

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch —May 21, 2020 6:30 p.m.**

- I. Call Meeting to Order
 - A. Called to order by President Lee Templeton at 6:30 p.m.

- II. Take Board Roll Call
 - A. Board Roll Call:
 - 1. Steve Griffith, Yes (on-site)
 - 2. Lee Templeton, Yes (on-site)
 - 3. Emily Pearson, Yes (on-site)
 - 4. Julie Davis, Yes (remote)
 - 5. Kelly Wuerch, Yes (remote)
 - 6. Kini Magdun, Yes (remote)
 - B. Members absent: none. (HNPL Board currently has a vacancy.)

- III. Identify Other Participants

Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Mike Hiatt (Maintenance); Natalie Strader (Bookkeeper); Jae Ebert (V&J Consulting); Ian Wooten (Hagerman); Tara Anker (Peterson Architecture); Karen Stout (Library Clerk)

- IV. Request for Motion to allow remote, real-time participation of board members
 - A. **Motion to allow remote, real-time participation of board members.**
 - 1. Motion made by Steve Griffith
 - 2. Seconded by Emily Pearson
 - 3. Motion carried by a vote of 6/0 (all vote AYE)
 - a. Steve Griffith, Yes (on-site)
 - b. Lee Templeton, Yes (on-site)
 - c. Emily Pearson, Yes (on-site)
 - d. Julie Davis, Yes (remote)
 - e. Kelly Wuerch, Yes (remote)
 - f. Kini Magdun, Yes (remote)

- V. Review Agenda [Exhibit #1, Pages 1]
 - A. Agenda was reviewed.

- VI. Approve April 16, 2020 Minutes
 - A. **Discussion:** Change “Cicero Branch” to “Atlanta Branch” in header. Change Roll Call Section to indicate whether each board member attended the meeting on-site or remotely. All attended remotely except Emily who was at Atlanta Library, the advertised location.
 - B. **Motion to approve minutes for April 16th, as corrected.**
 - 1. Motion made by Julie Davis
 - 2. Seconded by Emily Pearson
 - 3. Motion carried by vote of 6/0 (All vote AYE)
 - a. Steve Griffith, Yes (on-site)
 - b. Lee Templeton, Yes (on-site)
 - c. Emily Pearson, Yes (on-site)

- d. Julie Davis, Yes (remote)
- e. Kelly Wuerch, Yes (remote)
- f. Kini Magdun, Yes (remote)

VII. Other Public Participation

- A. Karen Stout

VIII. Financial Reports – April 2020 [Exhibit #2, Pages 1-21]

- A. Review of April report

1. Motion to pay April bills and approve financial reports

- a. Motion made by Steve Griffith
- b. Seconded by Kini Magdun
- c. Motion carried by a vote of 6/0 (All vote AYE)
 - i. Steve Griffith, Yes (on-site)
 - ii. Lee Templeton, Yes (on-site)
 - iii. Emily Pearson, Yes (on-site)
 - iv. Julie Davis, Yes (remote)
 - v. Kelly Wuerch, Yes (remote)
 - vi. Kini Magdun, Yes (remote)
- d. Board members present signed voucher register summary; the rest of the signatures will be obtained at a later date.

2. Action Item: none

3. Notes: At run rate. Director's raise has been processed, completing annual raises. Would like to merge some gift funds so that we have only 2 gift categories—restricted and unrestricted.

4. Motion to approve gift fund simplification to two gift funds—restricted and unrestricted.

- a. Motion made by Julie Davis
- b. Seconded by Kini Magdun
- c. Motion carried by a vote of 6/0 (All vote AYE)
 - i. Steve Griffith, Yes (on-site)
 - ii. Lee Templeton, Yes (on-site)
 - iii. Emily Pearson, Yes (on-site)
 - iv. Julie Davis, Yes (remote)
 - v. Kelly Wuerch, Yes (remote)
 - vi. Kini Magdun, Yes (remote)

IX. Director's/Circulation Report [Exhibit #3, Pages 1-3]

- A. At the May Board meeting, we should discuss how, in response to COVID-19, the library will move forward in the next few weeks. Things to be discuss include:

- 1. When should HNPL reopen to the public?
- 2. When should staff be called back to work?
- 3. Will we resume normal hours immediately upon reopening?
- 4. May we greatly reduce seating and otherwise alter the environment in such a way that patrons will be inclined to visit the library briefly? (This will help with crowd control and social distancing.)
- 5. May we cancel all June library programs?
- 6. May we cancel all June party/social event reservations made by patrons?
- 7. And more....

On a positive note, we are just about ready for Summer Reading on our new digital platform, Beanstack. Very exciting!

