

Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch --August 16th, 2018 6:30 p.m.

- I. Regular Session
 - a. Call to order by President Steve Griffith 6:37 p.m.
 - b. Members present: Kini Magdun, Steve Griffith, Mike Jenkins, Emily Pearson, Kim Radant, Julie Overton
 - c. Members absent: Lee Templeton
 - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Amy Wolfe (Bookkeeper) –late, Mike Hiatt (Maintenance)
- II. Review Agenda [Exhibit #1, Pages 1-2]
 - a. Review of Agenda by President Steve Griffith
- III. Minutes – July 19th Regular Meeting [Exhibit # 2, Pages 1-9]
 - a. **Discussion:** none
 - b. **Motion: to approve minutes for July 19th**
 - i. Motion made by Emily Pearson
 - ii. Seconded by Julie Overton
 - iii. Motion carried by vote of 6/6 (All vote AYE)
- IV. 2019 Additional Appropriation Public Hearing
 - a. Open Hearing
 - b. Approve Proof of Publication of Public Notices
 - i. **Motion to approve proof of publication 1**
 - a. Motion made by Kim Radant
 - b. Seconded Kini Magdun
 - c. Motion carried by a vote of 6/6 (All vote AYE)
 - ii. **Motion to approve proof of publication 2**
 - a. Motion made by Emily Pearson
 - b. Seconded Julie Overton
 - c. Motion carried by a vote of 6/6 (All vote AYE)
 - c. Accept Public Comment
 - d. Hearing Adjournment
 - i. 6:47 adjournment
- V. Public Participation
 - a. None
- VI. Financial Reports for July 2018 [Exhibit #3, Pages 1-23]
 - a. Review of July report
 - i. \$28,015 personal services, \$1,023 supplies, \$6,957 Other Services & Charges \$2,536 Capital Outlays, \$38,531 total expense for month. Run rate 58.3%, 56.7% of total budget used.
 - ii. **Motion to pay July bills**
 - a. Motion made by Kini Magdun
 - b. Seconded by Kim Radant
 - c. Motion carried by a vote of 6/6 (All vote AYE)
 - d. All signed voucher register summary
 - iii. **Action Item:** none
- VII. Department Reports [Exhibit #4, Pages 1-11]

A. Director – Ann Hoehn

Summer Reading

Group	Registrants		Completions		Books Read	
	2018	2017	2018	2017	2018	2017
Preschool	60	73	23	20	1468	329
K-5	235	226	96	64	1487	1173
Young Adult	92	116	28	38	421	727
Adult	263	198	124	81	1468	892
Total	650	613	271	203	4844	3121

HNPL Website Audience Review													
	Jul-17	Aug-17	9/1-10/25	10/26-31	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
Sessions	1,985	1,912	NA	312	1,789	1,456	1,760	1,374	1,617	1,352	1,418	1,734	1,696
Users	984	1,009	NA	208	924	759	907	726	811	694	725	1,005	966
Pageviews	3,629	3,340	NA	531	2,968	2,447	3,093	2,274	2,674	2,186	2,362	2,990	2,880
Pages/Session	1.83	1.75	NA	1.70	1.66	1.68	1.76	1.66	1.65	1.62	1.67	1.72	1.70
Avg. Duration	1:42	1:38	NA	0:54	1:19	1:19	1:23	1:13	1:26	1:07	1:04	1:04	0:58
Bounce Rate	69.47%	71.76%	NA	71.79%	70.04%	70.40%	68.86%	70.60%	70.32%	72.26%	70.94%	72.09%	68.40%
% New Sessions	37.18%	40.53%	NA	46.79%	41.48%	38.87%	40.40%	---	---	---	---	---	---
Sessions/User								1.89	1.99	1.95	1.96	1.73	1.76
New Users								546	600	494	535	791	765

