

**Hamilton North Public Library**  
**Board of Trustees Meeting Minutes**  
**Cicero Branch – March 16<sup>th</sup>, 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, Mike Jenkins, Steve Griffith, Emily Beechler, Lee Templeton (late)
  - c. Members absent: Gregory Goff, Kim Radant
  - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Amy Wolfe (Bookkeeper), Jae Ebert (V&J Consulting), Nate Frederick (Cicero Christian Church)
  - e. Note: NO MEETING IN FEBURARY 2017
- II. Review Agenda [Exhibit #1, Pages 1-2]
  - a. Review of Agenda by President Steve Griffith
- III. Minutes – January 19 [Exhibit #2, Pages 1-9]
  - a. **Discussion:** none
  - b. Motion to approve minutes
    - i. Motion made by Emily Beechler
    - ii. Seconded by Emily Pearson
    - iii. Motion carried by vote of 4/4 (All vote AYE)
- IV. Public Participation
  - a. Jae Ebert and Nate Frederick
- V. Financial Reports for February 2017 [Exhibit #3, Pages 1-29]
  - a. Review of February report
    - i. \$28,162 personal services, \$734 supplies, \$5,899 Other Services & Charges \$3,563 Capital Outlays, \$38,358 total expense for month. Run rate 16.7%, 17.3% of total budget used.
    - ii. **January Report:** \$26,857 personal services, \$850 supplies, \$20,810 Other Services & Charges \$3,897 Capital Outlays, \$52,415 total expense for month. Run rate 8.3%, 10 % of total budget used.
    - iii. **Motion to pay January and February bills**
      - a. Motion made by Lee Templeton
      - b. Seconded by Emily Pearson
      - c. Motion passed by a vote of 5/5 (All vote AYE)
      - d. All signed registers of claims
    - iv. **Action Item:** Ann to present to the board in April a list of upcoming recurring costs relating to capital planning project in order to possibly move those to LIRF or Rainy Day.
    - v. **Motion:** to approve Resolution to Temporarily Transfer Funds to the Operating Fund
      - a. Motion made by Mike Jenkins
      - b. Seconded by Emily Beechler
      - c. Motion carried by a vote of 5/5 (All vote AYE)
    - vi. **Motion:** to approve Resolution to Adjust Mileage Reimbursement Rate at current Federal Rate (53.5 cents per mile in 2017).
      - a. Motion made by Emily Beechler
      - b. Seconded by Lee Templeton
      - c. Motion carried by a vote of 5/5 (All vote AYE)
- VI. Department Reports [Exhibit #6, Pages 1-11]
  - A. Director – Ann Hoehn

<b>2016-2017 Cicero Stats</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>
Number of Visits	3731	3184	3114	3550	3112	3340	3172	3343
Directional Questions	216	188	164	115	131	123	107	157
Reference Questions	159	141	136	59	134	108	118	104
Book & Other Recommendations	74	79	50	18	36	16	46	52
Scanned Pages	64	125	91	180	240	199	144	185
Volunteer Hours (not including Friends)	8	1	18	12	9	16	17	10
Study Room Use	64	42	44	57	58	15	40	42
Yearbook Use	3	14	7	1	6	13	16	8
Mandatory Community Service Hours	4	5	6	4	0	0	0	0

- Our insurance broker, Blake Hunter, told me that public libraries fall in an ineligibility class of business for Employee Practices Liability Insurance. He is looking for an alternative for us.
- I completed employee annual evaluations, and staff raises have been applied retroactively to January 1, 2017.
- I met with Mary at Atlanta several times, attended a HHMS Improvement Team meeting, and edited the monthly e-newsletter.
- Our Capital Asset report has been updated, and the changes are reflected in the 2016 Annual Financial Report, which was submitted to the State Board of Accounts before the March 1 deadline.
- The special March book sale at Cicero Library is in progress. We have a nice selection at reduced prices. Thanks, Friends, for organizing the sale again this year.

