

Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch —January 17th, 2019 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, Emily Pearson, Mike Jenkins, Kim Radant
 - c. Members absent: Julie Overton, Kini Magdun
 - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Mike Hiatt (Maintenance), Amy Wolfe (Bookkeeper), Darren Peterson (Peterson Architecture), Matthew Schmitz (Hagerman), Ian Wooten (Hagerman), Jae Ebert (V&J Consulting), Jason Shriner (Acuity Environmental Solutions)

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

- III. Minutes – December 20th Regular Meeting [Exhibit # 2, Pages 1-9]
 - a. **Discussion:** none
 - b. **Motion: to approve minutes for December 20th**
 - i. Motion made by Kim Radant
 - ii. Seconded by Emily Pearson
 - iii. Motion carried by vote of 5/5 (All vote AYE)
 - b. **Motion: to approve minutes for Executive Session Dec 20, 2018**
 - i. Motion made by Lee Templeton
 - ii. Seconded by Kim Radant
 - iii. Motion carried by a vote of 5/5 (All vote AYE)

- IV. Public Participation
 - i. Jason Shriner, Acuity Environmental Solutions. There is an approved IDEM work plan that includes boring holes on library property about 2.5 inches in diameter, 20 ft. down) and then install a monitoring well. Board to check with attorney about proposed project.

- V. Financial Reports for December 2018 [Exhibit #3,4, , Pages 1-20,1-3]
 - a. Review of December report
 - i. \$31,584 personal services, \$512 supplies, \$2,885 Other Services & Charges \$361 Capital Outlays, \$35,342 total expense for month. Run rate 100%, 100% of total budget used.
 - ii. **Motion to pay December bills**
 - a. Motion made by Emily Pearson
 - b. Seconded by Lee Templeton
 - c. Motion carried by a vote of 5/5 (All vote AYE)
 - d. All signed voucher register summary
 - iii. **Motion to approve Resolution to Transfer Funds Between Major Categories Within the Library Operating, LIRF, & Rainy Day Budgets**
 - a. Motion made by Mike Jenkins
 - b. Seconded by Kim Radant
 - c. Motion carried by a vote of 5/5 (All vote AYE)
 - d. All signed
 - iv. **Action Item:** none

VI. Department Reports [Exhibit #5, Pages 1-10]

A. Director – Ann Hoehn

2017-2018 Cicero Stats	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Number of Visits	2630	2942	2671	3616	3387	3315	3930	4095	3513	2605	2856	3013	2639
Directional Questions	108	116	131	225	149	138	162	126	144	110	167	98	129
Reference Questions	154	175	161	282	232	231	343	229	216	188	246	202	175
Book & Other Recommendations	36	40	39	53	72	68	39	44	25	30	51	48	31
Scanned Pages	48	114	43	47	26	68	19	114	169	33	101	80	51
Volunteer Hours	7	4	16	15	15	12	8	4	24	24	16	9	18
Study Room Use	27	32	25	29	25	26	21	22	25	35	33	28	24
Yearbook Use	6	19	37	34	12	25	33	18	4	12	18	22	11
Mandatory Service Hours	2	29	8	0	0	0	0	1	0	0	0	0	0
Test Proctoring (# of tests/# of hrs)						1/2	1/2	0/0	0/0	0/0	0/0	0/0	0/0

HNPL Website Audience Review

	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18
Sessions	1,456	1,760	1,374	1,617	1,352	1,418	1,734	1,696	1,744	1,355	1,321	1,333	1,477
Users	759	907	726	811	694	725	1,005	966	1,021	795	863	801	932
Pageviews	2,447	3,093	2,274	2,674	2,186	2,362	2,990	2,880	3,022	2,252	2,208	2,232	2,905
Pages/Session	1.68	1.76	1.66	1.65	1.62	1.67	1.72	1.70	1.73	1.66	1.67	1.67	1.97
Avg. Duration	01:19	01:23	01:13	01:26	01:07	01:04	01:04	00:58	01:08	1:00	00:55	01:03	01:17
Bounce Rate	70.40%	68.86%	70.60%	70.32%	72.26%	70.94%	72.09%	68.40%	68.75%	70.77%	69.57%	70.44%	65.27%
% New Sessions	38.87%	40.40%	---	---	---	---	---	---	---	---	---	---	---
Sessions/User			1.89	1.99	1.95	1.96	1.73	1.76	1.71	1.70	1.53	1.66	1.58
New Users			546	600	494	535	791	765	810	607	677	639	759

- Hagerman and Peterson Architecture will be at Thursday’s Board meeting to review construction bids.
- We purchased a new TV, wall mount, and Blu-ray player for Atlanta. The equipment was delivered to Atlanta today. Mike will install it this week.
- The County Commissioners are expected to reappoint Steve Griffith to the Library Board tonight—in time for Thursday’s Board meeting and election of officers!
- I’ve started working on the library’s Annual Report for the State Library. The Board President will need to sign the signature page, a copy of which will have to be mailed to the State Library and received by March 1st. Similarly, the library’s Financial Annual Report is due March 1.

