

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
December 16, 2021 at 6:30 p.m.  
Cicero Branch, Jenkins Meeting Room**

- I. Call Meeting to Order
  - A. Called to order by Vice President Julie Davis at 6:30 as President Kini Magdun stepped out of the room momentarily.
  - B. Members present: Kini Magdun, Michael Morris, Julie Davis, Kelly Wuerch, Jim Hunter (out at 6:47 pm), Emily Pearson, Beth Roberts
  - C. Members absent: none.
  - D. Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Natalie Strader (Bookkeeper); Mike Hiatt (Maintenance)
  
- II. Review Regular Agenda [Exhibit #2, Pages 1, 1]
  - A. Agenda was reviewed.
  
- III. Approve November 18, 2021 Board Meeting Minutes [Exhibit #3, Pages 1-9]
  - A. **Notes:** first page should read “circulation is up compared to **this** time last year.”
  - B. **Motion to approve November 18, 2021 regular meeting minutes as corrected**
    - 1. Motion made by Emily Pearson
    - 2. Seconded by Michael Morris
    - 3. Motion carried by vote of 7/0 (All vote AYE)
  
- IV. Financial Reports – November 2021 [Exhibit #4,5, Pages 1-2, 1-18]
  - A. Review of November report
    - 1. **Motion to pay November bills and approve financial reports**
      - a. Motion made by Julie Davis
      - b. Seconded by Beth Roberts
      - 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:** Natalie gave her report. Audit of 2019 and 2020 was good; paperwork will be available for the board next month.
  
- V. Public Participation
  - A. None.
  
- VI. Director’s and Department Reports [Exhibit #6, Pages 1-9]

2020-2021 Cicero Stats	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
Number of Visits	1515	1382	1571	1504	1720	1600	1601	2606	2369	2339	1959	2307	1905
Directional Questions	110	78	104	60	94	85	114	196	90	88	70	94	130
Reference Questions	41	81	115	72	157	175	186	206	113	108	137	141	131

Book & Other Recommendations	11	14	22	8	34	31	23	41	25	15	15	24	27
Scanned Pages	16	76	62	79	199	30	9	64	85	59	139	23	37
Volunteer Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
Study Room Use (est.)	30	20	20	0	0	0	15	60	64	53	67	92	116
Yearbook Use	8	12	30	35	23	17	27	31	46	27	19	12	9
New Wing Tours (persons)			7	4	4	7	8	14	9	9	6	4	10

Activities for Adults and Families	Dates	# of Times	Attendance	Cost
Emily's Wreath Class	11/16	1	15	0
Classic Movie, <i>The Women</i>	11/20	1	4	0
Mystery Book Club – <i>Anne Perry's Twenty-One Days</i>	11/22	1	5	0
<b>Total</b>		<b>3</b>	<b>24</b>	<b>0</b>
Non-Library Room Use		8	175 est.	0

Top Facebook Posts:

Post Description	Reach	Post Engagements	Reactions	Comments	Shares
Wreath Class, 1 <sup>st</sup> post, Nov 11	2124	108	34	12	14
Cancelled Spaghetti, 1 <sup>st</sup> post, Nov 5	2096	154	13	9	7
Spaghetti Lunch, 2 <sup>nd</sup> post, Nov 3	1434	55	12	5	15
Wreath Class, 2 <sup>nd</sup> post, Nov 15	1351	21	7	0	5
Lora Goff, 1 <sup>st</sup> post, Nov 28	1162	44	23	2	4

Top Instagram Posts:

Post Description	Reach	Likes	Comments
Cancelled Spaghetti, 1 <sup>st</sup> post, Nov 5	36	2	0
STEAM Heat, 2 <sup>nd</sup> post, Nov 30	29	2	0
Holiday Hours, 1 <sup>st</sup> post, Nov 22	28	1	0