*Coming up:*

- Issuing "Notification of Intent to Award Contract Letter" to the selected architect; checking architect's references; having attorney review contract; and signing architect contract
- SRCS Training for various staff members, March 15 at New Castle Public Library
- Asking The Friends for a large donation in support of Summer Reading at their March 15 meeting, 6:30 p.m. at Cicero Library
- HHMS School Improvement Team Meeting, March 20
- Quarterly Review meeting with Gordon Flesch, March 20
- Lights Over Morse Lake planning meeting at Cicero Library, March 21, 6:30 p.m.
- Marketing Committee meeting, March 23
- Summer Reading Committee meeting, March 30
- Evergreen Indiana Annual Conference, March 31 in Indianapolis
- April staff meetings, dates to be determined
- Cicero Library Emergency Procedure annual review – April Board meeting
- Indiana Academy student volunteers working at Cicero Library, April 4 or 11
- 2017 National Library Week – April 9-15
- Creating Atlanta Emergency Procedure Manual

HNPL Website Audience Review													
	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17
<b>Sessions</b>	1,436	1,692	1,686	1,831	2,636	2,362	2,111	1,824	1,669	1,689	1,381	1,942	1,657
<b>Users</b>	791	965	1,003	1,155	1,436	1,353	1,282	1,068	980	938	819	1,136	985
<b>Pageviews</b>	2,330	2,767	2,723	3,559	5,038	4,459	4,576	3,276	2,841	2,900	2,348	3,242	2,917
<b>Pages/Session</b>	1.62	1.64	1.62	1.94	1.91	1.89	2.17	1.80	1.70	1.72	1.70	1.67	1.76
<b>Avg. Session Duration</b>	1:13	1:16	1:17	1:17	1:39	1:26	1:10	1:15	1:14	1:27	0:57	1:10	1:04
<b>Bounce Rate</b>	67.93%	71.81%	70.40%	74.71%	56.11%	61.01%	69.40%	70.12%	67.83%	62.58%	67.41%	70.70%	69.64%
<b>% New Sessions</b>	70.75%	45.92%	48.16%	52.43%	45.64%	44.92%	48.74%	46.93%	45.96%	42.69%	45.91%	48.35%	45.62%

**Action Item:** Ann to check with Police Chief to see if children who may have broken our pavilion light bulbs will be able to pay for them.

**Discussion:** Per board, if attorney gives okay on AIA contract for Peterson, Ann can sign.

**Motion to have board approve of Ann signing AIA contract once reviewed by attorney**

- Motion made by Emily Beechler
- Seconded by Mike Jenkins
- Motion carried by a vote of 5/5 (All vote AYE)

B. Assistant Director – Kate Marshall

**GENERAL - 35+ hours, highlights include:**

Annual evaluations; weekly meetings and follow up; professional development; attended staff meetings; outlined needed updates to Tech Plan; finalize 1st draft of staff LEU information sheet & goals; review Capital Plan RFQ's; signed up for Evergreen Annual Conference; volunteered at HHMS book fair; 2 notary events; Board meeting reports and meeting minute work; chatted with WorldBook rep to see what's new; some reorganization of physical and digital files

**WEEDING/INVENTORY - 12+ hours, highlights include:**

Re-scanned J Graphic Novel section with laptop; re-scanned board books with laptop; ran and edited 'missing but available sheets'

**TECHNOLOGY - 9+ hours, highlights include:**

Worked with GF and State Library to complete spam software migration; worked with GF to install Access & TimeTrax to Cindy's computer; upgrade children's laptops and OPAC to Linux Lite 3.2; selected new headphones for Atlanta

**MARKETING - 32+ hours, highlights include:**

Marketing meeting and follow up; flyer creation for Winter Reading displays; Summer Reading meeting and follow up; display creation and implementation for Winter Reading displays; reactivated job application for new Circulation position; crafted 21 Facebook posts for Mid Feb-Mid March; Emoji Teen Painting promotion; wrote book reviews for newsletter

**LOOKING AHEAD**

Assistant Director's Quarterly Roundtable  
 Evergreen Annual Conference  
 Architect Interviews  
 SRCS Training  
 Marketing Meeting(s)

**Action Item:** none.

C. Circulation – Cindy Ritter

- a. The **circulation stats** for February were **7,869** compared to February of last year at **7,677** and a three year average of **7,218**. Atlanta had 344 circulations and Cicero had 6,610 + Overdrive eBooks 649 + Hoopla 266. In-house use for Atlanta was 44 and Cicero had 444. Sent out 89 holds from Atlanta and 285 from Cicero. Atlanta received 12 holds from other libraries and Cicero received 306. Top selections for patrons in February were DVD, 1594; Children, 1184; Adult Fiction, 998; Computer, 469; Juvenile Fiction 453; Adult Non-Fiction, 486; J Non-Fiction, 572; YA Fiction, 208. **Subscription Databases Usage:** Ancestry.com 234 searches, Lynda.com 17 hours
- b. 41 new patron cards were issued in February.
- c. Our numbers are up this month due in part to our Winter Reading program. Our themed weekly displays did well. Week 1 was Series Starters – 25 circs. Week 2 was Historical Fiction/History – 53 circs. Week 3 was Fantasy and Folklore – 27 circs. Week 4 was Beach Reads – 33 circs.
- d. Our Winter Reading Program was very successful with 1281 raffle tickets filled out compared to our 2016 total of 862.
- e. As of March 2, we have one part-time circ clerk vacancy.
- f. **Action Item:** none
- g. **Discussion:** We have another staff vacancy coming up as well.