2017-2018 Cicero Stats	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July
Number of Visits	3780	3519	3201	3279	3113	2630	2942	2671	3616	3387	3315	3930	4095
Directional Questions	125	201	111	106	93	108	116	131	225	149	138	162	126
Reference Questions	136	167	126	135	123	154	175	161	282	232	231	343	229
Book & Other Recommendations	43	56	43	60	33	36	40	39	53	72	68	39	44
Scanned Pages	85	104	108	95	172	48	114	43	47	26	68	19	114
Volunteer Hours	2	1	22	16	12	7	4	16	15	15	12	8	4
Study Room Use	22	25	24	37	25	27	32	25	29	25	26	21	22
Yearbook Use	23	30	19	26	13	6	19	37	34	12	25	33	18
Mandatory Service Hours	0	0	0	18	8	2	29	8	0	0	0	0	1
Test Proctoring (# of tests/# of hrs)											1/2	1/2	0/0

Looking Forward: Construction; bond paperwork; 2018 budget paperwork

Action Item/Notes: Director of Nickel Plate has offered to help us layout our makerspace options/kits/etc. They performed a similar service to Ignite space at Fishers Branch library. Ann has located a vendor who sells kits with free replacement parts.

B. Assistant Director – Kate Marshall

GENERAL

63+ hours, highlights include:

3 notary events
3 Ask a Librarian appointments
Collection development & clean-up
Test out Evergreen Web Client
Desk shift at Atlanta + weeding
Cataloging
2 webinars
Interior design meeting

TECHNOLOGY

10+ hours, highlights include:

ADA compliance update on website (adding alt text to all images)
Working with ENA on scheduling wireless project
Coordinating troubleshooting on accounting software

MARKETING

22+ hours, highlights include:

Summer Reading
Facebook marketing
Created Pinterest board for Great American Read

LOOKING FORWARD

Documenting IT infrastructure
ENA Wireless install
Onboarding new cataloger

Discussion: none

Action Item: none

C. Circulation – Cindy Ritter

- a. The **circulation stats** for July were **9,839** compared to July of last year at **8,915** and a three year average of **9,248**. Atlanta had 276 circulations and Cicero had 8,301+ Overdrive eBooks 812 + Hoopla 408 + RBdigital Mags 30 + RBdigital Audio 12. In-house use for Atlanta was 8 and Cicero had 705. Sent out 84 holds from Atlanta and 360 from Cicero. Atlanta received 32 holds from other libraries and Cicero received 449. Top selections for patrons in July were DVD, 1531; Children, 1572; Adult Fiction, 1413; Computer, 391; Juvenile Fiction, 852; Adult Non-Fiction, 352; J Non-Fiction, 543; YA Fiction, 300. **Subscription Databases Usage:** no databases subscribed at this time
- b. 64 new patron cards were issued in July
- c. Circulation did not follow its normal trend this month and went up instead. Electronic use continues to rise with Overdrive well up over a year ago. Hoopla use is up as well.
- d. Display totals for the month were as follows: Dog Days – 8; American History – 24; Books to Movies – 20; Recently Added DVDs – 109. Books to Movies has only been up about 2 weeks so that total is

pretty good. I'm leaving it up through the month of August. I switched out the DVD display with all new donations on Aug. 1.

- e. I notarized 5 documents this month for patrons and community members.
- f. **Action Item:** none
- g. **Discussion:** Circulation is up over last year and over our three year average.

D. Atlanta – Mary Palmiero

Although the YA library was not completely open to patrons, staff could at least retrieve J and YA books that were on the Holds List. It was not easy to work around the mess, but we determined to focus on the outcome.

When all the books were shelved, patrons were able to look for books even though the computers were not functional yet.

The YA library's facelift not only took years off its look, but also brightened the entire downstairs. The open look and feel has transformed it from a dungeon to an area of interest.

HNPL staff is enthusiastically planning a grand re-opening.