## HNPL Website Audience Overview

	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21
Sessions	1,262	1,089	1,231	1,449	1,685	1,687	1,204	1,591	1,849	1,300	1,142	1,146	1,145
Users	773	683	740	887	1,038	1,154	758	862	1,189	781	701	674	652
Pageviews	2,186	1,737	1,994	2,731	2,968	3,365	2,570	2,879	3,322	2,073	2,015	1,751	2,003
Pages/Session	1.73	1.60	1.62	1.88	1.76	1.99	2.13	1.81	1.80	1.59	1.76	1.53	1.75
Avg. Duration	1:00	1:03	1:06	1:18	1:02	1:11	1:21	1:10	1:02	1:11	1:12	0:57	1:16
Bounce Rate	71.0%	74.1%	74.9%	70.8%	57.2%	55.3%	66.5%	65.6%	54.5%	73.4%	69.7%	76.9%	70.0%
Sessions/User	1.63	1.59	1.66	1.63	1.62	1.46	1.59	1.85	1.56	1.66	1.63	1.70	1.76
New Users	675	569	644	785	927	1001	665	749	939	684	608	575	569

**Notes:** none.

**Discussion:** none.

**Upcoming:** Working within a very tight 2022 Budget. An open house for Bailey Shrewsbury is coming on Jan 26<sup>th</sup> from 5-6 pm.

### Assistant Director – Kate Marshall

#### GENERAL

##### 107 + hours, highlights include:

Collection development & maintenance  
 Acquisitions  
 Transit  
 6 notary events  
 Professional development  
 Cataloging & Cataloging Training (37 hrs)

#### TECHNOLOGY

##### 2+ hours, highlights include:

Monthly alignment mtg w/Brightworks  
 Technology troubleshooting & maintenance

#### CATALOGING & ACQUISITIONS

Acquisitions has been working on prepping purchasing carts for all shelving locations and revising our approval plans. Cataloging concentrated on processing new materials this month and continues working on some minor catalog maintenance

**LOOKING FORWARD--**Providing cataloging cross-training

**Notes:** none.

## Circulation – Ann Hoehn/Jenn Crusenberry

November 2021 circulation was **7,229** compared to November 2020 of **6,417** and a three-year average of **7,132**. Atlanta had **170** circulations and Cicero had **5,409** + Overdrive eBooks **888** + Hoopla **762**. In-house use for Atlanta was 0 and Cicero was 462. Sent out 79 holds from Atlanta and 405 from Cicero. Atlanta received 13 holds and Cicero received 395 holds from other libraries.

Circulation opened 22 new accounts in November. We handed out candy bars to patrons who handed in Thanksgiving word searches and coloring pages, which we displayed in the library. Our Hallmark movie display along with two other displays resulted in 207 circulations.

**Notes:** none.

**Action Items:** none.

## Hamilton North Public Library Young Adult Report –Bailey Shrewsbury/Ann Hoehn

Program Type	Number of Programs	Attendance	Cost
Game-On	1	0	0
STEM—DIY Bath Bombs	1	0	0
Totals	2	0	0

### This Month

I overhauled the bulletin board in the YA section. I included an area to put up flyers of our programming, a display for cozy reads, and activities to do on a bones or no bones day. I also included a passive program where they answer a silly question. This month was, “Is a hot dog a sandwich?”. I plan on changing the questions up biweekly going forward to keep the teens looking at the board and interacting with it. We also had our first two teen programs, the first being our regular gaming program and the second being a STEAM program to make bath bombs. Neither saw attendance however, teen programming is very tricky to pull off successfully and get regular attendance. I also think the busy time of year has something to do with it. We will work at pulling in attendance.

### Looking Ahead

Programming will continue this month with another regular gaming program and a program to grow their own crystal ornaments for their Christmas tree, or these could be made into rear-view mirror charms as well. I will be changing the board as mentioned above. The questions I will pose include “Is a pop-tart ravioli?” and “Is ketchup a smoothie?”

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

There has not been much activity in Atlanta with the reduced hours, and little has been heard from patrons about those shortened hours. There may be some patrons who just think that this is a temporary condition. There may be some patrons who do not care about the reduced hours, and there may be some patrons who haven't noticed the reduced hours yet.

Having Your Say writers' group still meets but has consolidated with the Stitch Crafters somewhat. The writers' group is focusing on family stories and anecdotes. This fits in nicely with the crafters who always have family stories to tell.