D. Atlanta – Mary Palmiero

The Winter Reading Program was a success this month. It differed slightly from other years by featuring a different theme each week. We placed a sampling of books in a display relating to the particular week’s theme. That seemed to resonate with patrons because we had to add titles to the display every few days. We liked this idea so well, that even though the reading program is over, we displayed some book in March which related to St. Patrick’s Day, Irish, or to the color green. Patrons have responded positively to this.

Our weekly program statistics have remained fairly constant. We always have crafts and games available for the young adult department. The Having Your Say writers’ group has actually grown. We had a writers’ group about five years ago. The participants of the first group have begun attending the new group. On the last Wednesday of the month, each member of the Stitch Crafters brought a homemade soup for sharing. We even had enough to share with anyone who came to the library that day!

**Action Item:** none

**Statistics**

NAME OF PROGRAM	NUMBER OF EVENTS	ATTENDANCE	COST
Having Your Say	4	23	0
Stitch Crafters	4	17	0
German Conversation	3	11	0
Movie	1	7	0
YA Games and Crafts	Daily	12	0
TOTALS	12+	70	0

**Other Statistics**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Number of Visits	269	505	192	305	243	260	203	225

Directional Questions	42	44	45	45	44	29	35	38
Reference Questions	26	40	33	37	45	24	47	49
Book & Other Recommendations	16	20	42	32	48	10	56	59
Volunteer Hours	10	8	20	3	4	2	4	4
Computer Usage	55	57	48	42	83	33	33	37

E. Adult – Cindy Ritter

- a. February Programs: 6; Attendance, 21; Cost: \$5.00. There were 5 non-library uses of rooms & gazebo; Attendance, approx. 60
- h. **Action Item:** none
- i. **Discussion:** Coloring attendance is falling off, so we may stop offering that for a while.
- j. Looking Forward:
  - Adult Coloring, March 3, 20 @ 6:30 p.m.
  - Tuesdays with Friends – David Heighway discusses Historic Hamilton County Cultural Groups, March 14 @ 6:30 p.m.
  - Tuesdays with Friends – “Write Out Loud” Open Mic Poetry, April 11 @ 6:30 p.m.
  - Classic Movie – The Bad Seed (1956), March 18 @ 2:00
  - Mystery Book Club – The Lincoln Myth by Steve Berry, March 27 @ 6:30
  - Brown Bag Reading Group – Sisterland by Curtis Sittenfeld, March 24 @ 11:30

F. Children’s – Debra Brown

- a. February Programs: 20; Attendance, 385; Cost: \$15.00
- b. Library Collection – Book Ordering for 2017 began this month. Large orders were placed with both Baker & Taylor and Penworthy. The display of new books from last November was replaced with these titles throughout the month. Books about stars, comets, and our solar system were placed on display in conjunction with our Winter Reading Program. Because these books circulated well, we kept this theme on display all month.

Programs – February was very busy in the in the story room – we started the month with groundhogs and ended it with President’s Day and dental health week. Music week was also very popular because the preschoolers had a chance to choose various music and noisemakers from the sensory bin. The craft that week was a tambourine filled with dried beans and tied with yarn. The Friday morning Homeschool Enrichment sessions are seeing a huge bump in attendance. The literature circle format is working out well and the students like having choice in their novels and book report formats. The Little Husky Carnival was on Saturday 2/25 and our display table of Legos and Play-Doh was a big hit.

Winter Reading Program 2017 – Our “Reading Star” theme was successful both in program entries and in book circulation. We continued with the 5-book checkout criteria, and we had 260 entries with a total of 1,300 total children’s circulated through the program. We drew 6 winning stars for Barnes & Noble Gift Card prizes.

Looking Ahead – March story times will include Dr. Seuss, Pete the Cat, St. Patrick’s Day and other Spring themes. A *Lorax* afterschool movie party will be held on March 2<sup>nd</sup> and the afterschool craft program will be on March 16<sup>th</sup> with shamrock art projects.

**Action Item:** none

G. Young Adult – Ann Hoehn

- a. February Programs: 1; Attendance, 4; Cost \$0.00 ; Cost per person: \$0.00

- b. **Discussion:** If there's a possibility of starting the class later for parents who work and can't get kids here at 4 p.m.
- c. **Action Item:** Media Club would like to host a movie night in the library after hours, Emily Beechler will contact us about it.
- d. Coming up:
  - Emoji Painting with Deanna Leonard – March 6 at 4 p.m.
  - Mandala Painting with Deanna Leonard – probably April 17 at 4 p.m.

