

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch —November 15th, 2018 6:30 p.m.**

- I. Regular Session
 - a. Call to order by President Steve Griffith 6:37 p.m.
 - b. Members present: Steve Griffith, Lee Templeton, Julie Overton, Kini Magdun, Emily Pearson, Mike Jenkins
 - c. Members absent: Kim Radant
 - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Mike Hiatt (Maintenance), Darren Peterson (Peterson Architecture), Matthew Schmitz (Hagerman)

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

- III. Minutes – October 18th Regular Meeting [Exhibit # 2, Pages 1-8]
 - a. **Discussion:** none
 - b. **Motion: to approve minutes for October 18th**
 - i. Motion made by Emily Peterson
 - ii. Seconded by Julie Overton
 - iii. Motion carried by vote of 6/6 (All vote AYE)

- IV. Public Participation
 - i. Julie Davis—observing

- V. Financial Reports for October 2018 [Exhibit #3,4,5,6, Pages 1-23,1,1,1]
 - a. Review of October report
 - i. \$28,390 personal services, \$283 supplies, \$20,889 Other Services & Charges \$5,656 Capital Outlays, \$55,219 total expense for month. Run rate 83.3%, 82.5% of total budget used.
 - ii. **Motion to pay October bills with exclusion for all bond balances**
 - a. Motion made by Mike Jenkins
 - b. Seconded by Lee Templeton
 - c. Motion carried by a vote of 6/6 (All vote AYE)
 - d. All signed voucher register summary
 - iii. Permission to Pay Umbaugh
 - iv. Permission to Pay Ice Miller
 - v. Permission to Pay Hagerman
 - vi. **Motion to pay the three bond invoices (Umbaugh, Ice Miller, Hagerman)**
 - a. Motion made by Lee Templeton
 - b. Seconded by Kini Magdun
 - c. Motion carried by a vote of 6/6 (All vote AYE)
 - vii. **Action Item:** Any bond 2 expenses that we can reimburse ourselves for will be done as soon as we're able.

- VI. Department Reports [Exhibit #7, Pages 1-11]
 - A. Director – Ann Hoehn

2017-2018 Cicero Stats	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct
Number of Visits	327 9	311 3	263 0	294 2	267 1	361 6	338 7	331 5	3930	409 5	351 3	260 5	285 6

Directional Questions	106	93	108	116	131	225	149	138	162	126	144	110	167
Reference Questions	135	123	154	175	161	282	232	231	343	229	216	188	246
Book & Other Recommendations	60	33	36	40	39	53	72	68	39	44	25	30	51
Scanned Pages	95	172	48	114	43	47	26	68	19	114	169	33	101
Volunteer Hours	16	12	7	4	16	15	15	12	8	4	24	24	16
Study Room Use	37	25	27	32	25	29	25	26	21	22	25	35	33
Yearbook Use	26	13	6	19	37	34	12	25	33	18	4	12	18
Mandatory Service Hours	18	8	2	29	8	0	0	0	0	1	0	0	0
Test Proctoring (# of tests/# of hrs)								1/2	1/2	0/0	0/0	0/0	0/0

HNPL Website Audience Review													
	10/26-31	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18
Sessions	312	1,789	1,456	1,760	1,374	1,617	1,352	1,418	1,734	1,696	1,744	1,355	1,321
Users	208	924	759	907	726	811	694	725	1,005	966	1,021	795	863
Pageviews	531	2,968	2,447	3,093	2,274	2,674	2,186	2,362	2,990	2,880	3,022	2,252	2,208
Pages/Session	1.70	1.66	1.68	1.76	1.66	1.65	1.62	1.67	1.72	1.70	1.73	1.66	1.67
Avg. Duration	0:54	1:19	1:19	1:23	1:13	1:26	1:07	1:04	1:04	0:58	1:08	1:00	0:55
Bounce Rate	71.79%	70.04%	70.40%	68.86%	70.60%	70.32%	72.26%	70.94%	72.09%	68.40%	68.75%	70.77%	69.57%
% New Sessions	46.79%	41.48%	38.87%	40.40%	---	---	---	---	---	---	---	---	---
Sessions/User					1.89	1.99	1.95	1.96	1.73	1.76	1.71	1.70	1.53
New Users					546	600	494	535	791	765	810	607	677