2019-2020 Cicero Stats	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April
Number of Visits	2751	2931	3658	3774	2993	3235	3082	3645	3409	2811	2975	1571	---
Directional Questions	106	101	165	148	145	105	163	111	106	139	178	64	9
Reference Questions	183	210	274	192	272	219	204	231	175	231	192	98	---
Book & Other Recommendations	36	40	57	43	37	45	48	33	27	50	53	20	---
Scanned Pages	25	69	106	45	103	77	126	70	72	166	122	98	---
Volunteer Hours	4	26	2	5	3	20	21	12	17	10	15	6	---
Study Room Use	43	27	32	36	37	40	41	23	28	23	35	17	---
Yearbook Use	46	26	27	33	43	62	79	67	46	62	81	29	---
Mandatory Service Hours	0	0	0	0	0	0	0	0	0	0	0	0	---

HNPL Website Audience Review

	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20
Sessions	1,536	1,713	2,164	1,882	1,589	1,513	1,550	1,286	1,177	1,520	1,553	1,725	688
Users	992	1,010	1,510	1,223	975	923	907	822	754	912	967	1,214	462
Pageviews	2,762	3,168	3,790	3,810	2,972	2,773	2,858	2,373	2,197	2,732	2,807	3,216	1,435
Pages/Session	1.80	1.85	1.75	2.02	1.87	1.83	1.84	1.85	1.87	1.80	1.81	1.86	2.09
Avg. Duration	0:57	1:15	0:54	1:11	1:17	1:11	1:20	1:17	1:05	1:11	1:01	2:31	1:18
Bounce Rate	69.92%	67.48%	72.23%	66.21%	66.71%	64.71%	67.68%	66.80%	68.39%	68.36%	69.29%	59.13%	60.32%
Sessions/User	1.55	1.70	1.43	1.54	1.63	1.63	1.71	1.56	1.56	1.67	1.61	1.42	1.49
New Users	828	840	1316	1047	825	782	762	689	659	783	830	1086	389

Being closed in April was rough on circulation. April 2020 circulation was **2,229** compared to April 2019 of **9,115** and a three year average of **6,507**. Atlanta had **16** circulations and Cicero had **109** + Overdrive eBooks **1,066** + Hoopla **1,038**. In-house use for Atlanta and Cicero was 0. Sent out 0 holds from Atlanta and Cicero. Atlanta and Cicero received 0 holds from other libraries. Online resources continue to thrive during the closure with both Hoopla and Overdrive increasing in circulations. Friend of the Library gave away almost 100 books to the community with the outside Free Table of Books on nice days. We issued 3 temporary cards to new patrons while closed.

Notes: Mike met with contractors and performed routine maintenance.

Action Items: none.

X. Old Business

- A. To Be Determined
 - a. **Discussion:** none
 - b. **Action Item:** none

XI. New Business

A. Capital Projects

1. General Updates

Ian indicated that he is “looking at punch list being 100% at the moment.” The VAV leak was remedied on 4/22/2020. The test and balance report was analyzed by Chris and Jae, and the resulting action items were completed 5/1/2020. An additional test and balance report was conducted and forwarded (5/12) to Chris and Jae; no further action required on that matter. Door work was done on 5/4/2020. Five window sashes with broken edges were replaced on 5/15/2020. On May 21, missing stone turnouts were installed and some areas were reseeded. A little fine grading still needs to be done on the south elevation; working on correction plan.

Regarding the front parking lot asphalt, the original plan, as presented to the Board last fall, was that the parking lot asphalt company would return this spring to redo the parking lot. Ian from Hagerman informed the Board tonight for the first time that that company has technically met the terms of their contract. Hagerman would like to apply a seal coat to the parking lot. Mike and Jae will join the asphalt meeting on Friday, 5/22/2020, to discuss. No decision regarding a seal coat was made by the Board at today’s meeting.

Ian reported to the Board for the first time that the exterior doors of the makerspace may need extra protection for longevity. An awning over the doors is suggested by Ian and Tara. Mike stated that if we add an awning over those doors, we should add an awning to the new meeting room doors, too, due to observed snow build up and rain exposure.

The architect has the new dedication plaque.

- i. **Action Item:** On-site meeting tomorrow 5/22/2020 for asphalt. Tentative scheduling of final walk-through for next week.

