

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch – February 18, 6:30 p.m.**

- I. Regular Session
 - a. Call to order by President Steve Griffith at 6:33 p.m.
 - b. Members present: Steve Griffith, Lee Templeton, Mike Jenkins, Emily Beechler, Kim Radant, Emily Beechler
 - c. Members absent: Laura Holliday, Gregory Goff
 - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Amy Wolfe (Bookkeeper). Noah Mangas (ACTS student board member), Aaron P. Culp (Church, Church, Hittle & Antrim)
- II. Review Agenda [Exhibit #1, Pages 1-2]
 - a. Review of Agenda by President Steve Griffith
- III. Minutes – January 21, 2016 [Exhibit #2, Pages 1-9]
 - a. **Discussion:** none
 - b. Motion to approve minutes as is for January 21st, 2016
 - i. Motion made by Mike Jenkins
 - ii. Seconded by Emily Beechler
 - iii. Motion carried by vote of 6/6 (All vote AYE)
- IV. Public Participation
 - a. None
- V. Financial Reports for January 2016 [Exhibit #3, Pages 1-27]
 - a. Review of January report
 - i. \$29,317 personal services, \$ 2,005 supplies, \$ 18,484 Other Services & Charges \$ 2,249 Capital Outlays, \$ 52,055 total expense for month. Run rate 8 %, 10.6 % of total budget used.
 - ii. Motion to pay January bills
 - a. Motion made by Emily Beechler
 - b. Seconded by Lee Templeton
 - c. Motion passed by a vote of 6/6 (All vote AYE)
 - d. All signed registers of claims
 - iii. Resolution to Temporarily Transfer Funds to the Operating Fund [Exhibit #4, Pages 1]
 - a. Motion made by Emily Beechler
 - b. Seconded by Mike Jenkins
 - c. Motion passed by a vote of 6/6 (All vote AYE)
 - iv. Resolution to Adjust Mileage Reimbursement Rate [Exhibit #5, Pages 1]
 - a. Motion made by Emily Beechler
 - b. Seconded by Kim Radant

- c. Motion passed by a vote of 6/6 (All vote AYE)
- v. **Discussion:** Noted that the Federal mileage reimbursement rate has fallen from 55.5 to 54 cents. Noted that slightly high run rate is due to several front-loaded, one-time costs that occur at this time of year.
- vi. **Action item:** none

VI. Department Reports [Exhibit #6, Pages 1-12]

A. Director – Ann **Hoehn**

- Kim Radant has been appointed to the library Board. She filled the position vacated by Emily Holt. Welcome Kim!
- I met for an hour this month with Steve Martin, director of the Sheridan Public Library, so we could bring each other up to speed on changes at our respective libraries.
- I planned February's art exhibit featuring works by staff, board, and friends, and I recruited participants. Cindy and I installed the display together.
- I did a lot of the work for our Feb. 9 "Sweets for Your Sweetie" Dessert Contest, including planning, promotion, and execution. I was also a contest judge. As of this writing, our Facebook posting featuring a picture of the contest participants has reached 795 people—a near record for us.
- As of this writing, 59 patrons have registered for Hoopla, and 161 items have "circulated" so far.
- Managers are busy completing annual employee evaluations which are due to me February 17. Corresponding raises, retroactive to January 1, are expected to appear on employee paychecks starting February 25.
- I have taken over the responsibility of receiving and processing patron meeting room reservations. (Previously, anyone working the circulation desk could take a reservation.) The reason for this change in procedure is that there have been a lot of recent problems associated with the meeting rooms. I feel that the meeting rooms need to be properly managed and monitored, and this job is best left to one person. I discussed this change with Steve Griffith before announcing it to the staff.
- We had staff meetings on Feb. 10 and Feb. 11. The primary topics of discussion were meeting room procedures and closing procedures.
- I met with Mary at Atlanta several times in the last month. I attended a library Bicentennial planning committee meeting; a Friends of the Library meeting; and a HHMS School Improvement Team meeting.
- I helped edit the most recent regular monthly newsletter and helped Cindy create content for our special newsletter promoting the Feb. 9 dessert contest.