- As reported earlier, the lawsuit against the library by the person who tripped on the sidewalk was settled a couple months ago. Finally, the *Settlement and Release Agreement* as well as the *Order of Dismissal from Court* has been signed. In the words of the attorney assigned to the case by our insurance company, "This matter is now over and finalized." The plaintiff was awarded \$9,000.
- I received a notice from the Town of Cicero which states that, due to rising costs and increased regulations, the local Storm Water Utility, has determined a need to increase rates. The library's current rate is \$3.15/month. Our proposed rate is \$59.29/month. I will gladly attend the November 20th public hearing on the matter if the Board wants me to go.
- I've decided not to renew our RBdigital magazine and audiobook subscriptions this year. Usage has been exceedingly low since we started the service last year. We will be better off putting the money toward our other current electronic providers, *hoopla* and *Overdrive*.
- Steve Griffith, Kim Radant and I met a couple weeks ago to discuss 2019 employee compensation. Based on our discussion and my subsequent research, I will propose that all employees receive a cost of living adjustment of 2.8%, which is equal to the latest Cost of Living Adjustment for Social Security benefits and payments. I was hoping to request merit increases for qualified employees, too, but have now concluded, based on projected wages, that we cannot afford merit increases if the 2.8% cost of living adjustment is approved.

- Also, during the meeting with Steve and Kim, we discussed the fact that Maintenance Supervisor Mike Hiatt has consistently performed far above his pay grade in working with contractors during our capital improvements. At Thursday's Board meeting, I will ask the Board to award Mike a \$3000 bonus.
- As previously reported by email, 2018 Bond monies were received on Oct. 25.
- At the December 16, 2016 Board meeting, the Board passed a resolution to repay a temporary loan of \$100,000 from the Rainy Day Fund to the Operating Fund. This transfer was never made. Unfortunately, the oversight was only recently spotted. I think the best way forward is for the Board to pass a resolution which states that they have been made aware of the oversight and that the transfer will be made at this time. Such a resolution will be presented to the Board on Thursday.

Looking Forward:

- Close at 2 p.m. the day before Thanksgiving; closed all day on Thanksgiving
- The Annual Holiday Marketplace and Santa Visit on December 1st
- Wreath Auction
- December 6th Holiday Party for staff, friends and board.

Action Item/Notes: Ann to attend public hearing about utilities and lodge a concern.

B. Assistant Director – Kate Marshall

GENERAL

56+ hours, highlight include:

YA collection development
 Catalog clean up
 Nickel Plate Arts meeting
 3 notary events
 Professional development

TECHNOLOGY

61+ hours, highlights include:

Dealing with server breakdowns
 Technology troubleshooting w/ Gordon Flesch
 Coordinated with Presidio to try and install security & camera software
 Emergency server purchase research & quote wrangling
 Coordinating with Gordon Flesch about software replacements
 Troubleshoot email spam software & maintenance renewal
 Installing last of Evergreen web client aspects before official roll-out date
 Troubleshooting accounting software problem
 Cabling and switch troubleshooting

MARKETING

2+ hours, highlights include:

Prep & hosting of Frankenstein Chocolate Making program Oct. 25

LOOKING FORWARD

New server/firewall/Office software installation
 Updating Technical Services documentation

C. Circulation – Cindy Ritter

- a. The **circulation stats** for October were **8,027** compared to October of last year at **8,157** and a three year average of **8,211**. Atlanta had 220 circulations and Cicero had 6,474 + Overdrive eBooks 856 + Hoopla 435 + RBdigital Mags 29 + RBdigital Audio 13. In-house use for Atlanta was 25 and Cicero had 679. Sent out 112 holds from Atlanta and 398 from Cicero. Atlanta received 16 holds from other libraries and Cicero received 375. Top selections for patrons in October were DVD, 1142; Children, 1305; Adult Fiction, 1194; Computer, 308; Juvenile Fiction, 535; Adult Non-Fiction, 344; J Non-Fiction, 488; YA Fiction, 160. **Subscription Databases Usage:** no databases subscribed at this time
- b. 40 new patron cards were issued in October
- c. Circulation has rebounded which follows the yearly trend. Electronic resource use continues to do well. Hoopla is slightly down from a year ago but Overdrive is well over last year's total.
- d. Display totals for the month are as follows: Halloween – 141; Oprah Book Club – 20; Great American Read – 33.
- e. Circ staff have been using the Evergreen Web Client and are becoming accustomed to the slight differences between it and the Staff Client. The switchover will occur during the nighttime hours Saturday, Nov. 17.
- f. I had two notary appointments this month.
- g. **Action Item:** none
- h. **Discussion:** none

D. Atlanta – Mary Palmiero

Due to some computer issues with the server, we had less computer usage than usual. No one has been able to print from the computers. I know that these issues will soon be resolved. We haven't been able to use the K-Time program either.

Our best event was the Halloween party this month. We did not have the Having Your Say group on the 31st, but several people came in costume to help with the party. The available activities included face painting, temporary tattoos, Halloween music, games, crafts, and treats. Each child was allowed to pick out a free book to take home, too. The children and adults all seemed to enjoy the evening.

