Splash April Reading Challenge, April 1-30; search for an art instructor!

**Assistant Director – Kate Marshall**

**GENERAL - 126+ hours, highlights include:**

- Collection development & maintenance
- Acquisitions
- Transit
- 3 notary events
- Professional development
- Fixed large print book records (roughly 500 items)
- Cataloging (~45 hrs)

**TECHNOLOGY - 3.5+ hours, highlights include:**

- Monthly alignment mtg w/Brightworks
- Technology troubleshooting & maintenance
- Updating documentation
- Helping patrons with electronic resources

**CATALOGING & ACQUISITIONS** - Acquisitions has been working on prepping purchasing carts for all shelving locations and updating documentation. Cataloging fixed all large print items on incorrect records and processed new materials this month.

**LOOKING FORWARD** - Collection maintenance

**Notes:** none.

**Circulation – Ann Hoehn/Jenn Crusenberry**

February 2022 circulation was **7,127** compared to February 2021 of **6,577** and a three-year average of **7,462**. Atlanta had **118** circulations and Cicero had **5,357** + Overdrive eBooks **898**+ Hoopla **754**. In-house use for Atlanta was 19 and Cicero was 451. Sent out 50 holds from Atlanta and 406 from Cicero. Atlanta received 7 holds and Cicero received 458 holds from other libraries.

Circulation opened 39 new accounts. Circulation has been busy with new patrons, helping in the computer lab, and a lot of faxing. We also had quite a bit of lamination projects for the month of February. Jenn has been working on developing a more in-depth knowledge of Evergreen, and she took an Evergreen webinar on how to do inventory. She also took a webinar on Overdrive and their Libby App.

**Notes:** none.

**Action Items:** none.

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

The month was short, and temperatures were low. This is why statistics were low this month. It is interesting to note that our best days are usually Wednesdays when the Having Your Say Writers and Crafters attend. This is what saved us this month. We also have games, computers, and Wi Fi available to all ages. The first two days we were open in March so far showed an improvement. The weather was better, and there are many patrons who walk to the library.

**Statistics for 2020-2021**

ACTIVITY	NUMBER OF EVENTS	ATTENDENCE	COST
Having Your Say/Stitch Crafters	4	14	0

2021-2022	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Number of Visits	118	180	158	144	178	164	216	186	190	91	68	63	59
Directional Questions	18	31	29	31	31	41	35	48	42	18	36	15	15
Reference Questions	10	25	19	28	28	40	27	34	35	13	20	7	17
Recommendations	20	33	32	38	33	39	29	41	42	21	29	11	21
Volunteer Hours	0	0	0	0	0	0	21	39	36	40	5	0	0
Computer Usage	5	15	9	27	12	19	16	18	19	10	12	10	10

**Discussion:** none.

**Children's –Ann Hoehn**

Program Type	Age Group	Number of Programs	Attendance	Cost
Story Times	Preschool	12	62	0
Game-On	Young Adult	1	4	0
<b>Totals</b>		<b>13</b>	<b>66</b>	<b>0</b>

**Program Details:**

Date	Program	Age Group	Theme	Craft	Attendance
2/1	Storytime	Preschool	Donuts	Paper donut	4
2/2	Storytime	Preschool	Donuts	Paper donut	0

2/3	Storytime – Cancelled due to Weather	Preschool	Donuts	Paper donut	0
2/8	Storytime	Preschool	Fish	Paper fish w/pompoms	12
2/9	Storytime	Preschool	Fish	Paper fish w/pompoms	2
2/9	Game-On Board Games	YA			4
2/10	Storytime	Preschool	Fish	Paper fish w/pompoms	10
2/11	Storytime (impromptu)	Preschool	Fish	Paper fish w/pompoms	2
2/15	Storytime	Preschool	Pets	Paper fishbowl	2
2/16	Storytime	Preschool	Pets	Paper fishbowl	5
2/17	Storytime	Preschool	Pets	Paper fishbowl	8
2/22	Storytime	Preschool	Counting	Paper caterpillar	7
2/23	Storytime	Preschool	Counting	Paper caterpillar	8
2/24	Storytime	Preschool	Counting	Paper caterpillar	2

### Looking Ahead

Mary Palmiero from Atlanta Branch and Julie Davis have agreed to do Storytime at Cicero at the end of March and beginning of April. Thank you!

