

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
October 21, 2021 at 6:30 p.m.  
Atlanta Branch, Basement**

- I. Call Meeting to Order
  - A. Called to order by President Kini Magdun at 6:30 p.m.
  - B. Members present: Kini Magdun, Michael Morris, Julie Davis, Kelly Wuerch, Jim Hunter, Emily Pearson, Beth Roberts
  - C. Members absent: none.
  - D. Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Natalie Strader (Bookkeeper); Mike Hiatt (Maintenance); Aaron Culp (lawyer – remote) David Durm (lawyer– remote); Daniel Harding (lawyer- remote); Bailey Shrewsbury (Youth Services Manager)
  
- II. Review Regular Agenda [Exhibit #1, Pages 1]
  - A. Agenda was reviewed
  
- III. Approve September 16, 2021 Board Meeting Minutes [Exhibit #2, Pages 1-9]
  - A. **Notes:** none.
  - B. **Motion to approve September 16, 2021 regular meeting minutes as presented.**
    1. Motion made by Emily Pearson
    2. Seconded by Kelly Wuerch
    3. Motion carried by vote of 7/0 (All vote AYE)
  
- IV. Financial Reports – September 2021 [Exhibit #6,7 Pages 1, 1-18]
  - A. Review of September report
    1. **Motion to pay September bills and approve financial reports**
      - a. Motion made by Julie Davis
      - b. Seconded by Michael Morris
      - c. Motion carried by a vote of 7/0 (All vote AYE)
      - d. All Board members present signed voucher register summary.
    2. **Action Item:** none.
    3. **Notes:** We are below the run rate for this point in the year.
  
- V. Public Participation
  - A. None.
  
- VI. Director’s and Department Reports [Exhibit #8, Pages 1-7]

Unfortunately, based on conversation with the DLGF, HNPL will likely need to significantly reduce spending in the coming year. This will be discussed at the September meeting.

While the 2020 and 2021 Summer Reading Challenges were set up differently, I did want to give you some comparison stats. It a little bit like comparing apples and oranges, but worth a look:

<b>2020-2021 Cicero Stats</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>
Number of Visits	169 9	175 0	151 5	138 2	157 1	150 4	172 0	160 0	160 1	260 6	2369	2339	1959
Directional Questions	82	62	110	78	104	60	94	85	114	196	90	88	70
Reference Questions	64	100	41	81	115	72	157	175	186	206	113	108	137
Book & Other Recommendations	30	18	11	14	22	8	34	31	23	41	25	15	15
Scanned Pages	26	101	16	76	62	79	199	30	9	64	85	59	139
Volunteer Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
Study Room Use (est.)	25	30	30	20	20	0	0	0	15	60	64	53	67
Yearbook Use	38	10	8	12	30	35	23	17	27	31	46	27	19
New Wing Tours (persons)					7	4	4	7	8	14	9	9	6

<b>Activities for Adults, Families, and Teens</b>	<b>Dates</b>	<b># of Times</b>	<b>Attendance</b>	<b>Cost</b>
Beginning Birders' Group	9/4	1	2	0
Classic Movie – Midnight Lace	9/25	1	3	0
Mystery Book Club – The Crossing Places	9/27	1	7	0
<b>Total</b>		<b>3</b>	<b>12</b>	<b>0</b>
Non-Library Room Use		9	125 est.	0

The following September Facebook posts did well:

<b>Post Description</b>	<b>Reach</b>	<b>Post Engagements</b>	<b>Reactions</b>	<b>Comments</b>	<b>Shares</b>
Meeting Room Ad, 9/25	1505	51	13	4	6
David Heighway, 9/23	749	75	32	13	7
Library Card Sign-Up Month, 9/1	567	14	7	1	3
David Heighway, 9/30	270	20	5	6	2
Get a Free Library Card, 9/28	261	4	2	0	2