**Statistics for 2020-2021**

ACTIVITY	NUMBER OF EVENTS	ATTENDANCE	COST
Having Your Say/Stitch Crafters	3	11	0

2020-2021	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
Number of Visits	161	143	121	118	180	158	144	178	164	216	186	190	91
Directional Questions	31	27	16	18	31	29	31	31	41	35	48	42	18
Reference Questions	19	21	14	10	25	19	28	28	40	27	34	35	13
Recommendations	28	35	25	20	33	32	38	33	39	29	41	42	21
Volunteer Hours	0	0	0	0	0	0	0	0	0	21	39	36	40
Scanned Pages	0	0	0	0	0	0	0	0	0	0	0	0	0
Computer Usage	15	15	15	5	15	9	27	12	19	16	18	19	10

**Discussion:** none.

**Action Item:** none.

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

Program Type	Age Group	Number of Programs	Attendance	Cost	Cost Per Person
Story Times	Preschool	10	47	0	0

<b>Steam Stars</b>	<b>School Age</b>	<b>2</b>	<b>15</b>	<b>\$20</b>	<b>\$1.33</b>
<b>Totals</b>		<b>12</b>	<b>62</b>	<b>\$20</b>	<b>32 cents</b>

Program Details:

<b>Date</b>	<b>Program</b>	<b>Age Group</b>	<b>Theme</b>	<b>Attendance</b>	<b>Craft</b>
<b>11/2</b>	<b>Storytime</b>	<b>Preschool</b>	<b>Unicorns</b>	<b>9</b>	<b>Build/color a unicorn</b>
<b>11/3</b>	<b>Storytime</b>	<b>Preschool</b>	<b>Unicorns</b>	<b>7</b>	<b>Build/color a unicorn</b>
<b>11/3</b>	<b>Steam Stars</b>	<b>School Age</b>	<b>Dinovember Party</b>	<b>10</b>	<b>Fossil digging</b>
<b>11/4</b>	<b>Storytime</b>	<b>Preschool</b>	<b>Unicorns</b>	<b>0</b>	<b>Build/color a unicorn</b>
<b>11/9</b>	<b>Storytime</b>	<b>Preschool</b>	<b>Pirates</b>	<b>0</b>	<b>Build a parrot</b>
<b>11/10</b>	<b>Storytime</b>	<b>Preschool</b>	<b>Pirates</b>	<b>8</b>	<b>Build a parrot</b>
<b>11/11</b>	<b>Storytime</b>	<b>Preschool</b>	<b>Pirates</b>	<b>3</b>	<b>Build a parrot</b>
<b>11/16</b>	<b>Storytime</b>	<b>Preschool</b>	<b>Gratitude</b>	<b>2</b>	<b>Create a gratitude tree</b>
<b>11/17</b>	<b>Storytime</b>	<b>Preschool</b>	<b>Gratitude</b>	<b>0</b>	<b>Create a gratitude tree</b>
<b>11/17</b>	<b>Steam Stars</b>	<b>School Age</b>	<b>Bird Nests</b>	<b>5</b>	<b>Build a nest</b>
<b>11/18</b>	<b>Storytime</b>	<b>Preschool</b>	<b>Gratitude</b>	<b>11</b>	<b>Create a gratitude tree</b>
<b>11/30</b>	<b>Storytime</b>	<b>Preschool</b>	<b>Owls</b>	<b>7</b>	<b>Cupcake liner owl</b>

## **This Month**

The pirate storytime seemed to be their favorite storytime, and they loved the pirate parrot made from circles. Steam Stars programming started this month. The Dinovember party, which included a wide variety of activities, was the clear favorite. The bird's nest program was also popular, and the children were very invested in making the actual nests, many having a lot of opinions about what their peers were doing and why they wouldn't work--utilizing points we had gone over at the beginning of the program.

## **Looking Ahead**

Storytimes will continue in December with themes including Owls, Snow, Hibernation, and Penguins. There will also be two Steam Stars programs. The first will be an exploration of heat and what materials are the best for insulation. The second will be about hibernation, and the children will be challenged to build the perfect den for their bear's slumber.