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

- Fixed shelf in cabinet in main women’s restroom at Cicero.
- Worked on clogged sink in Story Time room.
- Worked on gluing loose chairs in the Children’s Department.
- Assembled new tables for Makerspace.
- Took snowblower to Campbells Sales to be repaired. Estimate between \$400 and \$450.
- Replaced lights and ballast.

**Notes:** none.

**Looking Forward:** Spring outdoor work; new carpet project in Indiana Room

### **VII. Old Business**

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

##### **1. Advertising Requirements –Aaron Culp:**

- a. If we sell it how must be the proceeds be used? According to bond council, all must go towards paying down the bond. An escrow fund must be established, all proceeds go into the fund and any interest must be retained in the account. There are also securities and IRS filings that must be accomplished—all these procedures will likely cost in excess of \$7,500.00.

Leasing to another party would be treated the same as selling. There does not seem to be a procedural difference between selling it to private, municipal, or 501(c)3. Our Bond 1 is totally paid off by 2029, per Natalie. We do not have to make up any difference if we sell Atlanta for less than the amount used from the bond for renovations. Escrow funds must be used in a lump sum.

The board would like to know if the cost for appraisals and the other out of pocket costs can be covered by the sale proceeds and whether there would be a penalty to paying off the bond before 2029.

An executive session will be held at Atlanta at 5:30 pm. In April.

##### **2. Preliminary Site Prep & Clean Up**

- a. Tasks to clean up: dirt will be moved once it’s dry enough, miscellaneous furniture and old Christmas decorations may be removed. Emily Pearson may repurpose old wreaths for fundraising.

#### **B. Heating Unit in Jenkins Meeting Room Entrance**

- 1. Discussion:** Mike thinks the easiest solution is to put 2 screws in the bottom of the fan cover.

The general overheating issue in the Jenkins Room heat is a byproduct of the building envelope—there is no easy solution to the extra heat.

2. **Action Item:** Beth to re-read old meeting minutes to get a better understanding of the building envelope issue in the Jenkins Wing.
- C. Staff Footwear
1. **Discussion:** Board is okay with closed-toed shoes being highly suggested but not required.
  2. **Action Item:** none.
- D. Indiana Room Carpet –Samples Now Available
1. **Discussion:** The choice for the Indiana Room may eventually also go through the main library as well. Mike would like something darker than what we have in the Jenkins Room due to level of public use. These will be carpet squares or rectangles. Quiet Thoughts 879 sample was chosen.
  2. **Action Item:** Mike & Ann to follow up on carpet project.
  3. **Motion to approve Quiet Thoughts carpet**
    - a. Motion made by Jim Hunter
    - b. Seconded by Emily Pearson
    - c. Motion carried by a vote of 7/0 (All vote AYE)

## VIII. New Business

- A. Technology Update
1. **Notes:** Lab conversion to local accounts still ongoing. Everything else has been stable.
  2. **Action item:**
- B. Comfort Systems Contract – Auto-Renewal [Exhibit #7, Pages 1]
1. **Discussion:** Payment has gone up slightly.
  2. **Action item:** none.
  3. **Motion to approve Comfort Systems Contract**
    - a. Motion made by Jim Hunter
    - b. Seconded by Beth Roberts
    - c. Motion carried by a vote of 7/0 (All vote AYE)
- C. Cicero Gutter Work—Quotes [Exhibit #8,9 Pages 1,1]
1. **Notes:** K&L & Purkeys quotes. K&L did not include gutter cleaning or repairs. Purkey's quote include reattachment, repairs, cleaning, plus sealing for \$850.00. Mike feels the Purkey's comprehensive quote is a better deal.
  2. **Action Item:** Board agrees to Purkey's quote.
- D. Lights Over Morse Lake Sponsorship
1. **Discussion:** Our annual request for sponsorship. We have a little bit in the gift fund both organizations \$25 each.
  2. **Action item:** Ann/Natalie to send sponsorship
- E. Friends of the Park Sponsorship
1. **Discussion:** Our annual request for sponsorship. We have a little bit in the gift fund both organizations \$25 each.



