

Hamilton North Public Library  
Board of Trustees Meeting  
Cicero  
May 15, 2014 6:30 p.m.

- I. Regular Session
- II. Review Agenda
- III. Minutes
  - A. April 16, 2014
- IV. Financial Report
- V. Department Reports
  - A. Director – Samuel Mitchel
  - B. Circulation – Emily Dickos
  - C. Atlanta – Mary Palmiero
  - D. Adult – Sarah Bourg
  - E. Young Adult – Sarah Bourg
  - F. Children – Sheri Wallace
  - G. Maintenance – Jim Roy
- VI. Old Business
  - A. Terminal Server Project – Presentation by Mark Finnegan, SIM2K
  - B. Marketing/Repositioning - Richard Parker will give up-to-date report
  - C. Buildings/Fixed Assets Insurance Appraisal – Buckland & Associates proposal.
    - 1. Previous Quote: \$9500 (included all buildings and inventory)
    - 2. New Quote: \$5600 (includes only inventory at both branches)
      - a. Penwell Insurance will do the building appraisals for insurance.
  - D. Cicero Parking Lot Repair/Seal
    - 1. Quotes
      - a. A-V: \$11,881.00
      - b. Harding Group: \$15,312.00
- VII. New Business
  - A. Children’s Librarian Vacancy
    - 1. Options
      - a. Interim (allow new director to hire permanent)
      - b. Hire
        - i. In-house
        - ii. Post publicly
- VIII. Looking Ahead
  - A. June 19, 2014 Board Meeting in Cicero
  - B. Present/Discuss 2015 Preliminary Budget
- IX. Meeting Adjournment
- X. Executive Session (to discuss upcoming Library Director Vacancy)

Hamilton North Public Library  
Board of Trustees Meeting  
Cicero  
April 16, 2014 6:30 p.m.  
Minutes

- I. Regular Session
  - A. Members Present: Steve Griffith, Emily Beechler, Emily Holt, Laura Holliday and Sharon Bislich
  - B. Members Absent: Mike Jenkins and Melissa Martin
- II. Review Agenda
- III. Minutes
  - A. Emily Holt made a motion to approve the March 20, 2014 minutes. Emily Beechler seconded. Passed unanimously.
- IV. Financial Report
  - A. Report was presented by Amy Wolfe, bookkeeper.
  - B. Run rate is currently 24.6% which is on track for expected 25%
  - C. Total monthly expenditures were \$36,182
  - D. Total monthly revenue was \$26,008.92
- V. Department Reports
  - A. Director – Samuel Mitchel
    1. Web stats discussion
      - a. Sharon Bislich made comment that web hits are low. Seems to have correlation with market analysis study that website isn't being utilized to its full potential.
      - b. Director is researching, and compiling a list of potential website developers in order improve library's website.
    2. Community Action of Greater Indianapolis (CAGI) – Energy Assistance Program
      - a. CAGI would like the library to partner with them by serving as a drop off site for client's energy assistance mail-in applications. Locked dropbox.
      - b. Memorandum of Understanding (MOU) described the collaborative effort.
      - c. Discussion: Board members ok'd if Library Attorney determines no issues.
    3. Amy Wolfe, bookkeeper, has given notice of voluntary termination. She will remain as a Sunday circulation clerk and be around to assist in bookkeeping until a replacement is hired.
      - a. Discussion: Board thanked Amy for her service to the library and noted that she will be missed in the bookkeeping capacity, but glad she will still be around.
      - b. Director will be interviewing applicants for the bookkeeper position.
    4. Discussion of vending machine or Keurig-type coffee machine in Bookstore. Director Mitchel will inquire about vendors.
  - B. Circulation – Emily Dickos
    1. Top five circulating areas were: DVD, Adult Fiction, Children's Books, Computers, Juvenile Fiction
    2. March circulation is up from March of 2013.
    3. Circulation department is doing weeding in the adult collection and shifting of books.
    4. Tumblebooks is no longer offered due to low usage.
  - C. Atlanta – Mary Palmiero
    1. New computers are greatly appreciated by patrons.
    2. During the last rainstorms, there has been little water problems.
    3. There were 15 programs with 64 in attendance for the month.
  - D. Adult – Sarah Bourg
    1. There were 21 programs with 105 in attendance for the month.
    2. Suggestion was made to contact the Middle School to promote "Passport to the World" program.

