

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
Cicero Branch – January 21, 6:30 p.m.**

- I. Regular Session
  - a. Call to order by President Steve Griffith at 6:34 p.m.
  - b. Members present: Steve Griffith, Lee Templeton, Mike Jenkins, Emily Beechler, Laura Holliday
  - c. Members absent: Gregory Goff,
  - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Amy Wolfe (Bookkeeper). Noah Mangas (ACTS student board member)
  
- II. Review Agenda [Exhibit #1, Pages 1-2]
  - a. Review of Agenda by President Steve Griffith
  
- III. Minutes – December 17, 2015 [Exhibit #2, Pages 1-8]
  - a. **Discussion:** none
  - b. Motion to approve minutes as is for December 17<sup>th</sup>, 2015
    - i. Motion made by Emily Beechler
    - ii. Seconded by Laura Holliday
    - iii. Motion carried by vote of 5/5
  
- IV. Public Participation
  - a. None
  
- V. Financial Reports for December 2015 [Exhibit #3, Pages 1-33]
  - a. Review of December report
    - i. \$40,010 personal services, \$624 supplies, \$3,379 Other Services & Charges \$1,476 Capital Outlays, \$45,490 total expense for month. Run rate 100 %, 100 % of total budget used.
    - ii. Motion to pay December bills
      - a. Motion made by Emily Beechler
      - b. Seconded by Laura Holliday
      - c. Motion passed by a vote of 5/5 (All vote AYE)
      - d. All signed registers of claims
    - iii. Resolution to Transfer Funds Between Major Categories Within the Library Operating, LIRF, and Rainy Day Budgets [Exhibit #4, Pages 1-3]
      - a. Discussion: none
      - b. Motion to approve the resolution
        - a. Motion made by Emily Beechler
        - b. Seconded by Mike Jenkins
        - c. Motion passed by a vote of 5/5 (All vote AYE)
    - iv. **Discussion:** Check with Key & First Farmers policies on extraneous fees. There is no penalty for closing the Money Market accounts at 1<sup>st</sup> Merchants Bank should we move the money market account to a different institution. We could also use a credit union who have much better interest rates. Ann to investigate.
    - v. **Action item:** Amy to email to Board the Jan-Dec 2015 Income Statement.
  
- VI. Department Reports [Exhibit #1, Pages 3-14]



<b>Ave. Session Duration</b>	1:18	1:34	1:27	1:25	1:15	1:37	1:05	1:08
<b>Bounce Rate</b>	66.28%	70.22%	69.25%	68.20%	67.11%	65.01%	75.11%	71.94%
<b>% New Sessions</b>	68.82%	49.90%	55.37%	49.76%	43.99%	39.62%	49.25%	48.34%

*Coming up:*

- Winter Reading Program, Feb. 1-29
- Submitting the Library Annual Report to the State Library by the end of January
- Submitting the Financial Annual Report to the State of Indiana by the end of February
- Feb. 4 Centennial Planning Committee Meeting at Atlanta
- Feb. 17 Friends of the Library meeting at Atlanta

**Action Item:** Submit art items for display by Jan. 30<sup>th</sup>. Hoopla info video for middle school & high school. Channels 19 & 23 might air local news? Chamber Facebook. Kiwani's meeting.

B. Assistant Director – Kate Marshall

**GENERAL**

4 Book-A-Librarian sessions

10 notary appointments

Several inventory areas evaluated for cataloging errors and edited when appropriate

Missing lists were run on completed inventory areas and staff have started preliminary checks for missing items.

Multiple inventory reports edited for completed missing item checks

Set up laptop & scanner for Atlanta to help them finish scanning upstairs.

Adult Audiobooks were re-scanned using laptop to get better data set

Evaluated & weeded all reference material with Ann

Shifted reference in order to move Adult Audiobooks at Cicero to front of house so they were near other media/had better visibility

Working with Cameron as we evaluate YA fiction that met weeding parameters

Prep board report, board meeting minutes, and supplementary board materials

Started creating weeding lists for future use since we already had data at our fingertips right now.

