

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch --May 16th, 2019 6:30 p.m.**

- I. Regular Session
 - a. Call to order by President Steve Griffith 6:31 p.m.
 - b. Members present: Steve Griffith, Emily Pearson, Kini Magdun, Kim Radant, Mike Jenkins, Julie Overton
 - c. Members absent: Lee Templeton
 - d. Others present: Ann Hoehn (Director), Kate Marshall (Assistant Director), Mike Hiatt (Maintenance), Matthew Schmitz (Hagerman), Ian Wooten (Hagerman), Darren Peterson (Peterson Architecture)

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

- III. Minutes – April 18th Regular Meeting [Exhibit # 2, Pages 1-9]
 - a. **Discussion:** Letter d need removed, outline needs updated; edit non-resident patron card info
 - b. **Motion: to approve minutes for April 18th with changes**
 - i. Motion made by Emily Pearson
 - ii. Seconded by Julie Overton
 - iii. Motion carried by vote of 6/0 (All vote AYE)

- IV. Public Participation
 - i. Julie Davis

- V. Financial Reports for April 2019 [Exhibit #3, Pages 1-17]
 - a. Review of April report
 - i. **Motion to pay April bills**
 - a. Motion made by Julie Overton
 - b. Seconded by Mike Jenkins
 - c. Motion carried by a vote of 6/0 (All vote AYE)
 - d. All signed voucher register summary
 - ii. **Action Item:** none
 - iii. **Notes:** none

VI. Department Reports [Exhibit #4, Pages 1-11]

A. Director – Ann Hoehn

HNPL Website Audience Review

HNPL Website Audience Review													
	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19
Sessions	1,352	1,418	1,734	1,696	1,744	1,355	1,321	1,333	1,477	1,694	1,526	1,670	1,536
Users	694	725	1,005	966	1,021	795	863	801	932	1,047	921	1,076	992
Pageviews	2,186	2,362	2,990	2,880	3,022	2,252	2,208	2,232	2,905	2,847	2,538	2,614	2,762
Pages/Session	1.62	1.67	1.72	1.70	1.73	1.66	1.67	1.67	1.97	1.68	1.66	1.57	1.80
Avg. Duration	1:07	1:04	1:04	0:58	1:08	1:00	0:55	1:03	1:17	1:02	1:04	0:53	0:57
Bounce Rate	72.26%	70.94%	72.09%	68.40%	68.75%	70.77%	69.57%	70.44%	65.27%	71.02%	70.05%	73.65%	69.92%
Sessions/User	1.95	1.96	1.73	1.76	1.71	1.70	1.53	1.66	1.58	1.62	1.66	1.55	1.55
New Users	494	535	791	765	810	607	677	639	759	845	727	889	828

2017-2018 Cicero Stats	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Number of Visits	338 7	331 5	3930	409 5	351 3	260 5	285 6	301 3	263 9	231 8	244 3	333 1	275 1
Directional Questions	149	138	162	126	144	110	167	98	129	101	131	113	106
Reference Questions	232	231	343	229	216	188	246	202	175	189	209	217	183
Book & Other Recommendations	72	68	39	44	25	30	51	48	31	54	41	28	36
Scanned Pages	26	68	19	114	169	33	101	80	51	50	220	193	25
Volunteer Hours	15	12	8	4	24	24	16	9	18	8	16	2	4
Study Room Use	25	26	21	22	25	35	33	28	24	32	35	33	43
Yearbook Use	12	25	33	18	4	12	18	22	11	12	70	40	46
Mandatory Service Hours	0	0	0	1	0	0	0	0	0	0	0	0	0
Test Proctoring (# of tests/# of hrs)		1/2	1/2	0/0	0/0	0/0	0/0	0/0	0/0	2/3	0/0	0/0	1/1

Jackie Hayden has indicated that she would like to do the Holiday Marketplace again this year on the first Saturday in December.

While the library itself will be closed on July 4, I am going to have a yard sale by the library picnic table on July 4-5, 10am-5pm, to raise money for Summer Reading.

Summer Reading runs May 31 - July 19. To commemorate the 50th anniversary of the first walk on the moon, the Summer Reading theme is "A Universe of Worlds." Also, we are partnering again with the middle school in support of their summer reading program.

The new bookkeeper resigned, so I reposted the position. The application deadline is May 19th. At this point, we've received seven applications. The temporary bookkeeper, Penny, is keeping us up to date on the work. 2020 budget planning is getting underway. Penny will help me prepare the annual budget, as the previous bookkeeper did in the past.

Acuity Environmental Solutions, the company hired by our neighbors to drill and sample soil and water, has completed drilling.

There are major concerns with the expanded retention pond, which is far too close to the pavilion. This matter is on Thursday's Board agenda.

Also regarding expansion and construction, the gas line has now been relocated. Also, while I had recently been told that Internet fiber optics wouldn't be moved for weeks, I was just told today that the work should actually be completed tomorrow, May 15. The Internet will be down starting at 7 a.m. tomorrow, and the goal is for it to be back up by the time we open at 10 a.m.

