

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch – May 18th, 2017 6:30 p.m.**

- I. Regular Session
 - a. Call to order by President Steve Griffith 6:30 p.m.
 - b. Members present: Emily Pearson, Steve Griffith, Lee Templeton, Kim Radant, Gregory Goff, Emily Beechler
 - c. Members absent: Mike Jenkins
 - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Jae Ebert (V&J Consulting), Darren Peterson (Peterson Architecture), Belvia Gray (Umbaugh), Jane Neuhauser Herndon (IceMiller), Aaron Culp (Legal), Amy Wolfe (Bookkeeper)

- II. Review Agenda [Exhibit #1, Pages 1-2]
 - a. Review of Agenda by President Steve Griffith

- III. Minutes – April 16 [Exhibit #2, Pages 1-8]
 - a. **Discussion:** none
 - b. **Motion:** to approve minutes
 - i. Motion made by Gregory Goff
 - ii. Seconded by Emily Beechler
 - iii. Motion carried by vote of 6/6 (All vote AYE)

- IV. Public Participation
 - a. None

- V. Financial Reports for May 2017 [Exhibit #3, Pages 1-27]
 - a. Review of April report
 - i. \$26,266 personal services, \$544 supplies, \$ 5,162 Other Services & Charges \$2,725 Capital Outlays, \$34,697 total expense for month. Run rate 33.3%, 31.4% of total budget used.
 - ii. **Motion to pay April bills**
 - a. Motion made by Emily Beechler
 - b. Seconded by Emily Peterson
 - c. Motion passed by a vote of 6/6 (All vote AYE)
 - d. All signed registers of claims
 - iii. **Discussion:** Emily Beechler thinks Heights may be willing to donate some book-related prize packs for summer reading.

- VI. Department Reports [Exhibit #1.5, Pages 1-10]
 - A. Director – Ann Hoehn

2016-2017 Cicero Stats	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Number of Visits	3731	3184	3114	3550	3112	3340	3172	3343	3886	2921
Directional Questions	216	188	164	115	131	123	107	157	145	131
Reference Questions	159	141	136	59	134	108	118	104	105	100
Book & Other Recommendations	74	79	50	18	36	16	46	52	54	42

Scanned Pages	64	125	91	180	240	199	144	185	238	118
Volunteer Hours (not including Friends)	8	1	18	12	9	16	17	10	12	9
Study Room Use	64	42	44	57	58	15	40	42	45	40
Yearbook Use	3	14	7	1	6	13	16	8	7	20
Mandatory Service Hours	4	5	6	4	0	0	0	0	0	0

- As stated in an email, the board will be asked at Thursday’s meeting to make decisions regarding the amount and the repayment schedule for the capital improvement bond(s) we will be seeking. Various options to be discussed were emailed to you on May 15.
- I spoke at Kiwanis last month; they donated \$400 for Summer Reading.
- The First Merchant’s money market account has been closed. The balance was transferred to our checking account. The funds will be transferred to our Trust Indiana account after we determine the proper sub-account, i.e., operating, Rainy Day, etc.
- Amy and I are in the process of looking for new accounting/payroll software to replace CompuTrain. We’ve had one demo. A second demo is scheduled. A third demo will be scheduled.
- HNPL received notice from Barb Brockhoff’s attorney indicating Brockhoff’s intent to file suit for damages resulting from her fall on library property. Our attorney, insurance company, and insurance broker have been notified.

Looking forward: Yard sale; long-range planning retreat for managers on May 26; staff meetings; Summer Reading begins June 1; attending additional 2018 budget training sessions in early June.

HNPL Website Audience Review													
	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17
Sessions	1,686	1,831	2,636	2,362	2,111	1,824	1,669	1,689	1,381	1,942	1,657	1,805	1,690
Users	1,003	1,155	1,436	1,353	1,282	1,068	980	938	819	1,136	985	919	854
Pageviews	2,723	3,559	5,038	4,459	4,576	3,276	2,841	2,900	2,348	3,242	2,917	3,394	2,974
Pages/Session	1.62	1.94	1.91	1.89	2.17	1.80	1.70	1.72	1.70	1.67	1.76	1.88	1.76
Avg. Session Duration	1:17	1:17	1:39	1:26	1:10	1:15	1:14	1:27	0:57	1:10	1:04	1:41	1:46
Bounce Rate	70.40%	74.71%	56.11%	61.01%	69.40%	70.12%	67.83%	62.58%	67.41%	70.70%	69.64%	66.32%	67.40%
% New Sessions	48.16%	52.43%	45.64%	44.92%	48.74%	46.93%	45.96%	42.69%	45.91%	48.35%	45.62%	37.89%	37.51%

Action Item/Discussion:

- B. Assistant Director – Kate Marshall
GENERAL - 16+ hours, highlights include:
- 5 notary events

- Professional development webinars
- Strategic marketing plan research
- Board meeting prep & follow up
- Researching card catalog prices
- Checked viability of Juvenile & YA Playaways
- Weekly meetings

INVENTORY/WEEEDING - 2+ hours, highlights include:

- Running reports
- Juvenile Fiction inventory scanning

TECHNOLOGY - 3+ hours, highlights include:

- Dealt with phones/voicemail going down again
- Coordinating fixes on minor server glitch and e-mail spam filter shutdown

MARKETING - 45+ hours, highlights include:

- Money Smart event prep
- Facebook post creation for April & May
- Display creation and implementation
- Summer Reading meetings & marketing work
- Marketing Committee meetings & document editing
- Created Pinterest boards linked to our Get Caught Reading Month Challenge
- Review & article work for newsletter

LOOKING AHEAD: Strategic Planning; Summer Reading/Yard Sale; Minor Evergreen upgrade; Staff Meetings; Technology Hardware Upgrades

Action Item: none.