Statistics

NAME OF EVENT	NUMBER OF EVENTS	ATTENDANCE	COST
Kids Crafts	3	11	0
Stitch Crafters	3	9	0
Having Your Say	3	15	0
TOTALS	9	35	0

Other Statistics – 2017-2018

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
Number of Visits	271	386	347	339	230	143	226	226	200	229	292	245	249
Directional Questions	46	72	59	46	43	25	43	37	42	32	38	38	42
Reference Questions	35	61	43	42	29	18	53	38	27	33	40	40	34
Recommendations	65	71	42	44	44	29	43	32	41	43	43	57	45
Volunteer Hours	0	25	2	5	3	0	0	0	0	0	0	0	0
Scanned Pages	0	0	0	0	1	0	0	0	0	0	0	0	0
Computer Usage	87	66	53	75	49	27	27	32	25	35	21	See graph	See graph

- **Looking Forward:** Grand opening of basement
- **Action Item:** none

E. Adult – Ann Hoehn

- a. July Programs: 15; Attendance, 87; Cost: \$158.00. Cost Per: \$1.82. There were 7 non-library uses of rooms & gazebo; Attendance, approx. 101
- b. **Other Activities:** Yard Sale, July 6-7, made \$550. Also, Cicero Library was a stop on the July 7 Golf Cart Poker Run.
- h. **Action Item:** none
- i. **Discussion:** Euchre attendance has dropped off; we'll be evaluating it to see whether we want to continue.
- j. **Looking Forward:**
 - Frankenstein Chocolate Candy—Make it, eat it! August 30 @ 6:30 p.m.
 - Monthly Craft Programs with Jackie Hayden at Cicero Library. Thanks Jackie!

F. Children's – Debra Brown

- a. July Programs: 29; Attendance: 535 Cost: \$334.20 Cost per person: \$0.64
Library Collection – The children's magazine collection was streamlined significantly with the removal of back issues from 2016 and before. The "spinner rack" is now less of a tipping risk and this project will not need to be revisited for another 18 months. We stocked a *Dog Days of Summer* book display with canine-themed picture books, and we retrieved from the shelves all *Back to School* books for display starting the last week in July.

Programs – The Tuesday evening Cursive Clinic was the programming success story of July, with 4 consecutive weeks of Hamilton Heights students diligently tracing and practicing cursive letter formation and individual signatures. Thanks to Kini Magdun and affiliated school faculty for our second successful summer in promoting handwriting. Professor Steve gave an encore performance of his Super Sonic Sound Show on Monday, July 16th and we hosted 2 additional Friday afternoon movies. The Little Husky Camp library visits concluded for the summer on July 24th with a Drive-In Theater movie party showing the animated film "Cars".

SRP 2018 – Our Preschool category had 60 registrations with 23 children completing the program. Though the overall preschool number was down from 72 registrations last year, we actually had 6 more fully complete the reading program. In the K-5 group, we have 235 registrations with 96 completions. This number is up also from the 213 who registered in 2017.

Looking Ahead – August restores for us a normal, weekly programming schedule plus a chance to be flexible in our themes and activities. A big transition month, we are not yet constrained by seasonal change or holidays and can do what we like in the story room. Zoo animals, planets & stars, and school buses will be just a few of our random themes during the five full calendar weeks of August. Back to School/Meet the Teacher is Monday, August 6th and we look forward to hosting a promotional table at this event to spread the word about student library cards and the great things our organization has to offer.

Discussion/Notes: Excellent feedback about our cursive clinic per Kini. Parents definitely clamoring for more programming next year. Kini reports we had about 18 students per night.

G. Young Adult – Ann Hoehn

- a. July Programs: 1; Attendance, 3; Cost \$0.00 ; Cost per person: \$0.00
- b. **Note:**
- c. **Action Item:** none

d. Coming up:

- Teen Trivia Night, August 17 @ 4 p.m.
- Frankenstein & Jurassic Park: Two Tales of Science Fiction & Imagination, August 27 @ 6:30 p.m.
- Button & Lanyard Making Workshop, Sept. 10 @ 4:30 p.m.

