

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
Cicero Branch – April 20<sup>th</sup>, 2017 6:30 p.m.**

- I.** Regular Session
  - a. Call to order by President Steve Griffith 6:32 p.m.
  - b. Members present: Emily Pearson, Mike Jenkins, Steve Griffith, Lee Templeton, Kim Radant
  - c. Members absent: Gregory Goff, Emily Beechler
  - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Darren Peterson (Peterson Architecture) , Amy Wolfe (Bookkeeper)
  
- II.** Review Agenda [Exhibit #1, Pages 1]
  - a. Review of Agenda by President Steve Griffith
  
- III.** Minutes – March 16 [Exhibit #2, Pages 1-9]
  - a. **Discussion:** approved with recommended changes.
  - b. **Motion:** to approve minutes
    - i. Motion made by Emily Pearson
    - ii. Seconded by Kim Radant
    - iii. Motion carried by vote of 5/5 (All vote AYE)
  
- IV.** Public Participation
  - a. None
  
- V.** Financial Reports for March 2017 [Exhibit #3, Pages 1-31]
  - a. Review of March report
    - i. \$27,594 personal services, \$1,367 supplies, \$7,231 Other Services & Charges \$3,120 Capital Outlays, \$39,312 total expense for month. Run rate 25%, 24.8% of total budget used.
    - ii. **Motion to pay March bills**
      - a. Motion made by Emily Pearson
      - b. Seconded by Lee Templeton
      - c. Motion passed by a vote of 5/5 (All vote AYE)
      - d. All signed registers of claims
    - iii. **Discussion:** If we're happy with Trust Indiana, board would be happy for us to close our First Merchant Money Market account and roll it over to Trust Indiana.
    - iv. **Motion:** to move our money market account from First Merchants into Trust Indiana and close the First Merchants money market account completely.
      - a. Motion made by Emily Pearson
      - b. Seconded to Kim Radant
      - c. Motion passed by a vote of 5/5 (All vote AYE)
      - d. All sign registers of claims
  
- VI.** Department Reports [Exhibit #1, Pages 2-11]
  - 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>	<b>Mar</b>
Number of Visits	3731	3184	3114	3550	3112	3340	3172	3343	3886
Directional Questions	216	188	164	115	131	123	107	157	145
Reference Questions	159	141	136	59	134	108	118	104	105

Book & Other Recommendations	74	79	50	18	36	16	46	52	54
Scanned Pages	64	125	91	180	240	199	144	185	238
Volunteer Hours (not including Friends)	8	1	18	12	9	16	17	10	12
Study Room Use	64	42	44	57	58	15	40	42	45
Yearbook Use	3	14	7	1	6	13	16	8	7
Mandatory Service Hours	4	5	6	4	0	0	0	0	0

- As previously indicated, contracts with Gordon Flesch and Peterson Architecture were signed after being reviewed by our attorney. It will cost \$50 annually to add Gordon Flesch to our insurance. This will be done because their server will be housed at the library.
- The architect, Jae Ebert, and I are scheduled to meet every other Friday for an indefinite period. Our attorney and financial advisor have agreed to join us this Friday. I have asked the financial advisor to make a recommendation to the Board on the repayment period for our upcoming bond (i.e., 5, 10, 15, 19 years.)
- Our architect, Darren Peterson, is on this month's agenda. He is likely to recommend to the Board that the library replace the dry sprinkler system at this time and not bother with tracing the leak. He hopes to receive before Thursday two or three proposals for this work so he can present them to the Board.
- Cindy Ritter, the Circulation Manager, is now bonded.
- First Merchants is going to charge the library \$150 to open the safety deposit box. It is scheduled to be opened on Wednesday, April 19. I have to be present to hold the contents during the work.
- The Easter Egg Helicopter Drop went very well on Saturday. I would estimate that about 500 people were in attendance.
- The police do not know who vandalized the library pavilion last month.
- I found a way to submit criminal background checks online and to pay by credit card. This eliminates the need to get money orders and to mail in the forms.
- We received word from the State Library that library employees are obligated to report suspected child abuse and neglect. Staff will receive training at the next staff meeting(s).
- Our anticipated fee for 2018 Evergreen Indiana membership is \$2500.
- I've agreed to be a judge for the 4<sup>th</sup> of July talent show again this year.
- I have not yet received further information on the insurance claim filed by the person who tripped on the sidewalk in November.
- I've started calling accounting/payroll software vendors to get quotes and to schedule demos so we will be positioned to switch to new software at the end of the year.
- In an effort to get more Summer Reading donors this year, we will be putting donors names in big letters on our *Summer Reading Wall* (the blue wall leading to the Children's Department), plus we will offer space on our *Summer Reading Donor Table* where donors may place their