Professional development: reading, webinars, educational videos, & started a Lynda.com course

**TECH**

Spent 30+ hours troubleshooting computers / receipt printers & coordinating with Gordon Flesch when unable to solve issue.

Installed and reinstalled multiple programs in our effort to clean up computers and standardize with GF software.

Finished re-imaging all Children's laptops for educational use.

Email RICOH about implementation timeline

Checked our Tech Plan for January 2016 goals and started preparation for those upcoming tasks

Communicated with vendors about various software and products we've been investigating

Worked with Cindy to eliminate any issues with off-line mode before Evergreen 2.9 update.

Edited website with new board of trustees officer positions

Emailed Gordon Flesch to have Mike Hiatt's email and desktop set up  
Received definitive answer about 9-6-3 TREND controls system (HVAC software): we will never be able to delete Jim's desktop because the software is permanently tied to his desktop only due to licensing.  
Coordinated with Dell warranty services to replace failed controller battery on server  
Gathered all data for Gordon Flesch tech so we can eventually clean out dead computers from Active Directory

### MARKETING

Worked with Debra to create a few Facebook posts for Children's activities.  
Spent many hours coordinating hoopla onboarding, including filling out paperwork & participating in conference call.  
Watched several hoopla webinars/learning videos,  
Promoted online bill pay on Facebook and the Newsletter  
Reviewed books for our newsletter staff picks section.  
Created a "book link" to our library on GoodReads & documentation on how patrons can add our library to their personal GoodReads accounts.

### Looking Ahead

- More inventory & weeding
- February Magic of Tidying Up Class
- Upcoming documentation creation & marketing
- Hoopla roll-out
- Refresh plan starting on computers

### C. Circulation – Cindy Ritter

- a. The **circulation stats** for December were 7,222 compared to December of last year at 7,765 and a three year average of 7,780. Atlanta had 399 circulations and Cicero had 6,186 + Overdrive eBooks 637 for a branch total of 6,823. In-house use for Atlanta was 26 and Cicero had 511. Sent out 100 holds from Atlanta and 238 from Cicero. Atlanta received 17 holds from other libraries and Cicero received 193. Top selections for patrons in December were DVD, 2071; Adult Fiction, 1166; Children, 1017; Adult Non-Fiction, 377; Juvenile Fiction 371; Computer, 362; Juvenile Non-Fiction, 319; YA Fiction, 203. **Subscription databases Usage:** Freegal 44; Ancestry.com 31 searches.
- b. 39 new cards were issued in December
- c. Evergreen Indiana was updated to version 2.9 over the New Year holiday. The system was taken down at 9 pm on December 30th and was back up and fully functioning on Monday, January 4th.
- d. **Discussion:** what companies' music are available via Hoopla? (Is there overlap with Sony's Freegal?)

### D. Atlanta – Mary Palmiero

Throughout the month we offered various crafts and activities for all ages including painting and decorating jewelry/storage boxes and picture frames and coloring special Christmas cards. Our Christmas Open House on the 16th included punch, cookies, and a fruit and cheese tray.

Toward the end of the month heavy rain produced a little flooding in the furnace room, bathroom, and storage area. The outside front stairs leaked a little rain onto the basement

ceiling. We only lost five or six books. We have been pretty lucky with minimal flooding on the whole. However this rain was unusually heavy.

Computers were approximately 70 times.

**Discussion:**

**Statistics**

<b>Name of Program</b>	<b>Number of Meetings</b>	<b>Attendance</b>	<b>Cost</b>	<b>Cost per Person</b>
Holiday Open House	1	25	\$30	\$1.20
Crochet/Quilting	3	11	0	0
Writing	3	8	0	0
Holiday Crafts/Kids	6	20	0	0
Homework Help	As needed	10	0	0
<b>TOTAL</b>	<b>13</b>	<b>74</b>	<b>\$30</b>	<b>41 cents</b>

**E. Adult – Cindy Ritter**

a. December Programs: 10; Attendance, 372; Cost: \$87.00. There were 8 non-library uses of rooms.

b. Coming Up:

- Brown Bag Reading Group – The Dive by Clausen’s Pier by Ann Packer, Jan. 22 at 11:30 a.m.
- Not Real Mystery Book Discussion – Fer-de-Lance by Rex Stout, Jan. 25 at 6:30 p.m.
- Art Project Class with Deanna Leonard – Chalkboard Style Love-Themed Painting, Jan. 27 at 6 p.m.
- Hamilton North Classic Film Society – Sorry, Wrong Number, Jan. 29 at 5:30 p.m.
- Tuesdays with Friends – “Sweets for Your Sweetie” Dessert Contest, Feb 2 at 6:30 p.m.