H. Maintenance – Mike Hiatt/Ann Hoehn

- Took new bookshelves to Atlanta; unpacked and attached to walls.
- Meet with Comfort Systems who got the air conditioner working again.
- Finished painting the floor in the public area in the Atlanta basement.
- Met with Hagerman so they could determine how the new DX system would be brought to the second floor when the time comes.
- Moved a desk from Cicero to Atlanta basement.
- Tore down bookshelves at Atlanta and moved to Cicero storage.
- The lights at the pavilion have all been switched to LED lighting, and all security lights are working.

Looking Forward:

- Cicero construction projects!

Discussion: none

Action Item: none

VIII. Old Business

A. None

a. Discussion: n/a

b. Action Item: n/a

IX. New Business

a. Capital Projects

i. Bond Schedule Review [Exhibit #5, Pages 1-3]

1. **Discussion:** Ann scheduling with board members to be available during key bond sale days.
2. **Action Item:** none

ii. Updates

1. **Discussion:** Still talking about 2nd week of September. Construction managers still unsure how we're going to get HVAC inside the building. We may have to move Elaine's desk and Amy will be moved to Ann's office during construction.

iii. Permission to Pay Hagerman Invoice [Exhibit #6, Pages 1]

1. **Notes:** Approved by architect & Jae Ebert. There are a few items charged on our behalf that accidentally had tax charged on it.
2. **Motion to pay Hagerman for certified amount**
 - a. Motion made by Julie Overton
 - b. Seconded by Kini Magdun
 - c. Motion carried by a vote of 6/6 (All vote AYE)

iv. Permission to Sign Duke Energy "Smart Saver Business Custom Application" [Exhibit #7, Pages 1-3]

1. **Discussion:** Applying for our rebates. Board approves sending in paperwork.

v. Security Cameras

1. Security cameras have been pushed into Bond 2. Board gives permission to start getting quotes on systems. Architect will need to be involved in this planning.
- vi. Outdoor Digital Sign [Exhibit #8 , Pages 1,1]
 1. **Discussion:** Project will need to be coordinated with architect and Hagerman. Want to make sure we can read the sign! CSI design and price have been the general favorite, but some are concerned that the digital LED sign part is about 12 inches smaller than the other, more expensive design.
 2. **Action Item:** request locations of company work to assess quality & readability
- vii. Adopt Additional Appropriation Resolution, Exhibit A [Exhibit #9, Pages 1]
 1. **Notes:** for Bond 2
 2. **Motion to adopt additional appropriation resolution, Exhibit A**
 - a. Motion made by Kim Radant
 - b. Seconded by Emily Pearson
 - c. Motion carried by a vote of 6/6 (All vote AYE)
 3. Signed by Secretary and President
- viii. Adopt Final Bond Resolution, Exhibit B [Exhibit #10, Pages 1-12]
 1. **Motion to adopt final bond resolution, Exhibit B**
 - a. Motion made by Emily Pearson
 - b. Seconded by Mike Jenkins
 - c. Motion carried by a vote of 6/6 (All vote AYE)
 2. Signed by Secretary and President
- ix. Approve "form" of Master Continuing Disclosure (do not sign) [Exhibit #11, Pages 1-11]
 1. **Notes:**
 2. **Motion to approve the form of Master Continuing Disclosure**
 - i. Motion made by Julie Overton
 - ii. Seconded Kini Magdun
 - iii. Motion carried by a vote of 6/6 (All vote AYE)
- x. Sign Additional Appropriation Certificate [Exhibit #12, Pages 1-2]
 1. **Notes:** indicates Secretary was presented with proof of publication
 2. **Action Item:** Secretary signed certificate
- xi. Sign Notice of Intent to Sell Bonds [Exhibit #13, Pages 1-8]
 1. **Notes:** none
 2. **Action Item:** Board member(s) to sign form where appropriate
 3. **Motion to sign notice of Intent to Sell Bonds**
 - a. Motion made by Mike Jenkins
 - b. Seconded by Kim Radant
 - c. Motion carried by a vote of 6/6 (All vote AYE)
- xii. Sign Certificate of Authentication [Exhibit #14, Pages 1-4]
 1. **Notes:** this will go into the newspaper(s)
 2. **Action Item:** President and Secretary to sign form where appropriate
 - a. **Motion to sign Certificate of Authentication**
 - i. Motion made by Emily Pearson
 - ii. Seconded by Julie Overton
 - iii. Motion carried by a vote of 6/6 (All vote AYE)
- xiii. Sign Agreement for Services of Registrar and Paying Agent [Exhibit #15, Pages 1-10]
 1. **Notes:** none
 2. **Action Item:** President and Secretary to sign form where appropriate
 3. **Motion to sign agreement for Services of Registrar and Paying Agent**
 - a. Motion made by Julie Overton
 - b. Seconded by Kini Magdun
 - c. Motion carried by a vote of 6/6 (All vote AYE)
- xiv. Sign Bond Signature Page
 1. **Notes:** none