- I received an interesting letter from the Hamilton Heights School Corporation. The letter stated that the corporation may have more square footage than needed. A “Reconfiguration Study” will be presented at the February 25th Superintendent’s Advisory Group meeting at 6 p.m. in the middle school media center. I plan to attend.
- We received something of an obscene letter of complaint from a customer who was sent to collections. I will bring the letter to the February board meeting. The letter is on the agenda so we can discuss possible consequences for the customer for having sent such a letter.
- Friend of the Library Pat Berry has been submitting library events information to be included in the monthly “Our Town Cicero” newsletter. Thanks Pat! The following is an excerpt from her most recent submission:

March Mega Sale... at Your Cicero Public Library!

Patrons have been generous with donations, and we are running out of space! Starting March 1st and running for the entire month, the library will be selling previously offered books at exceptionally low prices. Tables set up in the library will have hardcover fiction, featuring many of our favorite authors, priced at \$.50 each along with hardcover nonfiction titles. All paperback books, as well as a limited number of children’s books, will be \$.25. Look for the special white stickers and add up your savings! Books and dvds shelved in the Library Bookstore will continue to be offered at their normal low price.

- I met with Steve Griffith to discuss the need for creating the list of capital improvements for initial presentation to Jae Ebert. According to our Gantt chart, we’re behind on the capital improvements project. Scheduling a Board retreat to create this list is on this month’s agenda. A retreat will best enable us to get back on schedule.
- As I indicated in a recent emailed board update, an adult patron reported to the police that a teenage girl tried to push her way into her bathroom stall. The adult and the teen give very different accounts of what occurred. I talked with the adult. I talked to the police. I talked with the girl’s mother. The incident has been properly documented. A staff member who was working at the time of the incident gave the teenager instruction on bathroom etiquette. Mike adjusted the toilet stall door, as needed. The police told me that the incident was not a police matter. I consider the matter closed.
- Just an FYI--Our alarm system vendor, Sentinel Alarm Systems, has become part of FE Moran Security Solutions. Our service and support contacts remain the same.
- A new Indiana Statute, IC 5-11-1-27(i), requires us to certify that the library has a policy on “internal controls” with regard to money and finances. The statute requires that staff receive training on these internal controls. During audits, we will have to prove we are in compliance with the statute. In the coming months, library managers, the bookkeeper, and I will work to establish our set of internal controls, which will then be presented for

board approval. Once approval is given, staff training will begin. We must be in compliance with the statute by June 30, 2016. More in the coming month...

- In December, I submitted a request to Kiwanis asking them to supply the funds so we can purchase the items listed here. Kiwanis has agreed to pay for the items totaling \$1020.88!

- ✓ 10 PS3 Games for Atlanta Library (to circulate), \$170 total
- ✓ 3 Room Essentials™ Cube Storage Ottoman, \$16.99 each
- ✓ 4 Chairs for Atlanta Library teen area, approx. \$100 each
- ✓ 2 Little Scholar tablets by Schoolzone.com (1 for Atlanta, 1 for Cicero), \$129.99 each
- ✓ 2 Peerless Universal Desktop Tablet Mount for Tablets, \$69.95 each

Coming up:

- Submitting the Financial Annual Report to the State of Indiana this month.
- Centennial Planning Committee Meeting at Atlanta, March 3, 6:30 p.m.
- Friends of the Library meeting at Atlanta, March 16, 6:30 p.m.
- HHMS School Improvement Team Meeting, Feb. 22.

Website Audience Overview

	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16
Sessions	2,215	2,982	3,018	1,865	1,505	1,666	1,864	1,568	1,840
Users	1,564	1,671	1,927	1,139	864	861	1,116	950	1,013
Pageviews	4,272	5,153	5,237	3,361	2,693	3,258	3,094	2,478	3,663
Pages/Session	1.93	1.73	1.74	1.80	1.79	1.96	1.66	1.58	1.99
Ave. Session Duration	1:18	1:34	1:27	1:25	1:15	1:37	1:05	1:08	1:31
Bounce Rate	66.28%	70.22%	69.25%	68.20%	67.11%	65.01%	75.11%	71.94%	67.93%
% New Sessions	68.82%	49.90%	55.37%	49.76%	43.99%	39.62%	49.25%	48.34%	44.08%

Action Item: Perhaps post a recipe from the Sweets contest on our FB?