### **Maintenance – Mike Hiatt/Ann Hoehn**

- Repaired toilet in girl's restroom.
- Moved dirt from Atlanta to Cicero to put around sidewalks.
- Replaced ceiling tile where needed.
- Replaced light bulbs and ballasts.
- Met with ADA Doors and Stanley Doors to get estimates for replacing broken automatic door opener on main, front entrance of Cicero.
- Put up Christmas trees in Cicero and Atlanta.

**Notes:** none.

**Looking Forward:** Hiring a New Janitor

## **VII. Old Business**

### **A. Technology Update**

- 1. Notes:** We may have an upcoming software purchase of Office Standard 2021 for the public lab computers before the end of 2021. Microsoft announced they are changing their distribution terms with our vendor, Tech Soup, and the lowest possible cost for this software will only be available until Dec 29<sup>th</sup>, 2021. While we may be able to put off purchasing for functional reasons, we may not want to for budgetary reasons.
- 2. Action Item:** none.

### **B. Finalized 2022 Budget [Exhibit #7,8, Pages 1-4, 1]**

- 1. Discussion:** The library received final budget numbers from the state. The total reduction was slightly less than we thought it would be. Individual budget line items have been proposed. New Business will include discussing pre-paying several 2022

items in December 2021. One option would be removing fax service from Atlanta. Even if the library removed fax service from Atlanta, we would still be up to state standards.

**2. Motion to approve removal of fax service from Atlanta in 2022.**

- a. Motion made by Emily Pearson
- b. Seconded by Michael Morris
- c. Motion carried by a vote of 6/0 (all vote AYE)

**3. Action Item:** none.

**VIII. New Business**

A. 2021 Year-End Employee Bonus Resolution(s) [Exhibit #9,10, Pages 1-2, 1]

**1. Discussion:** Natalie found no budgetary problems with the bonus amounts suggested by the board.

**2. Action Item:** Bonuses to be applied.

**3. Motion to approve 2021 Year-End Employee Bonus Resolution**

- a. Motion made by Michael Morris
- b. Seconded by Emily Pearson
- c. Motion carried by a vote of 6/0 (all vote AYE)

**4. Motion to approve the Further amendments to 2021 Employee Compensation, Resolution to Approve 2021 Employee Pay Ranges**

- a. Motion made by Julie Davis
- b. Seconded by Michael Morris
- c. Motion carried by a vote of 6/0 (all vote AYE)

B. Resolution to Create ARP Grant Fund in January 2022 [Exhibit #11, Pages 1]

**1. Discussion:** We were approved for the grant, which operates on a reimbursement process. To start purchasing, we must have this fund established.

**2. Action Item:** Ann/Natalie to set up fund and start purchases when appropriate.

**3. Motion to approve a Summer Reading restricted gift fund**

- a. Motion made by Beth Roberts
- b. Seconded by Emily Pearson
- c. Motion carried by a vote of 6/0 (all vote AYE)

**4. Motion to approve the Resolution to Establish an American Rescue Plan Act (ARPA) Grant Fund**

- a. Motion made by Emily Pearson
- b. Seconded by Beth Roberts
- c. Motion carried by a vote of 6/0 (all vote AYE)

C. Draft—Capital Asset Policy, 2nd Revision, Final Reading [Exhibit #12, Pages 1-5]

**1. Discussion:** There are a few minor changes since the last reading; some lengths of depreciation have been changed. These changes will result in a reduction of \$900,000 in circulating materials but per the bookkeeper, there was likely nothing super accurate about the current estimate. Our recent inventory has shown that our repair expenses should not have been included as capital assets. We also found items on the list that are no longer on-site and those have been cleared from the inventory as well.

**2. Action Item:** none.

**3. Motion to approve the Capital Asset Policy.**



- a. Motion made by Emily Pearson
- b. Seconded by Micheal Morris
- c. Motion carried by a vote of 6/0 (all vote AYE)

D. Atlanta Library Appraisal Letter(s) of Engagement [Exhibit #13,14,15, Pages 1, 1-10, 1-7]

**1. Discussion:** In October 2021, we received guidance from a lawyer regarding the steps the library would need to take to sell the Atlanta Branch. One of the steps was that we must obtain 2 appraisals. If we are only trying to obtain an estimated market price, an unofficial appraisal by any real estate agent is fine. A commercial agent would likely be the best choice though. If we are ready to sell, however, the two appraisals must come from a professional appraiser.