2. Pay Apps [Exhibits #4, 5, Pages 1,1]

- i. **Discussion:** Pay application 13 is for \$0 to close out paper trail. Pay application 14 is the 100% retainage billing, excluding asphalt. Retainage for asphalt will appear on a pay app once related issues are resolved. Jae recommended to the Board that pay app 13 be approved and that the library approve payment of 50% of dollar amount of current pay app 14, pending receipt of revised pay app. Ian agrees to these terms.
- ii. **Action Item:** The revised app will be submitted to the library and paid.
- iii. **Motion: to approve Hagerman pay application #13 as is and approve 50% of the total of pay application #14 once the revised documentation is received.**
 - a. Motion made by Steve Griffith

- b. Seconded by Julie Davis
- c. Motion carried by a vote of 6/0 (All vote AYE)
 - i. Steve Griffith, Yes (on-site)
 - ii. Lee Templeton, Yes (on-site)
 - iii. Emily Pearson, Yes (on-site)
 - iv. Julie Davis, Yes (remote)
 - v. Kelly Wuerch, Yes (remote)
 - vi. Kini Magdun, Yes (remote)

B. Library Board Vacancy

1. Discussion: Ann talked to Jan Unger and Beth Roberts about their potential interest in serving. Jan Unger is not interested in serving at this time. Beth Roberts is interested in serving.

2. Action Item: Ann will contact school board to find out what next steps are needed.

3. Motion to approve recommending Beth Roberts as a library Board member to the appointing body, the school board.

- i. Motion made by Julie Davis
- ii. Seconded by Emily Pearson
- iii. Motion carried by a vote of 6/0 (All vote AYE)
 - a) Steve Griffith, Yes (on-site)
 - b) Lee Templeton, Yes (on-site)
 - c) Emily Pearson, Yes (on-site)
 - d) Julie Davis, Yes (remote)
 - e) Kelly Wuerch, Yes (remote)
 - f) Kini Magdun, Yes (remote)

C. Resolution for Temporary Loan of \$100,000 from Rainy Day Fund to Operating Fund [Exhibit #6, Pages 1]

1. Discussion: The transfer may not be necessary this year, but the Director recommends the action as a means to avoid a negative operating balance.

2. Action Item: Ann/Natalie to make transfer.

3. Motion to approve resolution of temporary \$100,000 loan from Rainy Day Fund to Operating Fund

- i. Motion made by Steve Griffith
- ii. Seconded by Kini Magdun
- iii. Motion carried by a vote of 6/0 (All vote AYE)
 - a) Steve Griffith, Yes (on-site)
 - b) Lee Templeton, Yes (on-site)
 - c) Emily Pearson, Yes (on-site)
 - d) Julie Davis, Yes (remote)
 - e) Kelly Wuerch, Yes (remote)
 - f) Kini Magdun, Yes (remote)

4. Steve, Lee and Emily signed the resolution. Signatures of members attending remotely will be collected at a later date. In the meantime, Ann wrote in and initialed on the hardcopy resolution the votes of Julie, Kelly and Kini.

D. Calendar of Events Annual Subscription Renewal [Exhibit #7, Pages 1]

1.Discussion: DEMCO Evanced annual renewal

2.Action Item: Ann/Natalie to pay invoice

3.Motion to approve renewal of annual calendar of events subscription

- i. Motion made by Kini Magdun
- ii. Seconded by Julie Davis
- iii. Motion carried by a vote of 6/0 (All vote AYE)
 - a) Steve Griffith, Yes (on-site)
 - b) Lee Templeton, Yes (on-site)
 - c) Emily Pearson, Yes (on-site)
 - d) Julie Davis, Yes (remote)
 - e) Kelly Wuerch, Yes (remote)
 - f) Kini Magdun, Yes (remote)

E. Evergreen Indiana Library Consortium Annual Renewal [Exhibit #8, Pages 1]

1.Discussion: \$3,899 is renewal total.

2.Action Item: Ann/Natalie to pay invoice

3.Motion to approve annual renewal of Evergreen Indiana Library Consortium Membership 2021

- i. Motion made by Julie Davis
- ii. Seconded by Kelly Wuerch
- iii. Motion carried by a vote of 6/0 (All vote AYE)
 - a) Steve Griffith , Yes (on-site)
 - b) Lee Templeton, Yes (on-site)
 - c) Emily Pearson, Yes (on-site)
 - d) Julie Davis, Yes (remote)
 - e) Kelly Wuerch, Yes (remote)
 - f) Kini Magdun, Yes (remote)

F. Technology Update

1.Discussion/Notes: Still slowly working through onboarding list with Brightworks.

2.Action Item: Continue onboarding work.

G. COVID-19 – Moving Forward

1.Discussion: Board would like to see markings on carpet in front of the desk to show 6ft distancing. Occupancy limits are a concern; signage is suggested. In using best professional judgment, we may need to ask people to wait to enter or leave due to crowding.

2.Action Item: Ann to follow up on signage, implementing approved changes.

3.Motion to approve reopening the library on June 1, 2020, with employees starting back on-site on May 26 and emergency pay and at-home work ending May 25.