- E. Young Adult – Sarah Bourg
  - 1. There were 5 programs with 18 in attendance for the month.
- F. Children – Sheri Wallace
  - 1. There were 23 programs with 229 in attendance for the month.
  - 2. Popular programs were: American Girl Club and the movie “Frozen.”
  - 3. Sheri Wallace is researching the use of iPads in the library (for programs and patron use).
  - 4. Trustees recommended that the Children’s Program Room should have some limited remodeling this year (e.g. wallpaper or paint, mural)
- G. Maintenance – Jim Roy
  - 1. New vacuum was purchased (with 5 year warranty).
  - 2. Front doors’ latches are being worn. The adjustments are at their max. Door service company will be in to evaluate.
  - 3. Trustees commented on the public bathrooms:
    - a. Floors need to be buffed/cleaned extensively
    - b. Countertops need to either be extensively cleaned or replaced.
    - c. Sewer smell coming from floor drains needs to be addressed.

## VI. Old Business

- A. Market Audit - HNPL Repositioning Recommendations
  - 1. Presentation by Richard Parker of Creative Direction
    - a. Recapped the market feasibility survey.
  - 2. Repositioning
    - a. Reverse and sustain the 4-10% decline in circulation (by averaging 1% increase each month)
    - b. Three different and new positions for HNPL with one recommendation:
      - i. HNPL is a new program, experience, and technology activities alternative.
      - ii. HNPL has something for everyone.
      - iii. HNPL is the community leader in creating more unique program, experience, and technology activities. HNPL can create a “new category” as A COMMUNITY RESOURCE WITH THE BIGGEST AND CONSTANTLY CHANGING SELECTION OF ACTIVITIES TO TRY.
    - b. Presented alternative “name” changes. The official name of the library will still be Hamilton North Public Library.
      - i. Labrary – Discovering new ideas daily
      - ii. VeryLibrary – Creating new ideas daily/Very everything
      - iii. Neulibrary, Neolibrary, Nulibrary – Inventing new ideas daily/Ideas guaranteed fresh daily
      - iv. Mybrary – In the neighborhood of 1 billion things to do
    - c. Discussion
      - i. Niche market won’t be able to get people from the other events/activities in the community where they are committed (e.g. School, sports, etc.)
      - ii. Vote was split on name change between Labrary and Mybrary. Absent board members need to have a vote.
      - iii. Director Mitchel will send out Richard Parker’s presentation to the trustees to think over. The trustees will email Mitchel their recommendation.
- B. Mailings – prospective use as marketing apparatus.
  - 1. US Post Office (Every Door Direct Mail)
    - a. 5,404 pieces
    - b. Postage Cost: \$945.70
    - c. Printing Cost: \$472.00
    - d. Total for 2<sup>nd</sup> mailing was \$1,417.70
- C. Approve *Claimed Return* Policy
  - 1. Sharon Bislich made a motion to approve the Claimed Return policy as written. Emily Holt seconded. Passed unanimously.
- D. Terminal Server Project

1. Tabled for next board meeting with representative from SIM2K to present details and Terminal Server vs. Cloud. What would benefit the library most?

**VII.** New Business

A. Evergreen Indiana Bylaws Amendment

1. Motion was made by Emily Beechler to approve the Bylaws Amendment, Sharon Bislich seconded, passed unanimously.

**VIII.** Director Pay Increase

A. Sharon Bislich made a motion to increase Director Mitchel's salary by 2% and to be retroactive to January 1, 2014. Emily Holt seconded. Passed unanimously.

**IX.** Looking Ahead

A. May 15, 2014 Board Meeting in Cicero

**X.** Meeting Adjournment

A. Emily Beechler made a motion to adjourn the meeting. Laura Holliday seconded. Passed unanimously.

Minutes recorded and submitted by Director Sam Mitchel