B. Assistant Director – Kate Marshall

GENERAL

- Created new shelving location for Debra's parenting book section.
- Set up weekly meetings with Elaine & Greg for 2016, explain upcoming documentation project.
- Some professional development work, finished a Lynda.com course on Project Management.
- 2 notary jobs.
- Prep board meeting minutes & board report.
- Staff meeting, where I gave a brief rundown of hoopla.
- Worked the desk with Cindy one afternoon to refresh on circulation procedures.
- Research/quotes on water cooler for breakroom.
- Create Lynda.com summary for board meeting.

Inventory/Weeding

- Pulled some nonfiction for weeding.
- Shifted non-fiction section to improve access to books, fill gaps.
- Meetings with Ann & Cindy about inventory & shifting.
- Atlanta finished their inventory! Double-checked that they had all the missing lists to go over.
- Edited Atlanta non-fiction shelf list cataloging errors.
- Run and edit Atlanta J PIC shelf list & missing list.
- Edited YA weeding & inventory reports.

TECHNOLOGY

- 25+ hours of troubleshooting and updating computers at both branches.
- Spent several weeks researching specs & chasing up/evaluating quotes on refreshment computers.
- Worked with Debra to finalize children's tablet computing trial.
- Finish & email RICOH paperwork on new leases, arranged delivery and installation.
- 6 Ask-A-Librarian appointments.
- Tested technical aspects of hoopla, added access points on website.
- Uploaded December minutes to website.
- Deep Freeze update.
- Met with our ENA rep to get details on how our network is put together in order to help inform our technology needs & capabilities.

Gordon Flesch

- We've been fighting a flash drive mapping error on most of the lab computers for a month w/ GF.
- Worked with GF to solve a small number of other computer issues.
- Gordon Flesch, with the help of ENA, finally solved the issue of Atlanta being cut off from the domain.
- Our Gordon Flesch person, Tim, installed a new operating system and reimaged several computers in order to put them on the domain.

- Ann & I met with Tim Ryan and vCIO Bob twice regarding our official Technology Road Map. We are expecting to have a couple more meetings before it is finalized.

MARKETING

- Meet with COFFE nonprofit about free fiscal education for library, scheduled a March seminar.
- Worked with Debra to create more Facebook ads & flyers for Children's events.
- Helped Debra edit Children's page on website.
- Completed 3 book reviews for Cindy's future newsletter stash.
- Winter Reading Meeting.
- Created several displays of health-related books re: health fair.
- Scheduled, outlined, and marketed upcoming session of The Magic of Tidying Up.
- Create WIDI flyers for upcoming programs.

Hoopla Roll-Out

- Hoopla live training webinar.
- Set Karen up with hoopla details for newsletter article.
- Edited website to provide multiple access points to hoopla, added a hoopla section to our FAQ area.
- Created Hoopla summary sheet(s) for staff.
- Minor troubleshooting of hoopla links after roll-out.

Looking Ahead

- More inventory & weeding
- February Magic of Tidying Up Class
- Upcoming documentation creation & marketing
- Hoopla roll-out
- Refresh plan starting on computers

C. Circulation – Cindy Ritter

- a. The **circulation stats** for January were 7,927 compared to January of last year at 8,458 and a three year average of 7,632. Atlanta had 243 circulations and Cicero had 6,934+ Overdrive eBooks 683 + Hoopla 67 for a branch total of 7,684. In-house use for Atlanta was 16 and Cicero had 555. Sent out 108 holds from Atlanta and 363 from Cicero. Atlanta received 12 holds from other libraries and Cicero received 278. Top selections for patrons in January were DVD, 2205; Children, 1226; Adult Fiction, 1172; Computer, 443; Juvenile Fiction 418; Adult Non-Fiction, 392; Juvenile Non-Fiction, 354; YA Fiction, 206. **Subscription databases Usage:** Freegal 52; Ancestry.com 18 searches.
- b. 53 new cards were issued in January
- c. Overdrive use continues to rise and more patrons are signing up to use Hoopla every day.
- d. We have been working on making more room in the DVD section. Because we circulate so many DVDs we want the area easy for patrons to browse. Lisa Alvey has moved the non-fiction DVDs to the case with the television DVDs. She will then shift

the rest of the collection to make a little more room on each shelf without having to use the bottom shelves.

e. **Discussion:**

D. Atlanta – Mary Palmiero

More students were involved in asking for homework help this month. The staff assisted in finding additional books and online sites to complete assignments. I believe personal reading increased a little this month also.