Statistics

NAME OF EVENT	NUMBER OF EVENTS	ATTENDANCE	COST	COST PER PERSON
Halloween Party	1	36	\$24	67 cents
Stitch Crafters	5	22	0	0
Having Your Say	4	26	0	0
TOTALS	10	84	\$24	29 cents

Other Statistics – 2017-2018

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct
Number of Visits	339	230	143	226	226	200	229	292	245	249	280	310	255
Directional Questions	46	43	25	43	37	42	32	38	38	42	54	36	34
Reference Questions	42	29	18	53	38	27	33	40	40	34	42	34	28

Recommen- dations	44	44	29	43	32	41	43	43	57	45	54	44	41
Volunteer Hours	5	3	0	0	0	0	0	0	0	0	0	0	0
Scanned Pages	0	1	0	0	0	0	0	0	0	0	0	0	0
Computer Usage	75	49	27	27	32	25	35	21	See grap h	See grap h	10	18	16

- **Looking Forward:** Getting a new server so that Atlanta Library's computers will be fully functional again.
- **Action Item:** none

E. Adult – Ann Hoehn

- a. October Programs: 7; Attendance, 73; Cost: \$315.00. Cost Per: \$4.32. There were 6 non-library uses of rooms & gazebo; Attendance, approx. 49
 - i. **Action Item:** none
 - j. **Discussion:** Recommended we advertise for kid-centric events or speakers via the school
 - k. **Looking Forward:**
 - Mystery Book Group, Antiques Swap by Barbara Allan, Nov. 26 at 6:30 p.m.
 - Bag Reading Group, A Blue and Gray Christmas by Joan Medlicott, Dec. 7 at 11:30 a.m.
 - Classic Movie, I'll Be Seeing You starring Ginger Rogers, Dec. 8 at 1 p.m.
 - Friends of the Library with Hopalong Cassidy (Joe Sullivan), Dec. 11 at 6:30 p.m.
 - Mystery Book Group, Mystic River by Dennis Lehane, Dec. 17 at 6:30 p.m.

F. Children's – Debra Brown

- a. October Programs: 21; Attendance: 483 Cost: \$351.46
Library Collection – Our ongoing, 4th quarter experiment in holiday picture book displays appears to be working. Halloween books circulated better because the patrons did not have to browse for them. They merely selected from the display table and the items were circulated in and out from that access point during the month. In addition, patrons often chose multiple titles from the display in contrast to maybe just one or two if they had to locate the books themselves. Thanksgiving and then Christmas books will be next for this experiment. Thanks to Nancy Redd for the maintenance of this project. A visual check of the children's biography section yielded approximately 30 titles that could be withdrawn from the collection. A quick inventory report can now be run to see if that nonfiction section can be further streamlined for relevancy

Programs – October encompasses much more than just Halloween, and we explored numerous connections in the story room this month that went beyond the holiday. We devoted a week to spiders, and also learned about shapes and symmetry as we explored the book *Walter's Wonderful Web*. Farm week was a big hit because we played with toy tractors and learned about combines, corn and soybeans. We had a large plastic bin full of raw bean pods and field corn for children to feel and run their tractors through. Pumpkins, *Not-So-Scary* Frankenstein and general Halloween were the other themes that rounded out this very full month. Special program events in October included the Professor Steve Frankenstein show on the evening of the 10th and the Family/Community Resource Night held at HHPs on October 23rd.

Special Thanks to Colleen Mann for donating animal cracker treats to the children during Halloween Week – they were a big hit! 😊

Looking Ahead – November program themes include our annual celebration of the *Leaf Man* book, Turkeys, Thanksgiving and Owls. We will host a late autumn crafting session on November 15th to take advantage of nature's bounty of leaves, acorns, seed pods etc.

Discussion/Notes: none

G. Young Adult – Ann Hoehn

- a. October Programs: 1; Attendance, 2; Cost \$10.00 ; Cost per person: \$5.00
- b. **Discussion:** none
- c. **Action Item:** none
- d. **Coming up:**
 - Cupcake Decorating, date to be determined

H. Maintenance – Mike Hiatt/Ann Hoehn

- Called Nugent Electric to get estimate on light poles in front parking lot
- Replaced light bulbs in library.
- Met with Hagerman, architects, and Ann on progress of construction.
- Worked on front doors so they would open and close properly when new system is installed.
- Nugent Electric changed front parking lot lights to LED.
- Started cleaning out flower beds for winter.

Looking Forward:

- Testing for leaks in the bathroom pipes

Discussion: Pond area has been seeded. Patrons are reporting horrible smells out of kids solo bathroom in the evenings.

Action Item: Ann and Mike are arranging to have pipe system investigated sometime during the winter. Likely just to scope the sewer lines connecting to the Children's Area.