- Even though staff have received cost of living increases only, no merit increases, we are doing annual evaluations. Those should be completed in February.

Looking Forward:

- February Winter Reading Program—all ages!
- New phone system installation

Action Item/Notes: none

B. Assistant Director – Kate Marshall

GENERAL

45+ hours, highlight include:

Webinars (3)
Collection development
Cataloging clean-up projects
Technical Services Documentation editing and updates
School Improvement Committee meeting at HHMS
Cataloger's 3 month review
2 notary events

TECHNOLOGY

13+ hours, highlights include:

ENA VoIP project work
Firewall install and troubleshooting

MARKETING

3+ hours, highlights include:

Pinterest/Facebook marketing
Reciprocal Borrowing information page & call out created for website
Swapped out remaining RBdigital information on website

CATALOGING & ACQUISITIONS

Cataloging is still working on several long-term projects, including updating workflow documentation, cleaning up the kit bags in the Children's section, cleaning up bad book records in the YA graphic novel section, and updating our DVD TV series items to attach the proper cataloging parts, per Evergreen request. It's also time for the last of our tri-annual shelf list clean ups for the year, which Kylie is going through for the first time.

Acquisitions is working on updating their workflow documentation and chasing down the magazine ordering issues that have been occurring.

LOOKING FORWARD

New server/Office/security software installations
Updating Technical Services documentation

C. Circulation – Cindy Ritter

- a. The **circulation stats** for December were **6,590** compared to December of last year at **6,465** and a three year average of **6,646**. Atlanta had 179 circulations and Cicero had 5,303 + Overdrive eBooks 790 + Hoopla 497. In-house use for Atlanta was 18 and Cicero had 422. Sent out 96 holds from Atlanta and 310 from Cicero. Atlanta received 9 holds from other libraries and Cicero received 337. Top selections for patrons in December were DVD, 1077; Children, 816; Adult Fiction, 936; Computer, 267; Juvenile Fiction, 356; Adult Non-Fiction, 244; J Non-Fiction, 360; YA Fiction, 159. **Subscription Databases Usage:** no databases subscribed at this time
- b. 27 new patron cards were issued in December
- c. Circulation is following the yearly trend downward, but the number is up from last year. Overdrive and hoopla are both up from one year ago.
- d. Individual display totals for the month were as follows: Homemade Christmas – 13; Christmas Reads – 25; Quick Reads for Christmas – 23; Holiday DVD display – 197.
- e. I had 3 notary appointments this month.
- f. **Action Item:** none
- g. **Discussion:** none

D. Atlanta – Ann Hoehn/Mary Palmiero

Due to the holidays, the library was open for only 13 and a half days this month. Most of our programs are scheduled for Wednesdays, but with Christmas and New Year’s Day falling on Tuesday, attendance was lower.

The last meeting of Having Your Say for the month (Dec 26) was special because we welcomed a published author, Hannah Paige, to the group. She had many interesting tips for beginning writers. Karen and I took careful notes since many of the regular members were absent. We also had activities and crafts available for the young adults.

Statistics

NAME OF EVENT	NUMBER OF EVENTS	ATTENDANCE	COST
Open House	1	23	0
Stitch Crafters	4	11	0
Having Your Say	4	21	0
Young Adult Games and Puzzles	4	20	0
TOTALS	13	75	0

Other Statistics – 2017-2018

	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Number of Visits	143	226	226	200	229	292	245	249	280	310	255	213	192
Directional Questions	25	43	37	42	32	38	38	42	54	36	34	42	38

Reference Questions	18	53	38	27	33	40	40	34	42	34	28	47	35
Recommendations	29	43	32	41	43	43	57	45	54	44	41	47	40
Volunteer Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
Scanned Pages	0	0	0	0	0	0	0	0	0	0	0	0	0
Computer Usage	27	27	32	25	35	21	See graph	See graph	10	18	16	32	15