**HNPL Website Audience Review**

	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21
Sessions	1,177	1,348	1,262	1,089	1,231	1,449	1,685	1,687	1,204	1,591	1,849	1,300	1,142
Users	800	890	773	683	740	887	1,038	1,154	758	862	1,189	781	701
Pageviews	2,042	2,191	2,186	1,737	1,994	2,731	2,968	3,365	2,570	2,879	3,322	2,073	2,015
Pages/Session	1.73	1.63	1.73	1.60	1.62	1.88	1.76	1.99	2.13	1.81	1.80	1.59	1.76
Avg. Duration	1:05	1:07	1:00	1:03	1:06	1:18	1:02	1:11	1:21	1:10	1:02	1:11	1:12
Bounce Rate	72.22%	74.04%	71.00%	74.10%	74.90%	70.81%	57.21%	55.25%	66.53%	65.56%	54.52%	73.38%	69.70%
Sessions/User	1.47	1.51	1.63	1.59	1.66	1.63	1.62	1.46	1.59	1.85	1.56	1.66	1.63
New Users	694	772	675	569	644	785	927	1001	665	749	939	684	608

**Notes:** none.

**Discussion:** Bailey Shrewsbury, the new Youth Services Manager introduced herself to the board. Board confirms they are still interested in the library being a polling site. Our commercial insurance & worker’s comp insurance has increased \$1,017 over last year. The cataloger’s last day was today. The position was eliminated due to budget.

**Action Item:** none.

**Upcoming:** Further discussions and decisions on how to cut spending in 2022

**Assistant Director – Kate Marshall**

**GENERAL - 145+ hours, highlights include:**

- Collection development & maintenance
- Acquisitions
- Transit
- 8 notary events
- Professional development

**TECHNOLOGY - 11 + hours, highlights include:**

- Monthly alignment meeting with Brightworks
- Quarterly Business Review with Brightworks
- Technology troubleshooting & maintenance
- Coordinating server repair with Brightworks

**CATALOGING & ACQUISITIONS** Acquisitions has been working on prepping purchasing carts for all shelving locations. Continued to work with new Youth Services person on their first round of acquisitions work. Cataloging concentrated on processing new materials this month and continues working on some minor catalog maintenance and donation processing.

**LOOKING FORWARD** Cataloging maintenance projects; Evergreen 3.7 training

**Notes:** none.

**Circulation – Ann Hoehn/Jenn Crusenberry**

September 2021 circulation was **7,869** compared to September 2020 of **6,666** and a three-year average of **7,785**. Atlanta had **369** circulations and Cicero had **5,999** + Overdrive eBooks **758** + Hoopla **743**. In-house use for Atlanta was 89 and Cicero was 546. Sent out 91 holds from Atlanta and 385 from Cicero. Atlanta received 50 holds and Cicero received 384 holds from other libraries.

29 new patron cards were issued in September; replaced seven library cards; and actively worked to inform and teach patrons on the use of our electronic resources. Going into the slower months, we hope to see increases in Hoopla and Overdrive. Two Circulation Aides recently resigned. Those vacancies will not be filled at this time due to budget. Jenn started a birding group in September. Two members joined, and we hope for more in the upcoming months.

**Notes:** none.

**Action Items:** none.

**Atlanta Report – Mary Palmiero/Ann Hoehn**

Pleasant weather and excitement over the New Earth Festival brought a few more patrons than usual to the library this month. As usual, children stopped by to use WiFi, play games, cool off in the air conditioning, and hang out with their friends. Adult patrons like the ability to choose DVDs from participating libraries.