business cards, flyers, coupons, etc. Staff members have worked hard to create a top-notch donation request letter this year.

- We are now an active member of SRCS. This enables us to very easily get materials from member libraries, many of which are not Evergreen Libraries.
- I attended a HHMS Improvement Team Meeting. I also had our quarterly review meeting with Gordon Flesch, attended a Lights Over Morse Lake meeting, had Marketing Committee and Summer Reading Committee meetings, and attended the Evergreen Indiana Annual Conference in Indianapolis.

**Looking forward:**

- April/May staff meetings
- Board review of the Cicero Library Emergency Procedure Manual in May. The Manual will be emailed to the Board in a few days to allow plenty of time to look it over.
- Attending a 2018 budget training webinar at the end of May. The budget process is about to begin!
- Moving the capital project ahead at a steady clip!

HNPL Website Audience Review													
	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17
Sessions	1,692	1,686	1,831	2,636	2,362	2,111	1,824	1,669	1,689	1,381	1,942	1,657	1,805
Users	965	1,003	1,155	1,436	1,353	1,282	1,068	980	938	819	1,136	985	919
Pageviews	2,767	2,723	3,559	5,038	4,459	4,576	3,276	2,841	2,900	2,348	3,242	2,917	3,394
Pages/Session	1.64	1.62	1.94	1.91	1.89	2.17	1.80	1.70	1.72	1.70	1.67	1.76	1.88
Avg. Session Duration	1:16	1:17	1:17	1:39	1:26	1:10	1:15	1:14	1:27	0:57	1:10	1:04	1:41
Bounce Rate	71.81%	70.40%	74.71%	56.11%	61.01%	69.40%	70.12%	67.83%	62.58%	67.41%	70.70%	69.64%	66.32%
% New Sessions	45.92%	48.16%	52.43%	45.64%	44.92%	48.74%	46.93%	45.96%	42.69%	45.91%	48.35%	45.62%	37.89%

**Action Item/Discussion:** Safety deposit box was empty. Ann will ask the bonding people if the capital project will produce anything that should go in a safety deposit box. If not, we could get rid of the box. Board suggests that a fireproof safe onsite may be a reasonable other option. The fireproof box in director’s office was empty as well.

B. Assistant Director – Kate Marshall

**GENERAL - 70+ hours, highlights include:**

4 notary appointments; 2 Ask a Librarian ; Weekly meetings and follow up work; Substituted at Atlanta; Architect Interviews; Put hiring ads up and down; Staff meetings; Tech Plan Quarterly review with Ann; Revise Tech Plan aspects to fit in new long-range plan; Evergreen Annual Conference

**WEEDING/INVENTORY - 20+ hours, highlights include:**

Wrangled "available but missing" lists for multiple sections; Finish editing 1st draft of the weeding/inventory cycle outline; Finished shifting Adult Fiction; Edit Lost & Missing Action Checklists

**TECHNOLOGY - 3+ hours, highlights include:**

Updated Linux computers, some laptops; Quarterly Business Review with Gordon Flesch

**MARKETING - 24+ hours, highlights include:**

Prepared and installed displays; Post-Winter Reading wrap up; Summer Reading and Marketing meetings; Summer Reading and Marketing materials revisions; Booked event for Money Smart Week; April Facebook post prep (24 posts).

