

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch – December 21st, 2017 6:30 p.m.**

- I. Regular Session
 - a. Call to order by President Steve Griffith 6:30 p.m.
 - b. Members present: Steve Griffith, Lee Templeton, Emily Pearson, Mike Jenkins, Kim Radant, Kini Magdun
 - c. Members absent: Gregory Goff
 - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Amy Wolfe (Bookkeeper), Jae Ebert (V&J Consulting), Darren Peterson (Peterson Architecture), Matthew Schmitz (Hagerman)

- II. Review Agenda [Exhibit #1, Pages 1-2]
 - a. Review of Agenda by President Steve Griffith

- III. Minutes – November 16th [Exhibit # 2, Pages 1-6]
 - a. **Discussion:** One extra comma removed from list of attendees
 - b. **Motion: to approve minutes for November 16th**
 - i. Motion made by Emily Pearson
 - ii. Seconded by Kim Radant
 - iii. Motion carried by vote of 6/6 (All vote AYE)

- IV. Public Participation
 - a. None

- V. Financial Reports for November 2017 [Exhibit #4, Pages 1-32]
 - a. Review of November report
 - i. \$37,566 personal services, \$985 supplies, \$3,794 Other Services & Charges \$ 4,926 Capital Outlays, \$47,270 total expense for month. Run rate 91.7%, 93.6% of total budget used.
 - ii. **Motion to pay November bills**
 - a. Motion made by Kim Radant
 - b. Seconded by Mike Jenkins
 - c. Motion carried by a vote of 6/6 (All vote AYE)
 - d. All signed registers of claims
 - iii. **Motion to approval resolution to repay a temporary loan from Rainy Day Fund:** [Exhibit #3, Pages 1]
 - a. Motion made by Mike Jenkins
 - b. Seconded by Emily Pearson
 - c. Motion carried by a vote of 6/6 (All vote AYE)
 - d. All signed resolution
 - iv. **Action Item:** none

- VI. Department Reports [Exhibit #6, Pages 1-14]
 - A. Director – Ann Hoehn

2016-2017 Cicero Stats	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Number of Visits	311 2	334 0	317 2	334 3	388 6	292 1	313 9	408 5	378 0	351 9	320 1	327 9	311 3
Directional Questions	131	123	107	157	145	131	120	93	125	201	111	106	93

Reference Questions	134	108	118	104	105	100	109	50	136	167	126	135	123
Book & Other Recommendations	36	16	46	52	54	42	39	13	43	56	43	60	33
Scanned Pages	240	199	144	185	238	118	72	239	85	104	108	95	172
Volunteer Hours (not including Friends)	9	16	17	10	12	9	9	3	2	1	22	16	12
Study Room Use	58	15	40	42	45	40	30	19	22	25	24	37	25
Yearbook Use	6	13	16	8	7	20	39	14	23	30	19	26	13
Mandatory Service Hours	0	0	0	0	0	0	0	0	0	0	0	18	8

HNPL Website Audience Review

	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	9/1-10/25	10/26-31	Nov-17
Sessions	1,689	1,381	1,942	1,657	1,805	1,690	1,727	2,004	1,985	1,912	NA	312	1,789
Users	938	819	1,136	985	919	854	909	1,023	984	1,009	NA	208	924
Pageviews	2,900	2,348	3,242	2,917	3,394	2,974	2,946	3,340	3,629	3,340	NA	531	2,968
Pages/Session	1.72	1.70	1.67	1.76	1.88	1.76	1.71	1.67	1.83	1.75	NA	1.70	1.66
Avg. Duration	1:27	0:57	1:10	1:04	1:41	1:46	1:30	1:36	1:42	1:38	NA	0:54	1:19
Bounce Rate	62.58%	67.41%	70.70%	69.64%	66.32%	67.40%	70.30%	68.01%	69.47%	71.76%	NA	71.79%	70.04%
% New Sessions	42.69%	45.91%	48.35%	45.62%	37.89%	37.51%	39.72%	39.42%	37.18%	40.53%	NA	46.79%	41.48%