- **Looking Forward:** Showing movies on our new TV!
- **Action Item:** none

E. Adult – Ann Hoehn

- a. December Programs: 5; Attendance, 315; Cost: \$60.00. Cost Per: \$0.19. There were 8 non-library uses of rooms & gazebo; Attendance, approx. 113
- h. **Action Item:** none
- i. **Discussion:**
- j. **Looking Forward:**
 - Brown Bag Reading Group--My Dear Hamilton by Stephanie Dray, Jan. 25 at 11:30 a.m.
 - Crafts with Jackie Hayden--Valentine Candy Jar, Jan. 28 at 6-7:30 p.m.
 - Mystery Book Group--The Golden Spiders by Rex Stout, Jan. 28 at 6:30 p.m.
 - Special Needs Adults--Presidents' Day Bingo, Feb. 4 at 10:30 a.m.
 - Taste of the Books Goes French, Feb. 11 at 6:30 p.m.

F. Children's – Debra Brown

- a. December Programs: 14; Attendance: 247 Cost: \$16.00
Library Collection – Other than those titles reserved for Story time programming, all of the holiday new books were checked out early in the month prompting patrons to browse the general display table for holiday stories to share. These picture books circulated well, and were quickly re-stocked throughout the month.

Programs – The month started with our biggest event, the Holiday Marketplace on December 1st. New this year in the children's room was the Letter to Santa activity in which child and caregiver collaborated on a simple form letter and then "mailed" the letter in an actual mailbox to Santa. Many of the letters were very poignant, and prompted good discussions while they were being written. Children were also presented with other craft and coloring activities so they could have a take-home project as well. Inclement weather unfortunately meant the cancellation of the annual parade, but our wonderful Santa persevered and visited with approximately 70 children about their letters and wishlists. The Crafterschool (art stations) program on the 12th had some older attendees this time, and the poinsettia-themed projects reflected their higher ability level. Finally, the morning story circles in December made very good use of the holiday newbooks. Each week featured a new release story, and the craft and activity choices were all new as well. We celebrated Christmas with candy canes, cookies, and treat bags for our awesome preschoolers.

Looking Ahead – Various winter themes will frame our January in the story room. We will devote weeks to snowmen, penguins, and we will host "Bundle-Up" week during which we will examine the many layers of coats, hats, boots, scarves, etc. January will conclude with a refresher lesson on primary colors using the classic book Mouse Paint.

Discussion/Notes: none

G. Young Adult – Ann Hoehn

- a. December Programs: 1; Attendance, 5; Cost \$0.00 ; Cost per person: \$0.00
- b. **Discussion:** none
- c. **Action Item:** none
- d. **Coming up:**
 - Guac-Off (guacamole cooking contest complete with trophy!)—Feb 20
 - Teen Volunteer Pizza Party—Feb 12

H. Maintenance – Mike Hiatt/Ann Hoehn

- Meeting with Real Mechanics on training of boiler system.
- Meeting with Johnson Control on training of heating and cooling system.
- Spot cleaned carpet in Cicero.
- Put up Christmas trees and decorations.
- Stripped bathroom and kitchen floors in Atlanta to be ready for painting.
- Walk through with John from Hagerman on punch list to make sure everything was completed before he left the job site.

Looking Forward:

- Painting the rest of the basement floor at Atlanta

Discussion: none

Action Item: none

VII. Old Business

A. Auto Renewal of Library Materials

- a. **Discussion:** No change needed to current policy to opt-in to the Auto Renewal. Some other updates to Circulation policy are also needed, however, so Ann will present total changes + addition of auto renewal information to board next month.
- b. **Action Item:** Ann to notify Evergreen that we'd like to opt-in.
- c. **Motion to allow HNPL to sign up for Evergreen Auto Renewal**
 - i. Motion made by Kim Radant
 - ii. Seconded by Emily Pearson
 - iii. Motion carried by a vote of 5/5 (All vote AYE)

VIII. New Business

a. Capital Projects

a. Construction Bids

i. **Discussion:**

1. **Bond 1:** snow fence is up, temp asphalt coating is on for the winter. Now we're just in a holding pattern until later in the spring.
2. **Bond 2:** Good news: 47 bids came in, 18 bids after closing period. Some scopes don't have any participants, however. Bad news: the budget came back at 2.4 million which is way about the 1.8/1.9 million area. Rebidding may help bring down cost, but across the board most projects are seeing drastic 15-20% over

budget on all projects. Too much work in the market. There is no .5 million dollar contingency cushion available at the moment.