Last month, board instructed Ann to reach out to the attorney recommended by Aaron Culp and ask him to recommended appraisers; he sent two names and Ann reached out to both. We have received both responses and they are in the board packet. Regarding when an appraisal could be completed, one quoted 60 days and one quoted by mid-January. Those appraisals are only good for a limited time before they can no longer be officially used for a sale. An update to an existing appraisal would likely be done quickly, per Aaron Culp. Currently no mention of whether we would legally need a building inspection to sell.

Beth Roberts mentioned to the owner of Mr. Muffin's Trains and he seemed interested in owning or leasing the Atlanta Branch.

**2. Action Item:** Board is interested in an official January vote to start the process needed to sell the Atlanta Branch if we can get an unofficial appraisal done before the board meeting. Emily Pearson and Beth Roberts plan to get the names of people who may be able to provide appraisals. Ann will ask Aaron Culp to attend the January Board meeting.

**3. Motion to try to get a few free commercial real estate evaluation on the value of the building and make an informed decision to move ahead at the January meeting.**

- a. Motion made by Emily Pearson
- b. Seconded by Michael Morris
- c. Motion carried by a vote of 6/0 (all vote AYE)

E. Resolution to Repay Temporary Loan from Rainy Day to Operating [Exhibit #16, Pages 1]

**1. Notes:** The board made a loan in March 2021. We must pay it back by end of 2021.

**2. Motion to approve the Resolution to Repay Temporary Loan from Rainy Day to Operating**

- a. Motion made by Julie Davis
- b. Seconded by Michael Morris
- c. Motion carried by a vote of 6/0 (all vote AYE)

F. Request Motion to Approve Year-end Payment to Treasurer

**1. Notes:** This is a usual, budgeted payment to the treasurer.

**2. Motion to approve Year-End Payment to Treasurer**

- a. Motion made by Julie Davis



**1. Discussion:** During the closing of the books each year, we must balance out any line item that's negative by bringing it into the positive by moving around excess money from other categories.

**2. Action Item:** Natalie to finish making transfers.

**3. Motion to approve making transfers to eliminate negative balances in December.**

- a. Motion made by Julie Davis
- b. Seconded by Michael Morris
- c. Motion carried by a vote of 6/0 (all vote AYE)

M. Overdrive—Permission to Join the Indiana Digital Consortium (Our current consortium is being eliminated.) [Exhibit #20, Pages 1-2]

**1. Discussion:** Our consortium will be going away and merging with a smaller consortium in the state into one large new consortium. We need permission to carry on using Overdrive under this new agreement. There are some financial benefits, as because it's nearly 100% state-wide (excluding large library systems and the few smaller libraries that opt out), the state will pay all platform fees, which means all \$3,000 dollars we pay annually will now go toward materials.

**2. Action Item:** Ann to sign paperwork.

**3. Motion to approve joining the Indiana Digital Consortium**

- a. Motion made by Julie Davis
- b. Seconded by Emily Pearson
- c. Motion carried by a vote of 6/0 (all vote AYE)

N. First Farmers Bank & Trust

**1. Discussion:** At next month's board of finance meeting, there will be a resolution about what financial institutions we will use. We want permission to add First Farmers to our list, with the goal of opening an account with them and eventually ending our relationship with First Merchants Bank. Especially as First Farmers is officially in our service area.

**2. Action Item:** Board agrees to Ann adding First Farmers to next month's paperwork.

O. Hagerman Construction 2-Year Completion Follow-Up [Exhibit #21, Pages 1]

**1. Discussion:** Ian Wooten emailed as part of Hagerman's 5-year follow up program to see if everything is okay. Mike and Ann don't see a reason to have them on-site for any kind of check-up.

**2. Action Item:** none.

IX. Looking Ahead:

A. Next Meeting – January 20 at Cicero Branch; Board of Finance meeting

X. Meeting Adjournment

A. **Motion to adjourn**

1. Motion made by Beth Roberts
2. Seconded by Julie Davis
3. Motion carried by a vote of 6/0 (all vote AYE)

B. 7:47 PM meeting adjourned.