- Thank you, Friends and Board, for the lovely Holiday Dinner on Dec. 7. Always a pleasure.
- The Library/Friends raised \$861 from this year's wreath auction! A particular thanks to Emily Pearson and everyone who designed wreaths. All the money will go toward 2018 Summer Reading.
- The Marketplace grossed \$780 for HNPL. After paying Santa and the face painter, we netted \$430! Thank you Amy Wolfe and Jackie Hayden!
- The Department of Natural Resources has decided not to renew the parks pass at public libraries program for 2018.
- As required, I sent our 2018-2022 Long Range Plan to the State Library for their review. They indicated that our plan meets State Library Standards.
- HNPL has been approved for a \$1000 grant from Indiana Humanities in support of a 2018 community reads initiative titled One State / One Story: Frankenstein.

Looking Forward:

- I hope to have lots of students visit the library during Christmas break!
- Planning a year of Frankenstein programs for all ages!
- Starting work on the next bond!
- Jan. 16 -- Coffee Time for Grandparents Raising Children at Cicero Library -- 4 sessions have been scheduled for the remainder of the school year.

Action Item/Notes: Contact Kini around August about Frankenstein grant items. Thanksgiving time is when HHHS will be running Frankenstein literature unit.

B. Assistant Director – Kate Marshall

GENERAL

40+ hours, highlights include:

Board meeting prep/meeting/report
2 notary events
Tech replacement schedule creation
Staff meetings
Quarterly business review with Gordon Flesch
Professional development
Tech services workflow wrangling
Book reviews for newsletter
Basic cataloging clean up at Atlanta
HHMS Improvement Team meeting

TECHNOLOGY

7+ hours, highlights include:

Bond project (VoIP and computer refresh) work

MARKETING

33+ hours, highlights include:

Display preparation and flipping
RBdigital roll-out and marketing
Facebook posts for November/December/January
E-learning day event prep and hosting

LOOKING FORWARD

Working on the Frankenstein One State/One Story grant project
Bond and cataloging project prep work for Jan
Marketing

Action Item: none

Discussion: none

- C. Circulation – Cindy Ritter
- a. The **circulation stats** for November were **7,311** compared to November of last year at **8,165** and a three year average of **7,463**. Atlanta had 242 circulations and Cicero had 5,980+ Overdrive eBooks 623 + Hoopla 431. In-house use for Atlanta was 55 and Cicero had 325. Sent out 93 holds from Atlanta and 358 from Cicero. Atlanta received 6 holds from other libraries and Cicero received 261. Top selections for patrons in November were DVD, 1158; Children, 988; Adult Fiction, 1029; Computer, 390; Juvenile Fiction, 437; Adult Non-Fiction, 330; J Non-Fiction, 302; YA Fiction, 324.
Subscription Databases Usage: Ancestry.com 0 searches, Lynda.com 9 hours
 - b. 22 new patron cards were issued in November
 - c. We had 7 featured displays in November. Results were as follows: Author birthdays – 11; Fall Sports – 23; NaNiWriMo – 3; Native American Heritage Month – 17; Samuel L. Jackson DVDs – 61; Thanksgiving – 7; New YA Comics – 12. New displays are now up for December.
 - d. Electronic resources continue to do well with our hoopla total more than double the total a year ago. Overdrive is slightly down. RBdigital is starting out with a respectable total for the first month of 35. While our circulation is down from one year ago it is very close to the three year average.
 - e. **Action Item:** none
 - f. **Discussion:** none
- D. Atlanta – Mary Palmiero

One thing we have noticed this month is that people are using the Little Free Library. We have added books two or three times so far and it hasn't been up that long.

There has been an increase in the number of students on E Learning Day [Friday, November 17] from the first time we offered it. This month was an introduction to German language. The students seemed to enjoy it.

We also had some participation in decorating the library for the holidays. One of the projects involved writing things that we are thankful for on cut out leaves which we pinned to the bulletin board. The craft group also made ornaments for the Wreath Raffle.

