

**Hamilton North Public Library - Public Hearing on 2017 Budget  
Cicero Branch – September 15, 2016 at 6:30 p.m.**

- I. Public Hearing – 2017 Budget [Exhibit #2, Pages 1]
  - a. Call to order by Secretary Mike Jenkins at 6:32 p.m.
  - b. Public participation: none
  - c. Adjourned at 6:43 p.m.
- II. Hearing Adjournment

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
Cicero Branch – September 15<sup>th</sup>, 6:30 p.m.**

- I. Regular Session
  - a. Call to order by Secretary Mike Jenkins 6:44 p.m.
  - b. Members present:, Kim Radant, Mike Jenkins, Gregory Goff, Laura Holliday
  - c. Members absent: Steve Griffith, Lee Templeton, Emily Beechler
  - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director) Amy Wolfe (Bookkeeper)
- II. Review Agenda [Exhibit #1, Pages 1-2]
  - a. Review of Agenda by Secretary Mike Jenkins
- III. Minutes – August 21, 2016 [Exhibit #3, Pages 1-8]
  - a. **Discussion:** none
  - b. **Motion: to approve minutes**
    - i. Motion made by Gregory Goff
    - ii. Seconded by Kim Radant
    - iii. Motioned passed by a vote of 4/4 (All Vote AYE)
- IV. Public Participation
  - a. none
- V. Financial Reports for August 2016 [Exhibit #4, Pages 1-27]
  - a. Review of August report
    - i. \$24,920 personal services, \$1,717 supplies, \$5,717 Other Services & Charges \$3,440 Capital Outlays, \$35,795 total expense for month. Run rate 66.7%, 64.8% of total budget used.
    - ii. **Motion to pay August bills**
      - a. Motion made by Laura Holliday
      - b. Seconded by Kim Radant
      - c. Motion passed by a vote of 4/4 (All vote AYE)
      - d. All signed registers of claims
    - iii. **Discussion:** none
    - iv. **Action item:** Amy to label Trust Indiana “Investment” on future fiscal report
- VI. Department Reports [Exhibit #5, Pages 1-11]
  - A. Director – Ann Hoehn

Aaron Culp is narrowing down the applicants for Bond Counsel so we can interview just 3 of the 6 or 7 firms who applied. Selection of Bond Counsel is likely to occur at the October Board meeting rather than the September meeting.

| <b>Stats for Cicero Library</b>         | <b>July 2016</b> | <b>Aug. 2016</b> |
|---|------------------|------------------|
| Number of Visits                        | 3731             | 3184             |
| Directional Questions                   | 216              | 188              |
| Reference Questions                     | 159              | 141              |
| Book & Other Recommendations            | 74               | 79               |
| Scanned Pages                           | 64               | 125              |
| Volunteer Hours (not including Friends) | 8                | 1                |
| Study Room Use                          | 64               | 42               |
| Yearbook Use                            | 3                | 14               |
| Mandatory Community Service Hours       | 4                | 5                |

I met with Mary four times at Atlanta in August, plus I went to Atlanta multiple times in preparation for the Atlanta Centennial Celebration, August 27-28. A very big thank you to the Friends of the Library, staff members, and Board members who planned and participated in the activities. It was a lovely affair.

The library hired Deanna Leonard to bring the Art Caravan to the Centennial for free activities. It was a big success, and the van itself added a great deal of charm to the festivities.

At the August Board meeting, Greg Goff indicated that he would ask Sue Hahn if she would be interested in serving on the library Board. Greg told me she is not interested.

The September art exhibit at Cicero Library is of animal portraits painted by Connie Weyers, whose work is touching and adorable. I am proud to have this quality of work on display at HNPL.

I agreed to continue to serve on the HHMS Improvement Committee for the current school year. The committee meets monthly.

I volunteered to work at the HHMS book fair the afternoon of September 20.

In August, the Friends awarded \$195 in prizes to 2016 Photo Contest participants.

A group of four students from Indiana Academy has agreed to provide four hours of volunteer service per person per month at Cicero Library for the rest of the school year. This was arranged through the school. They made their first appearance last week. They dusted, cleaned the meeting room chairs, and wrote four YA book reviews for upcoming issues of the library e-newsletter.

The Atlanta Centennial Cookbooks are in, and they look really nice. They are on sale for \$12 at both libraries. For Friends' tax purposes, the cookbook money collected will be kept in envelopes separate from the regular book sale receipts in.

Aaron Culp was able to get our Financial Advisors fee reduced from \$25,000 to \$20,000.

Coming up: Working my way through a check list of requirements to ensure we meet State Library Standards.

**Note:** Notice from paper recycling company that they can't pay/have not been paying us for recycling anymore.

**Note:** Marina King & Marcia House sent a lovely thank you note for the Centennial Celebration honoring their grandmother, Emma Davis, who was the librarian at Atlanta for 45 years.