**Looking forward:** Marketing meetings; April event(s); May's "Get Caught Reading Month"

**Action Item:** none.

C. Circulation – Cindy Ritter

- a. The **circulation stats** for March were **8,879** compared to March of last year at **8,119** and a three year average of **7,955**. Atlanta had 476 circulations and Cicero had 7,360 + Overdrive eBooks 712 + Hoopla 331. In-house use for Atlanta was 17 and Cicero had 331. Sent out 105 holds from Atlanta and 298 from Cicero. Atlanta received 12 holds from other libraries and Cicero received 327. Top selections for patrons in March were DVD, 1728; Children, 1250; Adult Fiction, 1093; Computer, 593; Juvenile Fiction 567; Adult Non-Fiction, 433; J Non-Fiction, 614; YA Fiction, 271. **Subscription Databases Usage:** Ancestry.com 320 searches, Lynda.com 2 hours
- b. 38 new patron cards were issued in March.
- c. Circulation is up again this month! Our displays garnered a total of 179 circulations in March. We are continuing to work on providing fresh displays, and patrons have commented on how much they like the displays.
- d. We filled one Circ vacancy and are working to fill the remaining vacancy.
- e. **Action Item:** none
- f. **Discussion:** none

D. Atlanta – Mary Palmiero

We had increased attendance at the library this month probably due to Spring Break and improved weather conditions. Not only do we have craft supplies available for activities but also board games and jigsaw puzzles. Patrons have been using more of these supplies.

A local author, Susan Sparks, gave a presentation to our Having Your Say group. She was scheduled for one and a half hours, but ended up staying longer because the patrons had so many questions for her. Many mentioned that they would love to see her again.

**Action Item:** none

**Statistics**

<b>NAME OF PROGRAM</b>	<b>NUMBER OF EVENTS</b>	<b>ATTENDANCE</b>	<b>COST</b>
Having Your Say	5	29	0
Stitch Crafters	5	23	0
German Conversation	5	19	0
Movie	2	5	0
Author Event	1	12	0
Craft Activities	As needed	30	0
<b>TOTALS</b>	<b>18+</b>	<b>118</b>	<b>0</b>

**Other Statistics**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Number of Visits	269	505	192	305	243	260	203	225	309
Directional Questions	42	44	45	45	44	29	35	38	45
Reference Questions	26	40	33	37	45	24	47	49	45
Book & Other Recommendations	16	20	42	32	48	10	56	59	69
Volunteer Hours	10	8	20	3	4	2	4	4	5
Scanned Pages									1
Computer Usage	55	57	48	42	83	33	33	37	75

E. Adult – Cindy Ritter

- a. March Programs: 4; Attendance, 46; Cost: \$10.00. There were 11 non-library uses of rooms & gazebo; Attendance, approx. 185
- g. **Action Item:** none
- h. **Discussion:**
- i. Looking Forward:
  - A Taste of the Book, April 17 at 6:30 p.m.
  - Classic Movie – Seven Brides for Seven Brothers, April 22 @ 2 p.m.
  - Mystery Book Club – The Curious Incident of the Dog in the Night-Time by Mark Haddon, April 24 @ 6:30 p.m.
  - Money Smart Credit Talk, April 25 @ 6:30 p.m.
  - Brown Bag Reading Group – The School of Essential Ingredients by Erica Bauermeister, April 28 @ 11:30 a.m.
  - Friends of the Library – WHAT A CROCK! Crockpot Cooking, Demonstration, and Sampling, May 9 @ 6:30 p.m.

F. Children’s – Debra Brown

- a. March Programs: 20; Attendance, 451; Cost: \$24.69
- b. Library Collection – Shelf space is most critical in the Juvenile Fiction section, so a weeding project was initiated this month. The project is ½ complete and over 300 titles have now been removed from the section and given to the Friends Book sale. This part of the project will be finished by the end of April, and weeding in the Nonfiction section will start soon thereafter. Dr. Seuss books were very popular in March, as were books about St. Patrick’s Day. Large book orders were placed with Baker and Taylor and also World Book – the New Books shelves will be well-stocked again in April.