Action Item: none

Statistics

Name of Program	# of Events	Attendance	Cost
Stitch Crafters	5	17	0
Having Your Say	4	24	0
E-Learning – German	1	8	0
Holiday Decorating Crafts	3	10	0
Total	13	59	0

Other Statistics

2016-2017	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov
Number of Visits	243	260	203	225	309	223	322	310	271	386	347	339	230
Directional Questions	44	29	35	38	45	39	59	49	46	72	59	46	43
Reference Questions	45	24	47	49	45	46	55	49	35	61	43	42	29
Recommendations	48	10	56	59	69	53	67	97	65	71	42	44	44
Volunteer Hours	4	2	4	4	5	4	5	0	0	25	2	5	3
Scanned Pages	0	0	0	0	1	0	0	1	0	0	0	0	1
Computer Usage	83	33	33	37	75	48	71	143	87	66	53	75	49

- Looking Forward: Continued use of the Little Free Library!

- a. November Programs: 5; Attendance, 53; Cost: \$46.00. Cost Per: \$0.87. There were 11 non-library uses of rooms & gazebo; Attendance, approx. 134
- g. **Action Item:** none
- h. **Discussion:**
- i. Looking Forward:
 - Souper Tuesday with Friends, Jan. 9 @ 6:30 p.m.
 - Classic Film – *Dinner at 8*, Jan. 20 @ 2 p.m.
 - Mystery Book Club – *Fever Season* by Barbara Hambly, Jan. 22 @ 6:30 p.m.
 - Brown Bag Reading Group – *Like Water for Chocolate* by Laura Esquivel, Jan. 26 @ 11:30 a.m.

F. Children's – Debra Brown

- a. November Programs: 20; Attendance: 382 Cost: \$8.63
Library Collection – Many thanks to Ann Hoehn who ordered new children's book in my absence so that the Newbooks display could remain stocked and current. Thanks also to Colleen Mann for taking over story time duties in September and October. The seasonal books she read during those programs, especially the two weeks devoted to Halloween, circulated very well that month. Books about the Thanksgiving holiday were pulled and displayed on a table near "Chilton", the book Turkey, and they continued to circulate quickly through the end of the month.

Programs – November story time attendees were treated to a "fowl" month as we explored every book we could find about both owls and turkeys. We ushered in the month with the book Leaf Man by Lois Ehlert which shows us the natural shapes created by leaves and how these leaves can be combined to create artistic collages. We concluded November with a week about the Moon and the Native American folklore names given to the full moon in each calendar month. This mini-lesson was in preparation for the super moon on December 3rd.

Looking Ahead – The Holiday Marketplace will be held on Saturday, December 2nd as we welcome Santa to Cicero with various activities in the library. December story time themes include Gingerbread Friends, Holiday Pirates and a Teddy Bear Christmas Party on National Cocoa Day (December 13th). Afterschool art stations will be available in the story time room on Tuesdays and Thursdays for anyone in a creative mood.

Discussion: none

G. Young Adult – Ann Hoehn

- a. November Programs: 1; Attendance, 8; Cost \$20.00 ; Cost per person: \$2.50
- b. **Note:** The Middle School Media Club met at Cicero Library afterschool on November 14.
- c. **Discussion:** Overview of program
- d. **Action Item:** none
- e. Coming up:
 - Spider-Man: Homecoming, PG-13 – December 29 @ 2 p.m.

H. Maintenance – Mike Hiatt/Ann Hoehn

- Winterized zero-turn mower.
- Hauled cut tree limbs to Green Cycle.
- Cut down ornamental grass, and trimmed rose bushes in front parking lot.
- Met with Koorsen for yearly inspection on sprinkler system and fire extinguishers. Systems passed tests.
- Set up Christmas tree and decorations.
- Meet with team members on bids for Atlanta remodeling.
- Cleaned sump pump at Atlanta.