**Statistics for 2020-2021**

ACTIVITY	NUMBER OF EVENTS	ATTENDENCE	COST
Stitch Crafters	2	8	0
Having Your Say	3	8	0
Story Time	1	6	0
<b>Total</b>	<b>6</b>	<b>22</b>	<b>0</b>

2020-2021	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Number of Visits	124	141	161	143	121	118	180	158	144	178	164	216	186

Directional Questions	5	18	31	27	16	18	31	29	31	31	41	35	48
Reference Questions	7	13	19	21	14	10	25	19	28	28	40	27	34
Recommendations	29	23	28	35	25	20	33	32	38	33	39	29	41
Volunteer Hours	0	0	0	0	0	0	0	0	0	0	0	21	39
Scanned Pages	0	0	0	0	0	0	0	0	0	0	0	0	0
Computer Usage	10 est.	15	15	15	15	5	15	9	27	12	19	16	18

**Discussion:** The IvyTech library student volunteer has been incredibly helpful with day to day and special projects at Atlanta. She will be working there during her fall semester.

**Action Item:** none.

**Children’s – Bailey Shrewsbury and Ann Hoehn**

Program Type	Age Group	Number of Programs	Attendance	Cost
Story Times	Preschool	14	86	\$ 0.00

**Program Details:**

Date	Program	Age Group	Theme	Attendance	Craft
9/1	Storytime	Preschool	Bathtubs	2	Bathtub
9/2	Storytime	Preschool	Bathtubs	4	Bathtub
9/7	Storytime	Preschool	Food for Pete	7	Pizza
9/8	Storytime	Preschool	Food for Pete	5	Pizza
9/9	Storytime	Preschool	Food for Pete	12	Pizza
9/14	Storytime	Preschool	Leaves	0	Leaf crown

9/15	Storytime	Preschool	Leaves	5	Leaf crown
9/16	Storytime	Preschool	Leaves	8	Leaf crown
9/21	Storytime	Preschool	Pigeon	3	Duckling puppet
9/22	Storytime	Preschool	Pigeon	8	Duckling puppet
9/23	Storytime	Preschool	Pigeon	6	Duckling puppet
9/28	Storytime	Preschool	Pumpkins	0	Tissue paper pumpkin
9/29	Storytime	Preschool	Pumpkins	16	Tissue paper pumpkin
9/30	Storytime	Preschool	Pumpkins	10	Tissue paper pumpkin

### This Month

This month was my first month as the Youth Services Manager. The various office spaces were reorganized, and materials were taken stock of to restock for programming needs next year. I planned and prepped storytimes for the rest of the year, including pulling the books for most of them. I also met with Katie in marketing to begin looking at updating the signage in children's and the teen areas to be more eye catching, inviting, and educational. We also discussed new bookmarks, possibly collectable. I started a plan for the donated STEM money, balancing consumables and long-term items. I have started planning teen programming with a focus on community.

### Looking Ahead

Storytimes will continue in October with themes including Storms, Mother Bruce, Ducks, and Creepy. My theme for STEM programming for the rest of the year is winter, specifically in migrating and hibernating animals. I am hoping to have one STEM program for school age children in October. I also have completely planned and prepped a dinosaur themed stem program for Dinovember including digging out their own fossil and making dinosaur tangrams. Other STEM programs coming up include making a den for a hibernating bear, building a bird's

nest to keep the bird warm, and solving the mystery of the cold camper. All of these programs utilize the STEM money. Teen programming will start no later than November, including crafternoons and game days.

**Upcoming:** More STEM and More YA programming

**Maintenance – Mike Hiatt/Ann Hoehn**

- Worked with Nugent Electric on replacing parking lot lights.
- Worked with Koorsen Fire on replacing horn and strobe light at Cicero Library.
- Met with Pings on a final measurement for blinds.
- Planted mums by main entrance of Cicero Library.
- Build plexiglass barrier for Ann’s office.

**Notes:** Still waiting on the new window treatments to arrive.

**Looking Forward:** Completing work on new handicap parking area; training our new janitor

**VII.** Old Business

A. Retention Pond Reconfiguration— [Exhibit #7, Pages 1]

1. **Note:** Last month the board talked about shifting gears away from the pond and to rehabbing the interior of the Cicero; carpets, walls, bathrooms, older meeting room, etc. Kini suggests that the board make a final decision about how to use it by January. Jim Hunter agrees the building needs to come first; Jim plans to continue to check on the retention pond project to see what kind of costs and procedures would apply.
2. **Action Item:** none.