B. Assistant Director – Kate Marshall

**GENERAL**

24+ hours, highlights include:

- Organizing cataloging project work and daily task workflow; troubleshooting cataloging issues
- New staff e-mails created
- Processing & wrangling newly cataloged items
- Working the circulation desk
- Financial advisor interviews
- Professional development: Graphic novel collection development webinar
- Professional development: FOLIO ILS/software advancement webinar
- Staff IEP staff project work
- 7 notary events
- Children's department intern interview and library tour

**WEEDING**

3+ hours, highlights include:

- Pulled all Large Print books for evaluation & weeding
- Ran weeding report for video games section; Elaine evaluated

**TECHNOLOGY**

5+ hours, highlights include:

- Worked with RICOH & Gordon Flesch to straighten out some printer/wifi connectivity issues.
- Still waiting to solve part of the issue.
- General updates and troubleshooting
- Had power supply replaced on Cicero Lab Computer 1, which inexplicably died. Was still covered under warranty and was replaced without issue very quickly.

**MARKETING**

22 + hours, highlights include

- Book display planning, creation, and advertising
- Creating general advertising/electronic resource Facebook posts
- Centennial advertising work
  - flyers
  - website graphics
  - bookmarks
  - Facebook posts
- General website upkeep and link updates
- Book reviews for newsletter

**LOOKING FORWARD**

- VoIP Research
- Staff Continuing Education/21st Century Library Skills project
- Cataloging clean-up projects
- Small and Medium Size Libraries Conference
- Volunteering at the HHMS Book Fair the morning of Sept. 20<sup>th</sup>

C. Circulation – Cindy Ritter

a. The **circulation stats** for August were 8,593 compared to August of last year at 8,406 and a three year average of 7,836. Atlanta had 396 circulations and Cicero had 7,323+ Overdrive eBooks 694 + Hoopla

180 for a branch total of 8,197. In-house use for Atlanta was 17 and Cicero had 297. Sent out 139 holds from Atlanta and 333 from Cicero. Atlanta received 10 holds from other libraries and Cicero received 371. Top selections for patrons in August were DVD, 2151; Children, 1328; Adult Fiction, 1366; Computer, 551; Juvenile Fiction 709; Adult Non-Fiction, 428; J Non-Fiction, 422; YA Fiction, 240.

**Subscription Databases Usage:** Freegal 69; Ancestry.com 1,154 searches; Lynda.com 4

- b. 53 new cards were issued in August. We have set 50 new cards as a goal for September and are having a friendly contest to see who can issue the most cards during the month.
- c. Circulation is slightly down but is not too far off last year's number. Both Overdrive and Hoopla use have continued to rise.
- d. Displays are continuing to show positive results. New displays include Indiana Author Award Winners and a political display of both books and DVDs. Both have had good turnover. A small Gene Wilder display was emptied in 24 hours so a flyer was put up suggesting Hoopla for his movies and books about him. We have continued the audiobook display and it is still doing well, as are the Top Circulating and Librarian Favorites displays.
- e. We have three new Circulation Clerks: Kris Gruppe, Sondra Smith, and Frannie Fenelon. All three were already HNPL patrons and wanted to work here because of the warm atmosphere they felt when visiting. We are happy to welcome them!
- f. **Action Item:** Library will be putting extra effort toward promoting Lynda.com now that the Centennial is over. We currently have 3-4 promotional posts set to release on Facebook in Sept.
- g. **Discussion:** Considering Little Free Libraries as library outreach.

D. Atlanta – Mary Palmiero

August was quite an eventful month. The centennial was a success. I want to especially thank all of the staff, Friends, and board members who participated in this memorable occasion. The flowers were beautiful and the library sparkled with all of extra cleaning. The outdoor activities for the children were enjoyed by all ages. The "Selfie Booth" was carried over to the next day. David Highway, as usual, gave an excellent presentation. The music attracted attention nicely.

It was inspiring to see so many people who shared their memories of this library. Many of them wrote their stories in our memory book.

Although there weren't many children's activities during the month, Karen and Linda did involve the children in preparing for the centennial.