H. Maintenance – Mike Hiatt/Ann Hoehn

- All the light bulbs at the pavilion were found broken. I replaced just four of the bulbs. I covered the replaced bulbs with wire mesh and am watching for additional vandalism.
- Resealed cracks on west side of Atlanta by stairway leading to basement in order to prevent water from seeping into the basement.
- Repaired gate to dumpster with new hardware after wind damage.

**Looking forward:**

- Repair additional mortar joints in driveway under canopy.
- Repair remaining pavilion light bulbs.

**VII. Old Business**

I. "Little Library" (Miniature)

- a. **Discussion:** Based on Summer Reading theme of "Build a Better World", we'd like to build a Free Little Library as part of Summer Reading.
- b. **Action Item:** Ann will send around pictures to the board of examples of Free Little Libraries and get feedback on them at next board meeting. Board suggests we try asking to put one near the bridge or fire department for ease of access/imbedding into the community.

J. Gordon Flesch – Renewal of Current Services and Approval of New Off-Site Electronic Backup Agreement

- a. **Discussion:** If no cost involved in adding GF as payout to our insurance, then board has no problem with us signing right away. Due to contract requiring us to name GF as a payout on our insurance (because of on-site hardware) board approved for up to \$500 extra on our insurance if it does cost.
- b. **Action Item:** Ann to find out if/how much it will cost to add GF as named payout per contract requirement
- c. **Motion:** to approve renewal of current services and new off-site electronic backup agreement and adding GF to our insurance payout
  - a. Motion made by Emily Pearson
  - b. Seconded by Lee Templeton
  - c. Motion carried by a vote of 5/5 (All vote AYE)

K. Dry System Leak

- a. **Discussion:** Vendor declined to give any kind of hourly rate or estimate of dollar amount for job.
- b. **Action Item:** Board requires vendor to give a 'not to exceed \$750' quote for finding the leak in the system.
- c. **Action Item:** Board also requires us to get at least a second quote for a vendor to inspect the system, which will be held to our 'not to exceed' of \$750 as well.

**VIII. New Business**

L. Cicero Christian Church Helicopter Egg Drop

**a. Discussion:** Area would be cordoned off during drop so no one gets eggs dropped them. Insurance is a consideration.

**b. Action Item:** Get library name on advertising material for Easter Egg Drop, if Drop will occur

**c. Motion to go in for up to \$250 for liability insurance for Easter Egg Drop Helicopter**

i. Motion made by Emily Pearson

ii. Seconded by Emily Beechler

iii. Motion carried by a vote of 4/0 in favor with Mike Jenkins abstaining.

M. Lights Over Morse Lake Sponsorship

**a. Discussion:** Have previously sponsored this program

**b. Action Item:** Board approves \$250 in sponsorship, Ann to follow up.

N. Architect Selection

**a. Discussion:** Review of 4 key points: fee structure, how local the firm was, availability to start, understanding of HNPL's mission and approach to renovations. Jae provided a brief overview of the four applicants and their strengths and differences. Jae will help us work through the bonding process and working with the county council. Jae also offered a brief overview of contracting process.

**b. Action Item:** Notify all four applicants about results of vote and move on to checking references, etc

**c. Motion:** to approve Peterson Architecture as architectural firm

i. Motion made by Emily Beechler

ii. Seconded by Emily Pearson

iii. Motion carried by a vote of 5/5 (All vote AYE)

O. Technology Update

**a. Discussion:** T1's still running okay at Atlanta. GF has been helpful with several smaller issues in the last month as well as helping solve our major spam filter migration problems. Server had to have its battery replaced by Dell.

**b. Action Item:** None

P. Bonding the Circulation Manager

**a. Discussion:** Bonding is recommended for the Circulation Manager based on internal controls document. Costs about \$75-100 a year. Board approves.

**b. Action Item:** Ann to get Circulation Manager bonded.

Q. Need for New Accounting Software

**a. Discussion:** Current system was sold to Boyce Systems last year. A recent letter gave impression that Computrain Software may be phased out/no longer supported in the near future. State produces a list of approved accounting software vendors that we can use to do research. Timing for switch over would ideally be near the end of the current year and we would run both systems in parallel for a month or two (e.g. Nov & Dec 2017).

**b. Action Item:** Amy and Ann to start the research.

R. Safety Deposit Key and Strongbox Key

**a. Discussion:** We have a safety deposit box at 1<sup>st</sup> Merchants bank but we've never been able to find a key. Board is fine with paying a reasonable amount for replacement key. There is an office strongbox that we've never found a key for as well that we'd like to get open.