- ii. **Action Item:** Find out whether or not we can or should delay the request for environmental boring as any results may negatively impact start date for construction project.
- iii. **Action Item:** Key board members/staff people will meet next Wednesday to start hashing out changes to construction plans.

b. Permission to pay Hagerman [Exhibit #6, Pages 1]

- a. **Discussion:** Tabled until February
- b. **Action Item:**

c. Technology Update

- a. **Notes:**
 - i. Server project is about 97% complete. Scanning is now available again. We have some software swapping left to complete in another week once our main IT tech is back from illness/vacation. VoIP project is underway—we're still in the preliminary stages of prepping our current phone lines for the swap. Current go-live date estimate, barring any major delays, is February 12th.
- b. **Discussion:** none
- c. **Action Item:** none

d. Permission to Renew Evergreen Membership and Pay Invoice

- a. **Discussion:** Up about \$100 dollars from last year.
- b. **Action Item:** none
- c. **Motion to renew Evergreen membership & Pay Invoice**
 - i. Motion made by Kim Radant
 - ii. Seconded Emily Pearson
 - iii. Motion carried by a vote of 5/5 (All vote AYE)

e. Safety Deposit Box Renewal

- a. **Discussion:** At First Merchant Bank. The box is empty and we have no need of one right now.
- b. **Action Item:** Ann to cancel/not renew our box.
- c. **Motion to not renew safety deposit box at First Merchant**
 - i. Motion made by Emily Pearson
 - ii. Seconded by Kim Radant
 - iii. Motion carried by a vote of 5/5 (All vote AYE)

IX. Looking Ahead:

- a. Feb. 21 -- Regular Board Meeting at Cicero Library, 6:30 p.m.

X. Meeting Adjournment

- a. Motion to adjourn
 - i. Motion made by Emily Pearson
 - ii. Seconded by Kim Radant
 - iii. Motion carried by a vote of 5/5 (all vote AYE)
- b. 7:28 PM meeting adjourned.

XI. Executive Session – No

**Hamilton North Public Library
Board of Trustees
Board of Finance Meeting
Cicero Library, January 17, 2019
7:45 p.m. (directly following the regular monthly meeting)**

XII. Call to Order

- a. Call to order by President Steve Griffith 7:36 p.m.
- b. Members present: Steve Griffith, Lee Templeton, Emily Pearson, Mike Jenkins, Kim Radant
- c. Members absent: Julie Overton, Kini Magdun
- d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Mike Hiatt (Maintenance), Amy Wolfe (Bookkeeper)

XIII. Review Agenda

- a. Review of Agenda by President Steve Griffith [Exhibit #7, Pages 1]

XIV. Motion to Select Board of Finance Officers

- a. **Motion to select current board members to same positions on Board of Finance**
 - i. Motion made by Kim Radant
 - ii. Seconded by Emily Pearson
 - iii. Motion carried by vote of 5/5 (All vote AYE)

XV. Year-End Investment Report [Exhibit #8, Pages 1]

XVI. Investment Policy Review [Exhibit #9, Pages 1-3]

- a. Investment has been reviewed, per annual regulations.
- b. **Motion to renew investment policy as written**
 - i. Motion made by Kim Radant
 - ii. Seconded Lee Templeton
 - iii. Motion carried by a vote of 5/5 (All vote AYE)

XVII. Resolution to Designate 2019 Financial Institutions [Exhibit #10, Pages 1]

- a. **Motion to accept Resolution to Designate Approved Financial Institutions**
 - i. Motion made by Lee Templeton
 - ii. Seconded by Mike Jenkins
 - iii. Motion carried by a vote of 5/5 (All vote AYE)

XVIII. Election of Officers for Regular Board of Trustees

- a. **Motion to re-approve slate of officers as currently stated**
 - i. Motion made by Kim Radant
 - ii. Seconded by Lee Templeton
 - iii. Motion carried by a vote of 5/5 (All vote AYE)

XIX. Meeting Adjournment

- a. Motion to adjourn
 - i. Motion made by Emily Pearson
 - ii. Seconded by Lee Templeton
 - iii. Motion carried by a vote of 5/5 (all vote AYE)
- b. 7:44 PM meeting adjourned.