**Programs**

| NAME OF EVENT       | NUMBER OF EVENTS | ATTENDANCE | COST         | COST PER PERSON |
|---------------------|------------------|------------|--------------|-----------------|
| QUILTING AND CRAFTS | 5                | 21         | 0            | 0               |
| HAVING YOUR SAY     | 5                | 12         | 0            | 0               |
| BEAD ORNAMENTS      | 2                | 7          | 0            | 0               |
| GARDEN ACTIVITIES   | AS NEEDED        | 6          | 0            | 0               |
| MOVIE               | 1                | 7          | 0            | 0               |
| CENTENNIAL          | 2 Days           | 208        | \$600        | \$2.88          |
| <b>TOTALS</b>       | <b>15+</b>       | <b>261</b> | <b>\$600</b> | <b>\$2.88</b>   |

**Other Statistics**

|  |                  |                  |
|--|------------------|------------------|
|  | <b>July 2016</b> | <b>Aug. 2016</b> |
|--|------------------|------------------|

|   |     |           |
|---|-----|-----------|
| Number of Visits                        | 269 | 505       |
| Directional Questions                   | 42  | 44        |
| Reference Questions                     | 26  | 40        |
| Book & Other Recommendations            | 16  | 20        |
| Volunteer Hours (not including Friends) | 10  | Approx. 8 |
| Computer Usage                          | 55  | 57        |

E. Adult – Cindy Ritter

- a. August Programs: 12; Attendance, 61; Cost: \$11.00. There were 8 non-library uses of rooms & gazebo; Attendance, approx. 76
- b. **Action Item:** Kate to check in with presenter for pre-scheduled Medicare session.
- c. **Action Item:** Ann to research author phone 'visits', etc. for book clubs.
- d. Coming Up:
  - Classic Movie – *The Philadelphia Story*, Sept 23 @ 5:30 p.m. & *Village of the Damned*, Oct. 8<sup>th</sup> @ 2 p.m.
  - *Medicare & Long-Term Care Insurance* presentation – Oct 6 @ 2 p.m. and 6:30 p.m.
  - Tuesdays with Friends – *Sample Recipes from the Atlanta Library Centennial Cookbook*, Oct 11 @ 6:30 p.m.

F. Children's – Debra Brown

- a. August Programs: 15; Attendance, 210; Cost: \$0.00
- b. Library Collection – Book displays this month included Back to School and Pete the Cat. The children's magazine collection has been sorted and organized, with every issue prior to 2013 deleted and given to the Friends Book sale. Efforts toward standardization in cataloging and classification continue thanks to Cameron Turney and Kate Marshall. New books for autumn have been ordered, received and processed. Each story time this month somehow featured a new title from the Newbooks shelf.

Programs – Though August brought a welcome break from the program demands of SRP 2016, morning story time attendance was actually up significantly from last year at this time. (August 2015 - 12 story times, 113 attended).

The Indiana Library Federation - CYPD Conference was held in Indianapolis on Sunday, August 21st. That day I attended sessions regarding Library Administration and Long-Range Planning, New Book Materials for Programming, and also a session regarding the introduction of STEM play centers for Preschool Programs. I extend my thanks for the chance to attend Professional Development workshops such as this.

Looking Ahead – Afterschool and Homeschool Programs will resume in September. Michele King, SLIS-IU student, will be joining our staff for 10 hours per week to learn about general Public Library Service to Children. Her projects will include story time and afterschool program assistance, collection inventory, as well as exposure to book ordering and program calendar maintenance. We look forward to her ideas and thank her for her flexibility in the structuring of our first Children's Department internship.

**Action Item:** none.

G. Young Adult – Ann Hoehn

- a. August Programs: 2; Attendance, 0; Cost \$0.00 ; Cost per person: \$0.00

- b. **Action Item:** none.
- c. Coming up:
  - Teen Halloween Party- date and time to be determined

H. Maintenance – Mike Hiatt/Ann Hoehn

- The (touch-up) painting of Atlanta walls and ceilings is completed.
- Atlanta carpet was cleaned.
- The Cicero Fire Department will no longer change our parking lot lights. We'll have to find someone else to do it for us.

**Looking forward:**

- Comfort Systems will be installing the new controller on September 16.
- Planting mums.
- Cutting back flowers and trimming trees for autumn.
- Mike will replace grouting on tiles in front walkway before frost sets in.

**Action Item:** 4 of the parking lots lights on the property are not working, possibly something has gone wrong with the wiring. Mike is working on sourcing a fix. Duke Energy was suggested as a group to ask about changing the lightbulbs.

**VII.** Old Business

I. Railing for Atlanta front steps

- a. **Discussion:** a Lebanon company suggested by Gregory Goff, had great experience with wrought iron rail produced for a project. Rail to match aesthetic, ideally. An 'oval'/dual sided uni-rail style was suggested so that hands grasping at rail would not overlap while using it.
- b. **Action Item:** Greg gave Ann name of suggested rail company.

J. Capital Plans Update

- a. **Discussion:** Waiting to get final suggestions on bond council from Aaron Culp. Should have more information at next board meeting.
- b. **Action Item:** none.