**2.Action item:** Ann/Natalie to send sponsorship

F. Annual Review of Board By-Laws [Exhibit #10, Pages 1-3]

**1.Discussion:** Our annual review.

**2.Action item:** none

**3.Motion to approve no amendments, keep as-is**

- a. Motion made by Beth Roberts
- b. Seconded by Emily Pearson
- c. Motion carried by a vote of 7/0 (All vote AYE)

G. 2022 Non-Resident Card Fee Resolution [Exhibit #11, Pages 1]

**1.Discussion:** Based on state fee calculation equation, the fee has risen to \$61.00.

**2.Action item:** Ann or director's designee to update documents, website, and signage.

**3.Motion to approve resolution to raise to non-resident card fee to \$61.00**

- a. Motion made by Beth Roberts
- b. Seconded by Michael Morris
- c. Motion carried by a vote of 7/0 (All vote AYE)

H. Temporary Art Instructor – Draft Job Description [Exhibit #12, Pages 1-3]

**1.Note:** The position is being advertised as a temporary, 1-year position.

**2.Action Item:** Ann and/or director's designees to advertise job.

I. 2022 Employee Compensation Resolution, including Temporary Art Instructor [Exhibit #13, Pages 1]

**1.Note:** \$15-18 per hour for Art Instructor. The resolution is clear that we can have either the Youth Services position or the Art Instructor position filled at any one time.

**2.Action Item:** none.

**3.Motion to approve 2022 Employee Compensation Resolution, including Temporary Art Instructor**

- a. Motion made by Julie Davis
- b. Seconded by Emily Pearson
- c. Motion carried by a vote of 7/0 (All vote AYE)

J. Request to Close Key Bank Account

**1.Note:** We have a money market account with Key Bank. The money has mostly been sitting there for the last ten years. Key Bank has been difficult to work with, has provided poor customer service, and our money earns little interest. Ann suggests we close Key Bank Account and transfer the money into a local First Farmers checking account. Steve Griffith is no longer on the board and Steve Griffith should not be required to sign anything.

**2.Action Item:** n/a

**3.Motion to approve the closure of HNPL's Key Bank Account and take the money and open an account at First Farmers.**

- a. Motion made by Emily Pearson
- b. Seconded by Michael Morris
- c. Motion carried by a vote of 7/0 (All vote AYE)

K. Nugent Electrical Proposal [Exhibit #14, Pages 1-3]

**1. Discussion:** Emergency lighting and security lighting. Emergency Light batteries in all 7 are dead. Two quotes—one to just replace all batteries in 7. Second proposal is to change them all to LED's--\$2870 for the full replacement. These are not regular batteries; they are complicated and expensive. They also run 24/7. LED's will save us money in the long run. The difference in cost may take a few years to recoup, but board is keen on the LED idea, as it will be a start to turning over all our lights to LED, per previous plans under the bond projects.

**2. Action Item:** Mike to follow up with vendor to complete project.

**3. Motion to accept proposal for option 2, for \$2,870.00**

- a. Motion made by Jim Hunter
- b. Seconded by Emily Pearson
- c. Motion carried by a vote of 7/0 (All vote AYE)

IX. Looking Ahead:

- A. Next Meeting – April 21, Atlanta Branch.

X. Meeting Adjournment

**A. Motion to adjourn**

1. Motion made by Julie Davis
2. Seconded by Emily Pearson
3. Motion carried by a vote of 7/0 (all vote AYE)

- B. 7:43 PM meeting adjourned.