C. Circulation – Cindy Ritter

- The **circulation stats** for April were **7,260** compared to April of last year at **7,184** and a three year average of **6,959**. Atlanta had 271 circulations and Cicero had 6,020 + Overdrive eBooks 652 + Hoopla 317. In-house use for Atlanta was 50 and Cicero had 299. Sent out 90 holds from Atlanta and 254 from Cicero. Atlanta received 5 holds from other libraries and Cicero received 264. Top selections for patrons in April were DVD, 1372; Children, 948; Adult Fiction, 1146; Computer, 431; Juvenile Fiction 310; Adult Non-Fiction, 386; J Non-Fiction, 393; YA Fiction, 254. **Subscription Databases Usage:** Ancestry.com 345 searches, Lynda.com 21 hours
- 44 new patron cards were issued in April.
- Our total number of circulations from all of our April displays was 77. Overdrive use has remained at the same level as last year while hoopla numbers almost doubled.
- We filled our Circulation job vacancy. The new staff member comes highly recommended by a current staff member
- Action Item:** none
- Discussion:** none

D. Atlanta – Mary Palmiero

Several young patrons have asked about Summer Reading already; it tells me that it is being advertised in the schools. Spring break and warmer weather brought more children to the library. They were more interested in socializing rather than in any organized activity.

We had an unpleasant surprise at the end of the month. Huge chunks of plaster fell off the east wall in the basement. At least there was no evidence of recent moisture. We removed books from that

wall and have them organized in a different location until the wall can be repaired. **Action Item:** none

Statistics

NAME OF PROGRAM	NUMBER OF EVENTS	ATTENDANCE	COST
Having Your Say	4	23	0
Stitch Crafters	4	20	0
German Conversation	1	5	0
Y/YA Crafts	1	5	0
Board Games	1	4	0
TOTALS	11	57	0

Other Statistics

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April
Number of Visits	269	505	192	305	243	260	203	225	309	223
Directional Questions	42	44	45	45	44	29	35	38	45	39
Reference Questions	26	40	33	37	45	24	47	49	45	46
Book & Other Recommendations	16	20	42	32	48	10	56	59	69	53
Volunteer Hours	10	8	20	3	4	2	4	4	5	4
Scanned Pages									1	
Computer Usage	55	57	48	42	83	33	33	37	75	48

E. Adult – Cindy Ritter

- a. April Programs: 7; Attendance, 1039; Cost: \$260.00. There were 13 non-library uses of rooms & gazebo; Attendance, approx. 125
- g. **Action Item:** none
- h. **Discussion:**
- i. Looking Forward:
 Summer Reading; Spam I Am; Classic Movie; Mystery Book Club; Brown Bag Reading Group; Friends of the Library Community Party, June 13 @ 6:30 p.m.

F. Children's – Debra Brown

- a. April Programs: 17; Attendance, 220; Cost: \$10.31
- b. Library Collection – The weeding project in the Juvenile Fiction section is nearing completion, and the Nonfiction part of the project will be started by the end of the month. Thanks to Kate Marshall who completed a quick rehab of the Playaway Audio Collection. We will continue to monitor circulation of these items to gauge how much funding and which audio formats should be collected in the future. Displays of Easter and Spring books circulated very well, as did the entire Newbooks Collection.

Programs – Our Friday morning Homeschool Circle started presenting their Cereal Box Book Reports at the end of April and will wrap up their Spring session on May 5th with a Cinco de Mayo celebration. This group also enjoyed studying about Earth Day and the nature art projects we completed on the 21st. Spring Break, coupled with the late Easter Holiday meant that story time attendance did not fully return to normal until the middle of the month. We read and completed extension activities on

all 5 Firefly Book Award nominees. Our group favorite, not surprisingly, was a book entitled *Race Car Count* in which our young readers matched colors and numbers to racecars. We had a fun group for the *Lego Lab – Create a Car* session. In addition, we made a valuable contact for a future program with the Extension Office representative who created the *Captain Cash* program.

Looking Ahead – May story time themes will include a week for the Mother’s Day holiday before jumping to theme-based story times for the rest of the month. Bees, Flower & Garden plus a week for Dinosaur fun will all be represented. A special ***Dinosaur Stomp*** afterschool program is planned for the 25th, and we will be crafting Mother’s Day presents afterschool on the 11th. Our Summer Reading theme, *Build a Better World*, will be forefront in program planning for the first few weeks of June.