Crafting is still an enjoyable activity. Patrons have also discovered adult coloring books. Although we have set aside one evening a month for this, sometimes adults come in at other times to color for a little while. Computer usage: approximately 62 times.

Discussion:

Statistics

Name of Program	Number of Events	Total Attendance	Cost
Kids Crafts	4	16	0
Movie	1	5	0
Adult Coloring	1	3	0
Crochet/Quilt	4	21	0
TOTALS	10	45	0

E. Adult – Cindy Ritter

a. January Programs: 9; Attendance, 64; Cost: \$126. There were 14 non-library uses of rooms.

b. **Action Item:** Suggest that seniors at the high school attend self-defense course offered by FOL

c. Coming Up:

- Brown Bag Reading Group – Love Medicine by Louise Erdrich, Feb. 26 at 11:30 a.m.
- Not Real Mystery Book Group – The Ghost Fields by Elly Griffiths, Feb. 22 at 6:30 p.m.
- Art Project Class with Deanna Leonard – Paint Your Pet, Feb. 24 at 6 p.m.
- Hamilton North Classic Film Society – The Thin Man, Feb. 28 at 2 p.m.

- Co. Historian David Heighway will discuss “Dirty Helen” & other local notables, March 8, 6:30 PM

F. Children’s – Debra Brown

- January Programs: 25; Attendance, 306; Cost: \$10.40
- Library Collection – The holiday books on display throughout December were quickly replaced with anything regarding snow, winter and arctic animals. A display for Martin Luther King, Jr. Day was arranged in the glass display case. This will be replaced early February with books about Civil Rights and African American History. The Winter Reading Program “Popcorn” display was put up on the blue wall to promote WRP. New book orders were placed to start the spending for the New Year. A small collection of “Parenting” books has been started for the Children’s Section. These titles are actually adult-level books that will be housed in the Juvenile section as a convenience for caregivers who might want parent interest books but cannot go to the Adult section to browse. Thanks to Kate, Elaine and Greg for collaborating and standardizing how these titles should be processed and where they are to be housed.

Programs – Similar to last year, we saw a slight decrease in program attendance due to weather during the 3rd week of January. Story time families have returned, though, and we are looking forward to some fairly large events in February. We ended the month in story time with a polar bear theme – the books and craft for that week were well-received. Hoosier Homeschoolers looked at a book titled “The Floating House” which describes the flatboats and river traffic on the Ohio River that brought people to the Indiana Territory

Looking Ahead – February will feature our Winter Reading Program and also afterschool programs for Valentine Crafts and Lego. On Wednesday, February 17th, we will host a local author and illustrator during the morning story time program. “Wilson’s Best Day” is a story about successful dog rescue and placement, and we look forward to this visit. Three reading therapy dogs and their trainers from Woofs and Books will also join us that morning. We will have a small donation drive for this organization. The Hoosier Homeschoolers will continue with the transportation topic and examine an “education trunk” being sent to us from the State Library on Friday, February 12th. This kit will include a replica covered wagon plus other artifacts representing early settlement in Indiana.

G. Young Adult – Ann Hoehn

- January Programs: 6 ; Attendance, 11; Cost \$ 4 ; Cost per person: \$ 0.36
- A big thanks to Cameron, Debra, and Kate for covering Teen Advisory for me on 1/27.
- Action Item:** Media Club field trip to see backroom operations! Emily to get in contact.
- Coming up:
 - Deanna Leonard Teen Art Classes – Feb. 24 and March 3, 9, 16
 - Teen Advisory Board Meetings – Feb. 24

- H. Maintenance – Mike Hiatt/Ann Hoehn
- a. Atlanta gutters were cleaned. Broken gutter at Atlanta was repaired.
 - b. Called JSD on snow removable. Made sure he understood plowing starts at two inches and no ice melt unless called.
 - c. Comfort Systems replaced the bad HVAC controller board.
 - d. Looking Forward:
 - Starting touch up of doors, trim, and baseboard at Cicero.
 - Weeding and feeding lawn at Atlanta in March and reseeding at the end of April.
 - e. **Action Item:** none

VII. Old Business

- I. Logo
 - a. **Discussion:** “your friendly library” as possible tagline.