Looking Forward:

- Construction & Summer Reading

Action Item/Notes: Staff members can enter summer reading, Friends plans to donate some kind of staff-only prize this year. Friends plan to put article in the paper about the library yard sale.

B. Assistant Director – Kate Marshall

GENERAL

90+ hours, highlights include:

Book a Librarian
Documentation updates
Cataloging projects
5 notary events
Standardizing ordering
Professional development (webinars, book)
Collection development and maintenance
Manager meetings
Tech plan review

TECHNOLOGY

13+ hours, highlights include:

Electronic calendar research
Kanopy streaming video research
Public lab computer issue fixed with Gordon Flesch
Tech documentation creation and updates
Ordered 8 replacement desktops to be installed during 2019

MARKETING

9+ hours, highlights include:

Facebook & Pinterest marketing
Summer Reading meeting & follow up
Book reviews for Cindy

CATALOGING & ACQUISITIONS

Cataloging has been busy with new arrivals to process, although they are also working on several long-term projects, including updating workflow documentation, cleaning up the kit bags in the Children's section, and general record maintenance. The number of items for repair has been quite high for the last few months, resulting in a minor repair backlog.

The ordering workflow is undergoing some spring cleaning; we hope to standardize the ordering intervals, make the material less time-consuming to process when it arrives, and simplify end-of-year fiscal processing.

LOOKING FORWARD

Technology projects
Technical Services documentation updates

- C. Circulation – Cindy Ritter & Ann Hoehn
- a. The **circulation stats** for April were **9,115** compared to April of last year at **8,176** and a three year average of **8,184**. Atlanta had 324 circulations and Cicero had 7,479 + Overdrive eBooks 834 + Hoopla 487. In-house use for Atlanta was 78 and Cicero had 385. Sent out 80 holds from Atlanta and 356 from Cicero. Atlanta received 24 holds from other libraries and Cicero received 474. Top selections for patrons in April were DVD, 1607; Children, 1457; Adult Fiction, 1161; Computer, 361; Juvenile Fiction, 554; Adult Non-Fiction, 462; J Non-Fiction, 506; YA Fiction, 236. **Subscription Databases Usage:** no databases subscribed at this time
 - b. 44 new patron cards were issued in April
 - c. Circulation continues to be up from one year ago; electronic resources continue to show growth as well—Overdrive is up 200 from one year ago, and hoopla is up over 50.
 - d. Our display totals for the month are as follows: It's Raining Books – 25; National Pet Month – 24; Library and Bookstore themed – 45; Colors of Spring – 18; and the always popular Recently Added DVDs – 93.
 - e. I notarized 4 documents in April.
 - f. **Action Item:** none
 - g. **Discussion:** Reminder: current circulation stats are inflated by auto-renewals

D. Atlanta – Kate Marshall/Mary Palmiero

Spring break and warmer weather brought more young people to the library.

Besides movies, we provided craft material, puzzles, and board games. Computer usage looks like it may be down from a few years ago, but a lot of patrons [including children] use the Wi Fi for cell phones and tablets.

We also get a few visitors nearly every month who have an interest in Carnegie libraries and who come to admire our building.

I have noticed many new houses along County Line Road. Also Beck’s Hybrids built apartments for about seventy workers. I hope that results in new patrons for the library.

Statistics

NAME OF ACTIVITY	NUMBER OF MEETINGS	ATTENDANCE	COST
Stitch Crafters	4	14	0
Having Your Say	4	27	0
Movie	4	10	0
YA/J Activities	8	20	0
TOTALS	20	71	0

Other Statistics – 2018-2019

	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Number of Visits	229	292	245	249	280	310	255	213	192	230	292	254	248
Directional Questions	32	38	38	42	54	36	34	42	38	40	33	55	44
Reference Questions	33	40	40	34	42	34	28	47	35	34	28	40	39
Recommendations	43	43	57	45	54	44	41	47	40	40	28	46	38
Volunteer Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
Scanned Pages	0	0	0	0	0	0	0	0	0	0	0	0	0
Computer Usage	35	21	See graph	See graph	10	18	16	32	15	27	35	38	33

- **Looking Forward:** Maintenance items
- **Action Item:** none

E. Adult – Ann Hoehn

- a. April Programs: 5; Attendance, 37; Cost: \$12.35 Cost Per: \$0.33. There were 18 non-library uses of rooms & gazebo; Attendance, approx. 140
- h. **Action Item:** none
- i. **Discussion:** Great non-library use of room(s). Census people seem to be interested in re-booking our meeting room.
- j. **Looking Forward:**
 - Classic Film Club—Laura (1944), May 18 at 1 p.m.
 - Mystery Book Group—Second Street Station by Lawrence H. Levy, May 20 at 6:30 p.m.
 - Brown Bag Reading Group—Under Magnolia by Frances Mayes, May 24 at 11:30 a.m.
 - Summer Reading Begins May 31st!
 - Taste of the Book—To The Moon and Back, June 10 at 6 p.m.