VII. Old Business

A. 2019 Employee Compensation

- a. **Discussion:** Compensation meeting discussed the topic and it was found that cost of living 2.8% across the board will hinder merit raises due to potential 2019 construction costs. Still trying to come up with a list of criteria for judging. Maintenance expenses will likely go up due to construction all next year, also potentially more added cost due to staffing needs related to the construction. Board prefers to give cost of living increase at first of the year, we will need to wait to revisit merit increases around middle of 2019.
- b. **Action Item:** none
- c. **Motion**
 - i. Motion made by Emily Peterson
 - ii. Seconded by Julie Overton
 - iii. Motion carried by a vote of 6/6 (All vote AYE)

VIII. New Business

- a. Capital Projects
 - a. **Discussion:** Darren Peterson & Hagerman
 - i. Permission to Sign Agreement Between Owner and Construction Manager
 - 1. Same type of contract that we signed for Bond 1.
 - 2. **Motion made to approve agreement between Owner & Construction Manager for Bond 2**
 - a. Motion made by Lee Templeton
 - b. Seconded by Kini Magdun
 - c. Motion carried by a vote of 6/6 (All vote AYE)
 - ii. Bond 1: Regarding metal testing of soil, we passed according to IDEM standards. Came back to test for VOCs and our levels were below dangerous levels. This testing, however, caused a delay. Dirt compaction test failed around new entryway site onto Brinton Street; no asphalt until Spring. We're also delaying due to new sewer lines that need put in during Bond 2. Project is on pause throughout the winter and it will be bid out again in the spring. Temporary sidewalks will be put in. Moving into final testing and adjustments on HVAC. HVAC swap went seamlessly, very minimal surprises/issues; actually ended up with a small credit. We ended up with more cost to earthmoving (about \$12,000) due to the soil quality testing/remobilization fees. Soil quality testing for expansion area will be happening soon. Construction team recommends using a verified correction method (stone layer) for how to correct the soft soil issue near the new Brinton Street entryway.
 - iii. May be a change order to reshape pond due to shaping the expanded size too close to the gazebo. Due to cost, it will likely be revisited at the end of project.
 - iv. Bond 2 –lan and cost estimator are working on getting bids ready. Hope to report initial market feedback at December board meeting.
 - b. **Action Item:** none
- b. Proposal to Award a Bonus to Maintenance Supervisor Mike Hiatt
 - 1. **Discussion:** Mike has done an over and above excellent job, everyone in agreement.
 - 2. **Motion to approve bonus for Mike Hiatt**
 - 1. Motion made by Mike Jenkins
 - 2. Seconded by Kini Magdun
 - 3. Motion carried by a vote of 6/6 (All vote AYE)
- c. Resolution to Pay Back 2016 Temporary Loan from Rainy Day to Operating Fund [Exhibit #8, Pages 1]
 - a. **Discussion:** This doesn't affect the budget and there's no budget missing—it's just a matter of transitioning it into the right fund.
 - b. **Action Item:** Ann/Amy to complete correction.
 - c. **Motion to approve resolution to pay back 2016 temporary loan**
 - i. Motion made by Julie Overton
 - ii. Seconded Kini Magdun
 - iii. Motion carried by a vote of 6/6 (All vote AYE)
 - iv. All sign documents

- d. Permission to Close at 5:30 p.m. on Dec. 6 for Holiday Party
 - a. **Discussion:** none
 - b. **Action Item:** Library to advertise early closure.
 - c. **Motion to approve**
 - i. Motion made by Kini Magdun
 - ii. Seconded by Lee Templeton
 - iii. Motion carried by a vote of 6/6 (All vote AYE)

- e. Technology Update
 - a. **Notes:**
 - i. Our server is still disconnected from Atlanta Branch—the general consensus from GF seems to be that the firewall has damaged the connection somehow. Connection to server will not be resolved until new firewall is in place at earliest. We have ordered most of the software for the server swap, we’re just waiting on Gordon Flesch to check on something before we finish buying the last of it from TechSoup. Atlanta’s staff computers are now fully prepared for the change to Evergreen web client.
 - b. **Discussion:** none
 - c. **Action Item:** none

- f. Girl Scout Request to Reserve Meeting Room for Eight Additional Dates
 - a. **Discussion:** Because this request is above our normal policy limits, we’re asking the board to approve. We have approved a similar request in the past.
 - b. **Action Item:** Board approves Ann allowing the extension

IX. Looking Ahead:

- a. Dec. 20 -- 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 Julie Overton
 - iii. Motion carried by a vote of 6/6 (all vote AYE)
- b. 8:00 PM meeting adjourned.

XI. Executive Session – No