VIII. New Business

- J. Prospective Legal Representation – Aaron Culp, Church, Church, Hittle, & Antrim
- a. **Discussion:** Reps town of Cicero, Arcadia, & Atlanta. Municipal topics are his largest practice area. Experience with bond issues, HR issues, etc. Firm was previously our library lawyer years ago. No difference in yearly fees between current and proposed firm.
 - b. **Motion** to approve change from Holt Legal Group to Church, Church, Hittle, & Antrim
 - i. Motion made by Emily Beechler
 - ii. Seconded by Mike Jenkins
 - iii. Motion carried by vote of 6/6 (All vote AYE)
- K. Prospective Bank & Credit Union Account Rates/Fees [Exhibit #7, Pages 1]
- a. **Discussion:** Forum is doing great rates over 1% on personal CD's & over 10k in savings or checking?
 - b. **Action Item:** Suggested that we actually sit down with reps from each preferred bank/credit union to ask what accounts would be appropriate. Need to research requirements for whether we need to have at least one bank in district? In county? **2 Credit Unions, 2 Banks:** First Merchants, Key, Forum Credit Union, & Indiana Members Credit Union. Talk to them about Money Markets & CD's. Fees, rates, & penalties. Ask about laddering CD's (having selection of different sized CD's so withdrawals don't penalize whole investment amount)
- L. Irate Patron
- a. **Discussion:** Ignore note at this point, but if patron returns and is further abusive toward staff, handle them at point of contact.
- M. Director's 2016 Raise
- a. **Discussion:** none
 - b. **Motion to approve director's raise for 2%**
 - a. Motion made by Mike Jenkins
 - b. Seconded by Emily Beechler
 - c. Motion carried by a vote of 6/6 (all voted AYE)

N. "New Item" Loan Period [Exhibit #8, Pages 1]

- a. **Discussion:** Noted that we are simply codifying current practice.
- b. **Motion to include "New Book" loan period in circ policy**
 - a. Motion made by Emily Beechler
 - b. Seconded by Mike Jenkins
 - c. Motion carried by a vote of 6/6 (all voted AYE)

O. Board Retreat—Set a Date

- a. **Action Item:** 2 hour meeting, next week 6-8 p.m. Weds 24th. Send ideas if you can't make it. Send copy of current Strategic Plan to entire board to review before meeting.

P. Lynda.com Annual Subscription Request [Exhibit #9, Pages 1]

- a. **Discussion:** Check on included number of simultaneous users.
- b. **Motion to approve subscription to Lynda.com**
 - a. Motion made by Emily Beechler
 - b. Seconded by Lee Templeton
 - c. Motion carried by vote of 6/6 (all voted AYE)

Q. Technology Update/Computer Purchase Request/Grants

- a. **Grants:** We don't qualify for most grants due to non-501©3 status; the few we do qualify for do not allow them to be used for basic operating costs like upgrading old computers. Request to purchase computers based on final quote.
- b. **Motion** to approve purchase of \$4,200 quote
 - a. Motion made by Emily Beechler
 - b. Seconded by Lee Templeton
 - c. Motion carried by a vote of 6/6 (all voted AYE)

R. Comfort Systems Water Repair

- a. **Approved:** replacement of pump seal for no more than \$2,950.

IX. Looking Ahead: March 17, 2016 Board Meeting at Cicero Library at 6:30 p.m.

X. Meeting Adjournment

- a. Motion to adjourn
 - i. Motion made by Lee Templeton
 - ii. Seconded by Emily Beechler
 - iii. Motion carried by a vote of 6/6 (all vote AYE)
- b. 8:31 PM meeting adjourned.

XI. Executive Session – No