F. Children’s – Debra Brown

- a. April Programs: 14; Attendance: 248 Cost: \$18.24 Cost per: \$0.07
Library Collection We continue to acquire space-related titles for the Children’s Newbooks section in anticipation of SRP 2019. The collection weeding project has resumed in the Children’s Picture Book section, and most of the previously discarded children’s titles sold well in the last book sale of the Library Friends.

Technology – Two new Early Literacy workstations were added to the Children’s section and were used consistently throughout April. Children accustomed to the old workstations are glad to have the new software choices, and children/parents alike are glad there are now two new computers to share.

Programs – The Friday morning homeschool group studied modern art in April, with sessions devoted to Jackson Pollock’s splatter art and Andy Warhol’s soup cans. This group will resume again after Labor Day, possibly with a Social Studies focus. Story time sessions during the month featured the Indiana Firefly Book Award Nominees. The clear favorite was entitled “There’s A Monster in Your Book” by Tom Fletcher. Our votes will be emailed to the Indiana State Library in May. Easter stories and crafts were split among two weeks this year to accommodate a late spring break vacation. Special thanks to many of our circulation staff who helped prepare the extra craft activities needed for the Easter programs. National Library Week was celebrated in the story room as well.

Looking Ahead – May will be consumed with SRP 2019 preparations as we seek to promote, decorate and generally align our library with the *Universe of Stories* summer theme. In the story time room, we will be observing *National Bike Month*,

Gifts from the Garden Month, and devoting a week to Mother's Day books and flower crafts.

Discussion/Notes: Cicero Christian plans to bring kids each week during summer reading. Cursive Writing had 28 signups within first 24 hrs, 50+ interest overall by end of the first week. There is currently a waitlist. Hour change actually seems to have increased enrollment.

G. Young Adult – Ann Hoehn

- a. April Programs: 1; Attendance, 12; Cost \$31.42.00 ; Cost per person: \$2.62
- b. **Discussion:** Good completion rate for the Marvel Scavenger Hunt.
- c. **Action Item:** none
- d. **Coming up:**
 - Weekly programs during Summer Reading, May 31-July 19

H. Maintenance – Mike Hiatt/Ann Hoehn

- Ordered replacement urinal valve.
- Finished cleaning out flower beds.
- Spot cleaned Cicero carpet.
- Cleaned and serviced all vacuum cleaners.
- Serviced mowers—changed oil, hydraulic fluid, and filters; sharpened blades.
- Repaired children's chairs.

Looking Forward:

- Construction; outdoor yard work; urinal valve replacement

Discussion: Carpet cleaner starting to wear out.

Action Item: none

VII. Old Business

A. Non-Resident Library Card Fee Resolution [Exhibit #5, Pages 1]

- a. **Discussion:** none
- b. **Action Item:** Update all handouts & website with new fee
- c. **Motion to set non-resident fee per formula**
 - i. Motion made by Emily Pearson
 - ii. Seconded by Kim Radant
 - iii. Motion carried by a vote of 6/0 (all vote AYE)

B. Info Express Renewal – 5-Day Service Now Required

- a. **Discussion:** Given our volume of transit, we're now required to have 5 day delivery.
- b. **Action Item:** Ann to confirm service details with state
- c. **Motion to approve 5-day Service**
 - i. Motion made by Kim Radant

- ii. Seconded by Emily Pearson
- iii. Motion carried by a vote of 6/0 (all vote AYE)

VIII. New Business

a. Capital Projects

a. Retention Pond

- i. **Discussion:** Visit to pavilion/pond to evaluate options for updating structure. Construction team is working to re-seed the pond as well.
- ii. **Action Item:** Darren to investigate and price out options for revising pavilion.

b. General Update

- i. **Discussion:** Subcontractors are now sourcing materials, general progress is moving along well. Utilities have been moved. End date is still estimated to be in October 2019. Monday should commence construction activity.
- ii. **Discussion:** Construction meetings will start on every other Weds starting on 29th in the afternoon. Construction parking signs will go into effect soon.
- iii. **Action Item:** Darren to find out if we can close the fire exit on Adult side during construction or not.

c. Server Closet Ventilation

- i. **Discussion:** New hardware and electrical in closet it more powerful and is generating more heat now—switch is starting to overheat off and on.
- ii. **Action Item:** Take ceiling panels out of the closet to start and see if that fixes the heat issue. If not, we'll have to change or alter door.

b. Technology Update

- a. **Notes:** Software trials have been going well. One concluded successfully and the other is ongoing until May 26th. New computers set up on test unit going well, will slowly replace those one by one until complete before December.
- b. **Action Item:** none

c. Board Appointments Ending in 2019

- a. **Discussion:** Lee Templeton (Sept 25), Kim Radant (Dec 31), Julie Overton (Nov or Dec). None of these appointments are hitting term limits.
- b. **Action Item:** Board members will need to decide if they'll be seeking reappointment

IX. Looking Ahead:

- a. June 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 6/0 (all vote AYE)
 - b. 7:38 PM meeting adjourned.

- XI.** Executive Session – No