Programs – March saw a definite uptick in Story Time attendance with many new faces joining our morning groups. Homeschool Literature Circle completed pizza book reports in March and are preparing for cereal box book reports in April. This group is doing very well now in group book discussions and they are coming up with some very creative presentations. The Dr. Seuss and Shamrock craft afterschool programs were both well attended. Many thanks to Kate Marshall for handling the first hour of Kindergarten Roundup at the Primary School so that I could finish the afterschool craft program.

Looking Ahead – April story time themes will include a week for Easter (also National Library Week), Earth Day, plus we will be reading aloud the five Firefly Book Award Nominees. Afterschool Lego Lab will be on Monday, April 24<sup>th</sup> and an afterschool money program, Captain Cash, will be that same week on Thursday. We will also be preparing for our Summer Reading theme, Build a Better World, by planting seeds and flowers for our library displays.

**Action Item:** none

G. Young Adult – Ann Hoehn

- a. March Programs: 1; Attendance, 6; Cost \$75.00 ; Cost per person: \$12.50
- b. **Discussion:** Ann gave brief review of Deanna’s last program and upcoming programs.
- c. **Action Item:** none
- d. Coming up:
  - Mandala Watercolor Designs with Deanna Leonard, April 17 @ 6:30 p.m.
  - HHMS Media Club Movie Night, April 28 @ 5 p.m.
  - May program with Deanna Leonard – to be determined

H. Maintenance – Mike Hiatt/Ann Hoehn

- Replaced four lights at the pavilion, and put guards over them.
- Installed Safe Place signs at both libraries.
- Replaced door knob in the Children’s Story Time Room to prevent kids from locking the door.
- Fixed bike rack at Atlanta.
- Cleaned out flower beds along Brinton St.
- Serviced mower; changed oil and filter.

**Looking forward:**

- Repair additional mortar joints in driveway under canopy.
- Continue to clean out flower beds, and put down mulch.
- Plant flowers.
- Leveling/grinding sidewalks to eliminate tripping hazards, or having it done professionally.
- Power wash and stain the fence surrounding the dumpster.

**Discussion:** Town Council said the sidewalks are ours and we can grind them down if we want. Mike has investigated if we can rent a grinder and do it ourselves. About \$90/day to rent the machine. At least 6 blades (at about \$150 total for the blades).

**Action Item:** Mike to check with the town to see who did their sidewalks.

**VII.** Old Business

I. “None”

- a. **Discussion:** none
- b. **Action Item:** none

**VIII.** New Business

J. Architect Darren Peterson – Dry Sprinkler System Replacement

**a. Discussion:** Slightly cheaper if we wait and do it all at once (with later construction). Mr. Peterson recommends that we replace the entire dry system now if we have enough available in Rainy Day. Wet system is designed for 30-40 years and we haven’t had much/any issue with it, so he doesn’t recommend doing anything to it. Estimate runs about \$70-\$100k to replace entire dry system. Will save about \$30k if we wait to replace it when the later construction starts. Looking at about 9 months from start to finish for the whole project. We could do the Atlanta roof as a separate project right now. Roof at Cicero looks like it should be good for another 10-15 years; however, has not been inspected from the roof, just the ground.

**b. Action Item:** Get a section of the dry system down to evaluate what needs to be done. Company like Koorsen or similar recommended to evaluate it.

