

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
Cicero Branch – February 15<sup>th</sup>, 2018 6:30 p.m.**

- I. Regular Session
  - a. Call to order by President Steve Griffith 6:31 p.m.
  - b. Members present: Steve Griffith, Kini Magdun, Julie Overton, Mike Jenkins, Emily Pearson
  - c. Members absent: Lee Templeton, Kim Radant
  - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Amy Wolfe (Bookkeeper), Jae Ebert (V&J Consulting), Mike Hiatt (Maintenance), Tara Anker (Peterson Architecture)
  
- II. Review Agenda [Exhibit #1, Pages 1-2]
  - a. Review of Agenda by President Steve Griffith
  
- III. Minutes – January 18<sup>th</sup> Regular Meeting & Board of Finance Meeting & Special Board Meeting [Exhibit # 2 & 3, Pages 1-9, Pages 1]
  - a. **Discussion:** Revision to remove sentence about geothermal system from 1. A. a.
  - b. **Motion: to approve both sets of minutes for January 18<sup>st</sup> and minutes from February 1 with noted edits**
    - i. Motion made by Emily Pearson
    - ii. Seconded by Julie Overton
    - iii. Motion carried by vote of 5/5 (All vote AYE)
  
- IV. Public Participation
  - a. None
  
- V. Financial Reports for January 2018 [Exhibit #4, Pages 1-32]
  - a. Review of January report
    - i. \$29,029 personal services, \$2,855 supplies, \$24,837 Other Services & Charges \$6,094 Capital Outlays, \$62,814 total expense for month. Run rate 8.3%, 11.5% of total budget used.
    - ii. **Motion to pay January bills**
      - a. Motion made by Kini Magdun
      - b. Seconded by Emily Pearson
      - c. Motion carried by a vote of 5/5 (All vote AYE)
      - d. All signed registers of claims
    - iii. **Action Item:** none
  
- VI. Department Reports [Exhibit #5, Pages 1-10]
  - A. Director – Ann Hoehn

<b>2017-2018 Cicero Stats</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>
Number of Visits	3172	3343	3886	2921	3139	4085	3780	3519	3201	3279	3113	2630	2942
Directional Questions	107	157	145	131	120	93	125	201	111	106	93	108	116
Reference Questions	118	104	105	100	109	50	136	167	126	135	123	154	175
Book & Other Recommendations	46	52	54	42	39	13	43	56	43	60	33	36	40
Scanned Pages	144	185	238	118	72	239	85	104	108	95	172	48	114

Volunteer Hours (not including Friends)	17	10	12	9	9	3	2	1	22	16	12	7	4
Study Room Use	40	42	45	40	30	19	22	25	24	37	25	27	32
Yearbook Use	16	8	7	20	39	14	23	30	19	26	13	6	19
Mandatory Service Hours	0	0	0	0	0	0	0	0	0	18	8	2	29

**HNPL Website Audience Review**

	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	Dec-17	Jan-18
<b>Sessions</b>	1,942	1,657	1,805	1,690	1,727	2,004	1,985	1,912	NA	312	1,789	1,456	1,760
<b>Users</b>	1,136	985	919	854	909	1,023	984	1,009	NA	208	924	759	907
<b>Pageviews</b>	3,242	2,917	3,394	2,974	2,946	3,340	3,629	3,340	NA	531	2,968	2,447	3,093
<b>Pages/Session</b>	1.67	1.76	1.88	1.76	1.71	1.67	1.83	1.75	NA	1.70	1.66	1.68	1.76
<b>Avg. Duration</b>	1:10	1:04	1:41	1:46	1:30	1:36	1:42	1:38	NA	0:54	1:19	1:19	1:23
<b>Bounce Rate</b>	70.70%	69.64%	66.32%	67.40%	70.30%	68.01%	69.47%	71.76%	NA	71.79%	70.04%	70.40%	68.86%
<b>% New Sessions</b>	48.35%	45.62%	37.89%	37.51%	39.72%	39.42%	37.18%	40.53%	NA	46.79%	41.48%	38.87%	40.40%

- A new cataloger has been hired; she started work on February 12.
- Julie Overton has been officially appointed to the library Board.
- We have reserved one of the library display cases for HHSC use for the 2018-2019 school year. From what I understand, teachers are very excited about this.
- I worked throughout the month on the Annual Report for the State Library. The report will be submitted this week.