B. Meeting Room Policy

1. **Notes:** No changes to policy at this time.
2. **Action Item:** none.

**VIII.** New Business

A. Resolution to Adopt 2022 Budget [Exhibit #9, Pages 1-2]

1. **Discussion:** We’ll adopt this and then it gets submitted to the state and the state will make a large reduction. Beth asked what home rule funds are-- an example are the gift funds.
2. **Action Item:** none.
3. **Motion to approve the resolution to Adopt 2022 Budget**

- a. Motion made by Michael Morris
  - b. Seconded by Kelly Wuerch
  - c. Motion carried by a vote of 7/0 (all vote AYE)
  - d. All Board members present signed the resolution
  
- B. Resolution to Reduce 2021 LIRF Appropriation [Exhibit #10, Pages 1]
  - 1.**Discussion:** The reduction to the LIRF appropriation is necessary because we can't afford to transfer from operating to LIRF.
  - 2.**Action Item:** none.
  - 3.**Motion to approve Resolution to Reduce 2021 LIRF Appropriation**
    - a. Motion made by Beth Roberts
    - b. Seconded by Michael Morris
    - c. Motion carried by a vote of 7/0 (all vote AYE)
    - d. All Board members present signed the resolution, secretary attests
  
- C. Projected Reductions in 2022 Spending—Further reductions will be needed [Exhibit #11, 12 Pages 1-3, 1]
  - 1.**Discussion:** Ann's goal is to increase wages of staff at least by the amount of the Social Security Cost of Living (5.9%). Giving bonuses in lieu of merit increases may be an option. Natalie looked at every line item beyond staffing to see where any cuts could be made. Pre-paying 2022 insurance may be an option. The separate sheet lists potential savings from fully closing Atlanta Branch, at least \$20,000 a year savings estimated. The library still needs to find another \$30,000 or so in savings, however.
  - 2.**Action Item:** none.
  
- D. Atlanta Library [Exhibits 3,4,5 Pages 1, 1, 1-8]
  - 1.**Discussion with David Durm of Barnes & Thornburg and Aaron Culp on steps needed to sell Atlanta Library**
    - a. Daniel Harding also in attendance with David Durm. Given our uncertain timeline on selling, what is the advantage of signing the agreement tonight? It will allow them to open the file in their system, mostly an admin thing.

Their firm would draft all the public notice documents relating to a sale. The Atlanta Branch documents were used to draft the documents prepared by the law firm tonight. The deed was in the name of the library under a previous statute. The library was converted to a class 1 public library at some point, and that classification now dictates the statues applicable to this situation. We own the land, and we now know how to sell it.

We do not yet know into what fund sale proceeds may be placed. The law firm says they have someone in their office that can find out. Law firm mentioned that they can bill at closing and take fees from sale proceeds. Rainy Day funds could be used to pay fees otherwise.



Beth Roberts inquired if the contract could be turned into a flat fee process. Law firm agreed it's possible but warned of potential curveballs later in the process that might complicate a flat fee. Law firm notes that there is a value in engaging a real estate broker to find a wider net of potential buyers. The law firm feels they could deal with the legal document aspect of a sale, however.

**Action Item:** Emily would like the board to indicate who among board or library employees will be dedicated point people who may communicate directly with Barnes & Thornburg.

**2. Proposed hiring of David Durm to facilitate sale**

**a. Motion to approve Ann signing the contract to hire David Durm**

- i. Motion made by Julie Davis
- ii. Seconded by Emily Pearson
- iii. Motion carried by a vote of 7/0 (all vote AYE)

**3. Discussion on the intended path forward**

- a. We need to hire the law firm to find out where the sale money would go. Beth would prefer to see it into the operating fund if possible.