- K. Permission to Make Initial Architect Payment [Exhibit #4, Pages 1]
- a. **Discussion:** none
  - b. **Action Item:** Ann and Amy to process invoice
  - c. **Motion:** to pay initial payment to Peterson Architecture
    - a. Motion made by Lee Templeton
    - b. Seconded Mike Jenkins
    - c. Motion carried by a vote of 5/5 (All vote AYE)
- L. Permission to Pay Capital Project Vendors with Rainy Day Funds
- a. **Discussion:** Brief review of regular Rainy Day operations and uses.
  - b. **Action Item:** Board gives permission to pay capital project fees from Rainy Day.
- M. Evergreen Indiana Bylaws Amendment Ballots [Exhibit #5, Pages 1]
- a. **Discussion:** Regular update to bylaws amendments. Board finds changes to be favorable.
  - b. **Action Item:** Board president and director to sign ballot document.
  - c. **Motion:** to affirm request to sign new Evergreen Indiana Bylaws Amendments Ballot
    - i. Motion made by Mike Jenkins
    - ii. Seconded by Emily Pearson
    - iii. Motion carried by a vote of 5/5 (All vote AYE)
- N. Permission to Close Sunday, December 31, 2017
- a. **Discussion:** Our current policy says that we close on the 31<sup>st</sup> at 2 p.m.; since we'd only be open for an hour we don't feel it would be worth having staff come in for that short of time.
  - b. **Action Item:** Notify staff that we will be closed on December 31<sup>st</sup>, 2017.
  - c. **Motion:** to close on Sunday, December 31, 2017
    - i. Motion made by Lee Templeton
    - ii. Seconded by Kim Radant
    - iii. Motion carried by vote of 5/5 (All vote AYE)
- O. Fund Raising Opportunities
- a. **Discussion:** Possibilities include: basic collection jar at circ desks, having bake sales during library hours staffed by Ann working off the clock, yard sale (which will be occurring)—the library should have a booth in which we sell unneeded library property pre-approved by the board as well as donated items from Friends of the Library, selling the old card catalogs (w/ provenance), and bingo fundraiser (approved by the Cicero Lights Over Morse Lake committee to run during Lights Over Morse Lake event). Most of these ideas will need run by the attorney in order to find out what paperwork we'll need to fill out to make these cash-based plans legal.

Friends will also have a food booth at the yard sale with baked goods and maybe biscuits and gravy and all proceeds will go to Summer Reading. Yard Sale space would either be purchased or free if the people donate all proceeds to library. Yard Sale content: no firearms and no alcohol, no lewd items; basically sell at library discretion. Would it be okay to hold the bingo inside the library if weather becomes a problem? Board has no objections.

Board has no objections to any of the suggestions as long as all legal obligations are met.

**b. Action Item:** Steve to get Ann a slot to speak at Saturday's Kiwanis's meeting about funding needs

P. Technology Update

**a. Notes:** Backup server will be installed on Monday, with first full backup created by Tuesday. Our next round of technology hardware updates is coming soon – we'll be replacing the next handful of desktops. We'll have a price point and overview at the next board meeting. In conjunction with our next tech update, we'll be looking at transitioning the library to Windows 10 within the next 6-12 months. Windows 7, our preferred OS, will reach final end of life within 2 years and by next Spring any new computers featuring the latest Skylake processor chip will no longer run Windows 7 at all. The new fiber installation at Atlanta is coming along—Mike has installed the new grounding wire and now we're just waiting for the hardware installation.

**b. Action Item:** Kate to prepare overview and pricing for hardware update

Q. Plastic give-away bags vs. paper bags

**a. Discussion:** the incident with the child in danger of suffocating on a book cover was actually discovered to be a plastic bag from the library, not a book cover. Ann reports that switching to paper bags would be 1cent more per bag. Every year we order about \$2,000.00 worth of bags. Board wonders if there perforated plastic bags that might mitigate this issue?

**b. Action Item:** Ann to investigate if there are child-safe plastic bag options available.

R. Permission to purchase "Little Library" kits

**a. Discussion:** Last month there was previous discussion about purchasing/making Little Free Libraries for summer reading in the style of the ones put up by the local schools. Emily Beechler provided the model used by the school. They come assembled and painted but are able to be repainted. Box and topper/post are purchased separately. Locations for them have been pinpointed at both branches.

**b. Discussion:** Maybe have a community contest for building Little Free Libraries, give naming rights & plaque. Tie-in show with Little Free Libraries.

**c. Action Item:** Board approves buying first two to get the project started and getting Deanna Leonard to start designing the paint job.

**IX.** Looking Ahead: May 18, 2017 Board Meeting at Cicero Library, 6:30 p.m.

**X.** Meeting Adjournment

- a. Motion to adjourn
  - i. Motion made by Kim Radant
  - ii. Seconded by Emily Pearson
  - iii. Motion carried by a vote of 5/5 (all vote AYE)
- b. 8:06 PM meeting adjourned.

**XI.** Executive Session – No