**F. Children’s – Debra Brown**

- a. December Programs: 25; Attendance, 430; Cost: \$115.26
- b. Library Collection – A concentrated effort was made in December to pull and “faceout” as many holiday books in the picture book section as possible. These titles rarely circulate outside of holiday season, so it is important that they gain exposure while they can. December was “Read a New Book Month”, and I profiled most of our new holiday books during the morning story time programs. The Newbooks display remained plentiful throughout the month, and the new additions to the baby/board book section have been circulating very well.

Programs – Holiday Marketplace was huge this year, and the attendance seemed much greater on the Children’s end. The line for Santa was very busy, and the children’s room was full all afternoon with patrons completing holiday crafts. Special thanks to the wonderful Girl Scout helpers who helped me keep things moving that afternoon. The Peanuts Gang Christmas Mural on the children’s room wall was a big hit with picture takers and “selfie posers”. The afterschool craft party was fun and creative, as was Deanna Leonard’s Holiday Break art party on the 21st. Story time programs were very well attended for the first 3 weeks of December, and this helped book circulation of the new books on display as well as the holiday titles

Looking Ahead – In January, we will explore seasonal themes of winter weather, snowflakes and snowmen, and also polar bears. With the new (all ages) family story time format, every effort will be made to have a range of materials on these themes as well as age appropriate choice on craft and game or activity. Afterschool programs will be held on Tuesday the 19th and Monday the 25th. These programs will have activities about snowflakes and nature photography, and also LEGO Star Wars. The Hoosier Homeschoolers will explore early settlement and transportation in Indiana as well as biographical research on famous Hoosiers.

G. Young Adult – Ann Hoehn

- a. December Programs: 5; Attendance, 14; Cost \$86.00; Cost per person: \$6.14
- b. Coming up:
  - Deanna Leonard Teen Art Classes – Jan 27, Feb 3, 10, 17, 24
  - Teen Advisory Board Meetings – Jan 27, Feb 10

H. Maintenance – Mike Hiatt/Ann Hoehn

- a. Three parking lot lamps were replaced, thanks to the Cicero Fire Department.
- b. Three companies were called for snow removal estimates. Only two companies sent an estimates.
- c. Estimates are in for repairing a loose gutter and down spout in Atlanta. Estimates are about \$225 if there is no rotten wood.
- d. Koorsen inspected the fire extinguishers and exit lights. All are in working order.
- e. Looking Forward:
  - Replacing electrical plug at Atlanta.
  - Replacing ceiling fan switch at Atlanta.
- f. **Action Item:** Add repair women’s restrooms to capital project list.

VII. Old Business

- I. Logo
  - a. **Discussion:** tabled until next month.

J. Focus Group Summary [Exhibit #5, Pages 1-4]

- a. **Discussion:** Nothing stand-out on the summary.

K. Capital Project –V&J Consulting [Exhibit #6, Pages 1-2]

a. **Discussion:**

b. **Action item:**

c. **Motion to approve V&J as described in the contract**

- i. Motion made by Emily Beechler
- ii. Seconded by Lee Templeton
- iii. Motion carried by vote of 5/5

d. New Gantt Chart of Capital Project [Exhibit #7, Pages 1-3]

L. Board Vacancy

a. **Discussion:** Travis Kauffman has expressed interest in the post.

b. **Action Item:** Steve will call him and Ann will reach out to the commissioners.

M. Snow Removal [Exhibit #8&9, Pages 1-3]

a. **Discussion:** The flat fee quote is preferred over the hourly rate.

N. Water Cooler

a. **Discussion:** We'll start buying flats of water and tracking the usage. If there is significant usage, we'll explore one of the other vendors like Bottle-Free Indy.