Looking Forward:

- Carpet cleaning

Discussion: None

Action Item: None

VII. Old Business

A. None

a. Discussion:

b. Action Item: none

VIII. New Business

B. Capital Project Update & Addendum Approval

a. Update

- Replacing sprinkler system, fire alarm, closed circuit tv system, and card access system will be included in the addendum presented tonight. Will need legal review but should be fine. A third addendum regarding the HVAC will be presented at the next board meeting.
- Overall, minus 1st and 2nd addendum, we're at 700k+ left to get the HVAC done. Still struggling to get it at budget. We could bid it again, but Jae thinks we're getting pretty close to getting it at budget. Geothermal wells arrangement has been drastically reduced by redesign. Geothermal is still our best option for savings in the future. Some concern about the money needed to keep rebidding should the design fail again. State of the drawings should be wrapped up at the first of the year. We have deferred light fixtures and shifting the driveway. Jae gave overview of project issues, where our pain points have been. Some concern about Hagerman's estimating process/progress; if things deteriorate, we do have a perfectly normal option to have direct bids from engineers on drawings, although this is a suboptimal choice.

b. Motion to approve addendum and allow Ann to sign the agreement

- Motion made by Emily Pearson
- Seconded by Lee Templeton
- Motion carried by a vote of 6/6 (All vote AYE)

c. Action Item: Ann to sign agreement on addendum

d. Action Item: Ann to schedule an emergency board meeting for later January or early February due to schedule of finished drawings.

e. Action Item: January board meeting Darren suggests we start talking about bond number two.

C. Election of Officers

a. Discussion: All officers agree to the following slate of officers: Steve Griffith as President, Lee Templeton as Vice President, Mike Jenkins as Secretary, and Emily Pearson as Treasurer.

b. Motion to approve new officers as agreed

- Motion made by Kim Radant
- Seconded by Kini Magdun
- Motion carried by a vote of 6/6 (All vote AYE)

c. Action Item: Ann to add Emily to bank account as authorized name for check signing.

D. New Board Member Suggestions [Exhibit #7, Pages 1-2]

a. Discussion: Suggestion of Julie Overton to replace Greg Goff, as to be sponsored by County Council.

b. Action Item: Julie will need to email the County Council a note of interest and the board must supply a brief note of support for her candidacy.

E. Permission to Pay Aaron Culp [Exhibit #8, Pages 1]

a. Discussion: \$10,000 of the fee to come out of the bond money.

b. Action Item: Amy to cut Aaron's check.

c. Motion to approve paying invoice for Aaron Culp

- i. Motion made by Emily Pearson
- ii. Seconded by Kini Magdun
- iii. Motion carried by a vote of 6/6 (All vote AYE)

F. Annual Review of Bylaws [Exhibit #9, Pages 1-3]

a. Discussion: none

b. Motion to approve bylaws as is:

- i. Motion made by Emily Pearson
- ii. Seconded by Kini Magdun
- iii. Motion carried by a vote of 6/6 (All vote AYE)

c. Action Item: none

G. Technology Update

a. Notes: We had a dead motherboard that was replaced under warranty on HNPL-LAB03 and had to reinstall Chrome on HNPL-LAB01. We have quotes on pretty much all our capital bond projects.

b. Discussion: none

c. Action Item: none

H. Consumer Price Index, Pay Ranges, and Staff Raises [Exhibit #10, Pages 1]

a. Discussion: Max rates have been proposed to increase since the fee schedule has not been revised in several years. All rate increases will allow for appropriate raises. Inflation rate and consumer price index/cost of living forecasted increases between 2-2.71%. Prefer to keep up with cost of living with discretion for merit increase on top. Floor/minimum of cost of living raise 2% proposed. Current proposed chart bump was a 4% bump to stave off an immediate need for revision. We are likely looking at a future cap with a shift to a bonus structure.

b. Motion to approve the new minimum rate at 2% and new maximum rate of 4% except for the items in red

- i. Motion made by Emily Pearson
- ii. Seconded by Lee Templeton
- iii. Motion carried by vote of 6/6 (All vote AYE)

c. Motion to give all library employees at least 2% cost of living raise with range up to 4%

- i. Motion made by Kim Radant
- ii. Seconded by Emily Pearson
- iii. Motion carried by vote of 6/6 (All vote AYE)

d. Action Item: Board would like us to do research about how to benchmark pay schedule and potential bonus/pay cap issues. Bureau of Labor of statistics suggested as possible starting point for search.

IX. Looking Ahead: January 18th, 2018 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 Kini Magdun
 - iii. Motion carried by a vote of 6/6 (all vote AYE)
- b. 8:39 PM meeting adjourned.

XI. Executive Session – 8 p.m. or directly following Regular Board Meeting

Agenda: Director Annual Evaluation