E. Draft--Capital Asset Policy—1st Reading [Exhibit #13, Pages 1-4]

**1. Discussion:** This year the SBOA is making us record depreciation on capital assets. The state needs more than our current policy provides. Our books & DVDs make things complicated since they are considered capital asset; they are grouped as a singular capital asset. Natalie, the bookkeeper, has training in early November 2021 with the State Board of Accounts regarding depreciation specifically on libraries, so the parts in red on the document may change after getting the training. We must have an approved policy no later than December 2021.

**2. Action Item:** Natalie to update the policy draft before next board meeting.

F. Personnel Handbook—Proposed Revisions—Holidays [Exhibit #14, Pages 1]

**1. Discussion:** Board had previously suggested some changes to the policy, so Ann added the suggestions. Also had to spell out specific closures for both branches due to hour changes. One new change includes if a holiday falls on a Sunday, the library will be closed on the following Monday.

**2. Action Item:** Ann to update policy as approved.

**3. Motion to approve changes as written**

- a. Motion made by Michael Morris
- b. Seconded by Emily Pearson
- c. Motion carried by a vote of 7/0 (all vote AYE)

G. Food for Fines

**1. Discussion:** Our annual event where we accept certain unexpired food stuffs from patrons who gets a credit toward a late fee. Goes toward a local food pantry.

**2. Note:** Board approves.

- H. Kini Magdun to seek reappointment to Library Board  
**1. Discussion:** Board recommends reappointment.  
**2. Action Item:** Ann to follow up with appointing body.
- I. Proposed Friends' Gift to Library  
**1. Discussion:** Friends' to hold a spaghetti dinner to help fund renovations to the Friends shop area of the library. Board is fine with that. Friends' have no expectations on a timeline for project completion. They would like to advertise events as going toward summer reading & "upcoming renovations".  
**2. Action Item:** Ann & Natalie to create a gift fund relating to this project.  
**3. Motion to create a gift fund for Friends' donations for the book sale room renovations**  
  - Motion made by Emily Pearson
  - Seconded by Michael Morris
  - Motion carried by a vote of 7/0 (all vote AYE)
- J. New 457 Retirement Savings Account Agreement  
**1. Discussion:** Our retirement savings fund management group Mass Mutual was bought out, and we must sign a new service agreement. Empower has offered extra services that we don't need.  
**2. Action Item:**  
**3. Motion to approve Ann signing the new 457 Retirement Savings Account Agreement but not the advisory service with Empower.**  
  - Motion made by Julie Davis
  - Seconded by Michael Morris
  - Motion carried by a vote of 7/0 (all vote AYE)
- K. ARPA Grant Contract [Exhibit #15, Pages 1-13]  
**1. Discussion:** Ann's grant for the Makerspace was approved for a reduced amount of \$17,878.59.  
**2. Action Item:** Ann to sign and submit contract.  
**3. Motion to approve Ann signing the ARPA Grant Contract**  
  - Motion made by Emily Pearson
  - Seconded by Julie Davis
  - Motion carried by a vote of 7/0 (all vote AYE)
- L. Technology Update  
**1. Discussion:** Bookkeeper's computer continues to have problems. Since it is under warranty still, Dell will be replacing several parts next week.  
**2. Action Item:** none.
- M. Overdrive Digital Annual Renewal  
**1. Discussion:** Our annual platform & content credit renewal arrived.  
**2. Action Item:** Ann/Natalie to pay renewal.  
**3. Motion to approve Overdrive Digital Annual Renewal**  
  - Motion made by Kelly Wuerch

- b. Seconded by Beth Roberts
- c. Motion carried by a vote of 7/0 (all vote AYE)

**IX.** Looking Ahead:

- A. Next Meeting – November 18<sup>th</sup>, 2021, at the Cicero Branch

**X.** Meeting Adjournment

**A. Motion to adjourn**

- 1. Motion made by Emily Pearson
- 2. Seconded by Julie Davis
- 3. Motion carried by a vote of 7/0 (all vote AYE)

- B.** 8:05 PM meeting adjourned.