Action Item: none

G. Young Adult – Ann Hoehn

- a. April Programs: 2; Attendance, 19; Cost \$50.00 ; Cost per person: \$2.63
- b. **Discussion:**
- c. **Action Item:** none
- d. Coming up:
Mini Library Design with Deanna Leonard, May 22, 4-5:30 p.m.

H. Maintenance – Mike Hiatt/Ann Hoehn

- Set out “no parking” signs for Easter egg drop. Worked during the drop to be available to assist as needed.
- Put in busbar near Atlanta internet equipment, as requested by our internet service provider.
- Cleaned and serviced all vacuum cleaners.
- Replaced belt on zero turn mower and sharpened blades.
- Gas company conducted annual inspection to look for gas leaks. They discovered the meter was leaking, so they replaced it.
- Met with Ann to look at the Atlanta basement wall.
- Installed door jams on a few doors.

Looking forward:

- Talking to Pat to get the name of the person who grinded down the town’s sidewalks.
- Waiting on Atlanta wall repair estimates.

Discussion: none

Action Item: none

VII. Old Business

I. Sidewalk Repair

a. Discussion: Tabled until June meeting

b. Action Item:

J. Plastic Bags – Child Safety Issue

a. Discussion: Tabled until June meeting

b. Action Item:

VIII. New Business

- K. Capital Project Decisions – Architect, Financial Advisor, Bond Counsel, Local Attorney, Jae Ebert in Attendance [Exhibit #4, Pages 1-17, Exhibit #5,6,7, Pages 1-8]
- a. **Discussion:** [ARCHITECT] Overview of the project from the architect and brief look at the proposed architectural plans. Gave all-inclusive high and low pricing for current drawings. Looking to not max out the bond and keep some in “rainy day” in case upgrades/fixes or future partnerships come up throughout the life of the bond.
 - b. **Discussion:** [BOND COUNSEL & FINANCIAL ADVISOR] Review of bond process in general, reminder about coming population growth for Cicero/North of 32 area (noting possibility of tax monies growth due to population). Overview of general bonds vs lease/rental bonds (like the last bond). General bond is a preferred choice (like the last bond).

The currently proposed cost would allow the library to avoid any kind of remonstrance, which could delay the project. Despite several potential upsides to initial remonstrance-free proposal, our “needs list” is truly pushing up and over that remonstrance-free number. Heavily suggested that we should issue another bond by 2018 to avoid aggravating the timing-related tax break.

- c. **NOTE:** In January 2018 the level of remonstrance-free borrowing more than doubles. Suggestion of breaking our large project into two separate projects – one maintenance based and the other expansion based.
- d. **NOTE:** board leaning toward splitting needs into separate projects, borrowing half post-January 2018). To make the split projects worth it, we’ll need to bid for around \$1 million for the first round of borrowing.
- e. **Action Item:** board has requested talking points from Bond Counsel about the tax rate dip to explain to people why there’s a difference in 2017 compared to what will be matching rates in 2016 & 2018.
- f. **Action Item:** We have scheduled a meeting for Wednesday 31st at 6:30 to make the decision on how we’re handling the project.
- g. **Action Item:** Architect to provide full list of what features we’ll get at each price point.

L. Annual Review of Cicero Branch Emergency Procedure Manual [Exhibit #8, Pages 1-27]c 546

- a. **Discussion:** Tabled until June meeting
- b. **Action Item:**
- c. **Motion:** to
 - a. Motion made by
 - b. Seconded
 - c. Motion carried by a vote of 6/6 (All vote AYE)

M. Technology Update

- a. **Discussion:** Tabled until June meeting
- b. **Action Item:**

N. Info Express Annual Renewal (courier service)

- a. **Discussion:** none
- b. **Action Item:** none
- c. **Motion:** to pay annual renewal for Info Express
 - i. Motion made by Kim Radant
 - ii. Seconded by Emily Peterson
 - iii. Motion carried by a vote of 6/6 (All vote AYE)

O. Proposed Additions to Mass Mutual 457 Employee Retirement Account Options

a. Discussion: Tabled until June meeting

b. Action Item: none

c. Motion: to approve proposed additions to Mass Mutual 457 Employee Retirement Accounts

i. Motion made by

ii. Seconded by

iii. Motion carried by vote of 6/6 (All vote AYE)

P. Director 2017 Compensation, Retroactive to January 1

a. Discussion: Brief discussion of work and potential knowledge of county norms + discussion of CPI (consumer price index rating).

b. Action Item: Amy to process raise retroactive to January 2017.

c. Motion to approve 3% raise retroactive to January 2017

i. Motion made by Gregory Goff

ii. Seconded by Emily Peterson

iii. Motion carried by vote of 6/6 (All vote AYE)

IX. Looking Ahead: June 15, 2017 Board Meeting at Cicero Library, 6:30 p.m.

X. Meeting Adjournment

a. Motion to adjourn

i. Motion made by Emily Beechler

ii. Seconded by Emily Peterson

iii. Motion carried by a vote of 6/6 (all vote AYE)

b. 8:56 PM meeting adjourned.

XI. Executive Session – No