**VIII.** New Business

K. Girl Scout Request for Limited Free-Use of the Meeting Room

- a. **Discussion:** We had a request allow troop to use meeting rooms for 5 Girl Scout meetings between now and Dec. 8<sup>th</sup> free of charge. Board says that we have leniency to waive usual policy. Recommended that we notify troop that if the library needs the space, we may override their use on any dates. Board suggests that we ask the troop leader to teach scouts how to use the library and/or suggest scouts get library cards.
- b. **Action Items:** Ann to follow up with troop leader.

L. Technology Update

a. **Notes:**

Still working slowly toward VoIP information-- Kate still needs to investigate a few more companies. Hoping in time to coincide with capital planning architectural kick-off.

GF was working on our public Wi-Fi printing issue. Unfortunately they were unable to fix it without disconnecting our wired lab printing (inexplicably). Tier 4 will revisit this issue. Tim is due to return next week to try and figure out what is happening.

Phone system is up and running again with voicemail and some minor expanded access to staff directory. No issues reported with system to my knowledge.

ENA is working with AT&T to try and get our T1 line Smart Jacks installed up to code -- original installation was poor and we have stripped wires hanging everywhere that are potentially the source of our uptime instability this year.

b. **Action Item:** Kate following up on all ongoing technical issues.

M. Indiana Code 36-1-23-2 -- Library Board Member Abstention from Voting on Library Budget When Member is a Volunteer Firefighter

a. **Discussion:** Explanation of new code.

b. **Action Item:** Board suggests we reiterate this new legal stipulation at next month's board meeting.

N. Board Resolution to Join the Indiana State Library Consortium for Public Library Internet Access [Exhibit #6 , Pages 1]

a. **Discussion:** This is our usual renewal, no objections.

b. **Motion: to approve resolution to join consortium**

a. Motion made by Laura Holliday

b. Seconded by Gregory Goff

c. Motion carried by a vote of 4/4 (All vote AYE)

O. Possible Procedural Changes for Accepting Book Donations [Exhibit #7, Pages 1]

a. **Discussion:** First reading of policy change suggestions.

b. **Action Item:** none.

P. Travel Policy

a. **Discussion:** Every library should have a travel policy, per state standards. Lodging, meals, reimbursements based on receipts, any limits, etc should be covered. Moving and interview expenses could be lumped into travel policy or create a separate policy. Board suggests that moving & interview reimbursements could be listed as "at discretion".

b. **Action Item:** Ann plans to write first draft of full travel policy for next month's board meeting.

Q. Overtime Pay Requirements under the Fair Labor Standards Act [Exhibit #8, Pages 1-3]

a. **Discussion:** We need an actual policy for comp time. Approval for comp time, etc. to be addressed.

b. **Action Item:** Ann will develop a policy for comp time.

R. Annual Insurance Renewal – Directors and Officers Policy

a. **Discussion:** We received a notice from our insurance that our annual renewal is up for our directors' and officers' policy. Same price as last year - \$2,004. We need to check with our insurance to see if EEOC complaints are covered by insurance. Our insurance says that based on first look at complaint, we have good documentation and that we shouldn't have anything to worry about. Insurance is taking a deeper look at our policy just to make sure. EEOC must have paperwork by September 25.

b. **Action item:** Ann to finish following up with this problem. We're waiting on EEOC coverage issue to be verified before renewing.

c. **Motion to approve insurance renewal pending investigation into EEOC coverage to pursue proper coverage in the future**

a. Motion made by Gregory Goff

b. Seconded by Kim Radant

c. Motion carried by vote of 4/4 (all vote AYE)

S. Safe Place Program – Possible Membership [Exhibit #9, Pages 1-2]

a. **Discussion:** Board is fine with membership, we used to be part of the program when it was previously available in our area.

b. **Action Item:** Ann to submit application and application fee.

- c. Motion to reinstitute program**
  - a. Motion made by Kim Radant
  - b. Seconded by Gregory Goff
  - c. Motion carried by vote of 4/4 (all vote AYE)

T. "Food for Fines"

- a. **Discussion:** We'd like to continue our annual 'food for fines' forgiveness program with appropriate safe guards against expired foods, condiments.
- b. Motion to approve late fee dismissal for November 2016 "Food for Fines" annual event.**
  - a. Motion made by Kim Radant
  - b. Seconded by Laura Holliday
  - c. Motion carried by a vote of 4/4 (all vote AYE)

**IX.** Looking Ahead: October 20, 2016 Board Meeting, including 2017 Budget Adoption, at Atlanta Library, 6:30 p.m.

**X.** Meeting Adjournment

- a. Motion to adjourn
  - i. Motion made by group consensus
  - ii. Seconded by group consensus
  - iii. Motion carried by a vote of 4/4 (all vote AYE)
- b. 7:56 PM meeting adjourned.

**XI.** Executive Session – No