- i. Motion made by Steve Griffith
- ii. Seconded by Kini Magdun
- iii. Motion carried by a vote of 6/0 (All vote AYE)
 - a. Steve Griffith, Yes (on-site)
 - b. Lee Templeton, Yes (on-site)
 - c. Emily Pearson, Yes (on-site)

- d. Julie Davis, Yes (remote)
- e. Kelly Wuerch, Yes (remote)
- f. Kini Magdun, Yes (remote)

4. Motion to approve June library hours with Atlanta's hours unchanged and Cicero open Mon-Thurs 11 am – 7pm; Fri 11 am– 5 pm; Sat 10-2 pm; closed on Sundays.

- i. Motion made by Emily Pearson
- ii. Seconded by Steve Griffith
- iii. Motion carried by a vote of 6/0 (All vote AYE)
 - a. Steve Griffith, Yes (on-site)
 - b. Lee Templeton, Yes (on-site)
 - c. Emily Pearson, Yes (on-site)
 - d. Julie Davis, Yes (remote)
 - e. Kelly Wuerch, Yes (remote)
 - f. Kini Magdun, Yes (remote)

5. Motion to approve rule that, until rescinded by library board, all staff are required to report to the director or a manager a fever of 100F or higher or other COVID-19 symptoms not known to be caused by a non-contagious condition and that employees will be directed to leave work and not return until director ascertains it is safe for them to report to work.

- i. Motion made by Emily Pearson
- ii. Seconded by Julie Davis
- iii. Motion carried by a vote of 6/0 (All vote AYE)
 - a. Steve Griffith, Yes (on-site)
 - b. Lee Templeton, Yes (on-site)
 - c. Emily Pearson, Yes (on-site)
 - d. Julie Davis, Yes (remote)
 - e. Kelly Wuerch, Yes (remote)
 - f. Kini Magdun, Yes (remote)

6. Motion to approve rule, until rescinded, that all employees are required to practice frequent hand-washing and are required to wear masks when within 6ft of others and at all times when in public areas when the library is open. Social distancing of 6ft must be maintained when reasonable to do so.

- i. Motion made by Steve Griffith
- ii. Seconded by Kini Magdun
- iii. Motion carried by a vote of 6/0 (All vote AYE)
 - a. Steve Griffith, Yes (on-site)
 - b. Lee Templeton, Yes (on-site)
 - c. Emily Pearson, Yes (on-site)
 - d. Julie Davis, Yes (remote)
 - e. Kelly Wuerch, Yes (remote)
 - f. Kini Magdun, Yes (remote)

7. Motion to approve requiring meeting room users to social distance 6 feet or more and to limit meeting room groups to 25 persons, except for polling officials and voters; to limit study rooms to 2 persons at a time; and to cancel

all party/celebration meeting room reservations for the remainder of May and for June.

- i. Motion made by Steve Griffith
- ii. Seconded by Kini Magdun
- iii. Motion carried by a vote of 6/0 (All vote AYE)
 - a. Steve Griffith, Yes (on-site)
 - b. Lee Templeton, Yes (on-site)
 - c. Emily Pearson, Yes (on-site)
 - d. Julie Davis, Yes (remote)
 - e. Kelly Wuerch, Yes (remote)
 - f. Kini Magdun, Yes (remote)

8.Motion to allow Director to restrict access to the two branches as social distancing needs require. Patrons to be allowed to use the meeting rooms only during open hours and for meetings only (no celebrations).

- i. Motion made by Steve Griffith
- ii. Seconded by Kini Magdun
- iii. Motion carried by a vote of 6/0 (All vote AYE)
 - a. Steve Griffith, Yes (on-site)
 - b. Lee Templeton, Yes (on-site)
 - c. Emily Pearson, Yes (on-site)
 - d. Julie Davis, Yes (remote)
 - e. Kelly Wuerch, Yes (remote)
 - f. Kini Magdun , Yes (remote)

XII. Looking Ahead: June 18th Board Meeting at Cicero Library, 6:30 p.m.

XIII. Meeting Adjournment

A. Motion to adjourn

- 1.Motion made by Emily Pearson
- 2.Seconded by Kini Magdun
- 3.Motion carried by a vote of 6/0 (all vote AYE)
 - a. Steve Griffith, Yes (on-site)
 - b. Lee Templeton, Yes (on-site)
 - c. Emily Pearson, Yes (on-site)
 - d. Julie Davis, Yes (remote)
 - e. Kelly Wuerch, Yes (remote)
 - f. Kini Magdun, Yes (remote)

B. 7:51 PM meeting adjourned.

XIV. Executive Session – No