- 2. **Action Item:** President and Secretary signed signature page
- xv. Sign Meeting Excerpts [Exhibit #16, Pages 1-2]
 - 1. **Notes:** Ann to check with council to see if form needs amended, re: mention of lawyer being present at meeting.
 - 2. **Action Item:** President and Secretary to sign form where appropriate
 - 3. **Motion to approve excerpts with line strike**
 - a. Motion made by Kim Radant
 - b. Seconded by Mike Jenkins
 - c. Motion carried by a vote of 6/6 (All vote AYE)

- b. 2019 Operating Budget Draft [Exhibit #17, Pages 1]
 - a. **Discussion:** DLGF meeting is August 31st. Growth quotient is 3.4%.
 - b. **Action Item:** none
- c. Set Date for Special Board Meeting – 2019 Budget [Exhibit #18, Pages 1]
 - a. **Discussion:** Preferable date is Oct 4th at 6:30 p.m. We need to make sure we have quorum on Oct. 18th regular meeting; sounds like we should have 4-5 members here.
 - b. **Action Item:** Ann to officially schedule the special board meeting for budget public hearing
- d. Free Replacement Cards during September 2018
 - a. **Discussion:** Looking to have replacement fees on cards waived during Library Card Sign Up Month
 - b. **Action Item:** Ann to implement.
 - c. **Motion to approve waiving replacement fees in September 2018**
 - 1. Motion made by Kim Radant
 - 2. Seconded Emily Pearson
 - 3. Motion carried by a vote of 6/6 (All vote AYE)
- e. Resolution to Join Public Library Internet Access Consortium 2019-2020 [Exhibit #19, Pages 1]
 - a. **Discussion:** Our usual annual agreement
 - b. **Motion to approve Resolution to Join Public Library Internet Access Consortium 2019-2020**
 - i. Motion made by Mike Jenkins
 - ii. Seconded Kim Radant
 - iii. Motion carried by a vote of 6/6 (All vote AYE)
 - c. Board signs document, Secretary attests
- f. Set Date for Atlanta Basement Grand Re-opening
 - a. **Discussion:** Ideally Weds would be a best day for the event, per Atlanta hours. Sept 26th would work well for both, from about 5-7 p.m.
 - b. **Action Item:** Emily plans to bring some form of treats. Ann will double check with Atlanta staff.
- g. Technology Update
 - a. **Notes:** ENA has completed the wireless project at both branches. Staff wireless now allows staff persons to connect to the server and access their work at any branch on laptops and other mobile work devices. The new rack at Atlanta has been installed and the Cicero IT closet has had the cabling cleaned up as much as we're able at the moment.
 - b. **Discussion:** Do we have a cabling subcontractor tied to our bond project yet? We have some clean up and reorganizing to do when they're here; the numbering of our ports is atrocious.
 - c. **Action Item:** none

X. Looking Ahead: September 20, 2018 Board Meeting including 2019 Budget Approval at Cicero Library, 6:30 p.m.

- XI.** Meeting Adjournment
 - a. Motion to adjourn
 - i. Motion made by Emily Pearson
 - ii. Seconded by Julie Overton
 - iii. Motion carried by a vote of 6/6 (all vote AYE)
 - b. 8:03 PM meeting adjourned.

- XII.** Executive Session – No