- b. Action Item:** Ann will obtain a replacement key for safety deposit box and board approves whatever needs to be done to get into strongbox.
  
- S. Summer Reading – Eliminating Online Registration
  - a. Discussion:** Board has no objections to trying this for a year. Ann would like to host a garage sale at the library to raise money for Summer Reading. Suggestion of opening spots to public where they could sign up for a small table fee and host a table on the property.
  - b. Action Item:** Ann to coordinate the garage sale.
  
- T. Certified Check(s) Needed for Criminal Background Checks
  - a. Discussion:** New requirements for criminal background checks include certified checks.
  - b. Action Item:** Ann and Emily Beechler to deal with obtaining them.
  
- U. Easter Closing
  - a. Discussion:** We didn't used to be open on Easter Sunday so this wasn't an issue, but we have had hours on Sunday for several years now.
  - b. Action Item:** Update PTO handbook with newly approved official holiday
  - c. Motion:** to approve closing the library on Easter Sunday
    - a. Motion made by Emily Pearson
    - b. Seconded by Emily Beechler
    - c. Motion carried by a vote of 5/5 (All vote AYE)
  
- V. Teacher Card for Substitute Teachers
  - a. Discussion:** Person inquiring does not fit the approved parameters of teacher or long-term medical leave coverage.
  - b. Action Item:** Board declines to approve substitutes being covered by teacher policy.
  
- W. Lynda.com Annual Renewal
  - a. Discussion:** Brief inquiry about usage.
  - b. Action Item:** Ann and Amy to finish signing renewals and paying bill.
  - c. Motion:** to approve renewal of Lynda.com
    - a. Motion made by Emily Beechler
    - b. Seconded by Emily Pearson
    - c. Motion carried by a vote of 5/5 (All vote AYE)
  
- X. Hoopla Annual Renewal
  - a. Discussion:** none
  - b. Action Item:** Cut check to hoopla for new deposit
  - c. Motion:** to approve new hoopla deposit
    - a. Motion made by Emily Beechler
    - b. Seconded by Lee Templeton
    - c. Motion carried by a vote of 5/5 (All vote AYE)
  
- Y. Annual Individual Non-Resident Card Fee Resolution
  - a. Discussion:** Previous board meeting the cost of \$49.00 was proposed for 2017.
  - b. Action Item:** Library to update signage & flyers
  - c. Motion:** to approve resolution for annual individual non-resident card fee for \$49.00
    - a. Motion made by Mike Jenkins
    - b. Seconded by Emily Pearson
    - c. Motion carried by a vote of 5/5 (All vote AYE)



- Z. Plastic Book Covers – Safety Concern Expressed by Patron
  - a. **Discussion:** A patron brought a concern about the possibility of their child suffocating to death with a plastic book jacket cover.
  - b. **Action Item:** Ann to follow up with lawyer about feasibility of putting warning stickers on books

AA. Comfort Systems Maintenance Agreement Renewal(s)

- a. **Discussion:** none
- b. **Motion:** to approve 2017 maintenance agreement with Comfort Systems
  - a. Motion made by Emily Beechler
  - b. Seconded by Emily Pearson
  - c. Motion carried by a vote of 5/5 (All vote AYE)

BB. Installation of “Safe Place” Signs

- a. **Discussion:** Where to put up large exterior sign, outside near street or entrance? Board approves installing it outside in a tasteful and visible location; no particular preference.
- b. **Action Item:** Ann to find the spot to install it outside.

CC. Library Sidewalks Along Street

- a. **Discussion:** Still no official confirmation about what our responsibilities are for the sidewalks from the town, but the assumption is that we are probably responsible for fixing anything on/near/in front of our property.
- b. **Action Item:** Ann to ask Mike what we can do to spot fix our sidewalk issue.

DD. Permission to Hire a New Intern

- a. **Discussion:** Looking for an intern for May 15th to August 15<sup>th</sup> in the Children’s Department at the same \$8.00/rate of last intern.
- b. **Action Item:** Board approves the hiring. Library to start looking for the intern.

**IX.** Looking Ahead: April 20, 2017 Board Meeting at Atlanta Library, 6:30 p.m.

**X.** Meeting Adjournment

- a. Motion to adjourn
  - i. Motion made by Emily Pearson
  - ii. Seconded by Emily Beechler
  - iii. Motion carried by a vote of 5/5 (all vote AYE)
- b. 8:40 PM meeting adjourned.

**XI.** Executive Session – No