O. 2016 Staff Raises [Exhibit #10, Page 1]

a. **Discussion:** cataloger & acquisitions may bump up against top of current range.

b. **Motion to approve a raise between 0-3% by Ann through performance reviews & report any adjustments that need to be made to the min-max pay range, retroactive to 1<sup>st</sup> of the year:**

- a. Motion made by Laura Holliday
- b. Seconded by Emily Beechler.
- c. Motion carried by a vote of 5/5 (all vote AYE)

**VIII.** New Business

P. Comfort System Estimate [Exhibit #11, Pages 1]

a. **Discussion:** We need to replace the failed controller system. They no longer make our original version so we'll be getting a newer replacement version.

b. **Action Item:** Mike to find out about air conditioning in case we replace the outdoor units.

c. **Motion to approve repair**

- i. Motion made by Emily Beechler
- ii. Seconded by Laura Holliday
- iii. Motion carried by vote of 5/5 (all vote AYE)

Q. Technology Update

a. **Discussion:** Would prefer to find grant money to fund the replacement. If we find extra-large grant money, upgrade to 8 GB RAM. Duke Energy once gave us money years ago.

R. Fixed Assess Report – Buckland & Associates

a. **Note:** Amy does the fixed asset report paperwork every year. Board has approved our usual process.

S. Polling Site Contract

a. **Discussion:** No cost involved for us to host. Just a reminder to the board that we've submitted our paperwork to host again.

T. Library Attorney Retainer/Contract

- a. **Discussion:** Annual renewal of contract coming up. If invoice arrives to just hold on to it and notify the board it's arrived. Board would like to ask around to other law offices.

U. State Park Pass – Daily Late Fee

- a. **Discussion:** \$1.00/day late fee plus no renewal. Would like to have staff communicate clearly the fee structure to patrons upon checkout.

V. Hoopla Restrictions -- R-rated Movies

- a. **Discussion:** Board would prefer to not limit films.
- b. **Action Item:** Parental responsibly warning to be added to FAQ on website.

**IX.** Looking Ahead: February 18, 2016 Board Meeting at Cicero Library at 6:30 p.m.

**X.** Meeting Adjournment

- a. Motion to adjourn
  - i. Motion made by Emily Beechler
  - ii. Seconded by Laura Holliday
  - iii. Motion carried by a vote of 5/5 (all vote AYE)
- b. 8:08 PM meeting adjourned.

**XI.** Executive Session – No

**Hamilton North Public Library  
Board of Trustees  
Board of Finance Meeting  
Cicero Branch  
January 21, 2016  
8:00 p.m. (following the regular meeting)**

**I. Review Agenda**

- a. Review of Agenda by President Steve Griffith

**II. Year-End Investment Report [Exhibit #12, Pages 1]**

- a. We will investigate smaller CD's running at 2% interest at Credit Union in order to get more return AND avoid removal fees. Board would also like library to investigate Money Markets at Credit Unions as well.

**III. Investment Policy Review [Exhibit #13, Pages 1]**

- a. Board has done the annual review.
- b. **Voting to keep the same officers for board of finance as last year**
  - a. Motion made by Laura Holliday
  - b. Seconded by Lee Templeton
  - c. Motion carried by vote of 5/5 (all vote AYE)
- a. Steve is President & Mike is Secretary
- b. **Action Item:** Emily Beechler needs to get bonded.



**IV. Resolution to Designate Financial Institutions for HNPL Deposits for 2016**

- a. **Discussion:** tabled due to comparing financial institutions as well as CD's. Research delegated to Ann.
- b. **Motion to approve Resolution as written with the possibility of adding a 4th after research is concluded**
  - a. Motion made by Mike Jenkins
  - b. Seconded by Emily Beechler
  - c. Motion carried by a vote of 5/5 (all vote AYE)

**V. Meeting Adjournment**

- a. Motion to adjourn
  - i. Motion made by Emily Beechler
  - ii. Seconded by Laura Holliday
  - iii. Motion carried by a vote of 5/5 (all vote AYE)
- b. 8:26 PM meeting adjourned.

**VI. Executive Session - YES**