**Looking Forward:**

- Completing Winter Reading
- Moving forward with Summer Reading Program plans
- Staff meetings
- Submitting the Library Annual Report to the State Library
- Accounting software installation, training, and implementation
- Submitting the Financial Annual Report to the State of Indiana
- HH Student Art Exhibit for the month of March and their reception on March 8, 5:00-7:30 p.m.
- Annual Technology Plan Review
- Planning various fundraisers for the coming year
- March 8<sup>th</sup> webinar on *“Design Thinking: How Librarians Are Incorporating It Into Their Practices”*

**Action Item/Notes:** Thanks to Kini for helping arrange our school-based display case for this academic year.

B. Assistant Director – Kate Marshall

**GENERAL**

**65+ hours, highlights include:**

Cataloging

Weekly meetings, staff meetings, board meeting

School Improvement committee meeting at HHMS  
Professional development  
Inventory & catalog maintenance

#### **TECHNOLOGY**

##### **12+ hours, highlights include:**

Wrangling last of wireless infrastructure tech quotes

#### **MARKETING**

##### **20+ hours, highlights include:**

Facebook post creation  
Winter Reading marketing  
Revising electronic resources brochure  
Marketing meeting + follow up  
Frankenstein event planning

#### **LOOKING FORWARD**

Finishing set up of new staff computers  
Wireless infrastructure overhaul  
Onboarding new cataloger

**Action Item:** none

**Discussion:** Cursive clinic tentatively slated for July 2018 (4 events over the month), Debra and Ann will coordinate to pick the days and times.

#### C. Circulation – Cindy Ritter

- a. The **circulation stats** for January were **7,550** compared to January of last year at **7,869** and a three year average of **7,782**. Atlanta had 252 circulations and Cicero had 6,061 + Overdrive eBooks 718 + Hoopla 429. In-house use for Atlanta was 31 and Cicero had 528. Sent out 105 holds from Atlanta and 406 from Cicero. Atlanta received 18 holds from other libraries and Cicero received 352. Top selections for patrons in January were DVD, 1334; Children, 1053; Adult Fiction, 1022; Computer, 379; Juvenile Fiction, 450; Adult Non-Fiction, 313; J Non-Fiction, 372; YA Fiction, 235. **Subscription Databases Usage:** Lynda.com 29 hours
- b. 33 new patron cards were issued in January
- c. Our digital resource use continues to rise. RBDigital has had a respectable start with audiobooks, and the magazines total took a jump. Overdrive and hoopla are both doing very well.
- d. We have a Goodreads award winner's display that is doing well. So far it has resulted in 52 circs. Our Denzel Washington DVD display had 32 circs and our New Year, New You had 18 circs.
- e. **Action Item:** none
- f. **Discussion:** none

#### D. Atlanta – Mary Palmiero

Cold weather and sickness took their toll on patron attendance at the library. Particularly hardest hit was the Young Adult age group. They are not driving age yet, so many just couldn't walk to the library. Our adult groups [Stitch Crafters and Having Your Say] remain pretty consistent. We have also been talking about the Frankenstein grant, and many people have shown an interest in the activities we have planned. I believe we will have a good turnout especially for the book discussion.

**Action Item:** none

**Statistics**

Name of Program	# of Events	Attendance	Cost	Cost per Person
Stitch Crafters	5	18	0	0
Having Your Say	5	33	0	0
Young Adult Bead Craft	3	6	0	0
Puzzles	4	10	0	0
<b>Total</b>	<b>17</b>	<b>67</b>	<b>0</b>	<b>0</b>

#### Other Statistics – 2017-2018

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan
Number of Visits	203	225	309	223	322	310	271	386	347	339	230	143	226
Directional Questions	35	38	45	39	59	49	46	72	59	46	43	25	43
Reference Questions	47	49	45	46	55	49	35	61	43	42	29	18	53
Recommendations	56	59	69	53	67	97	65	71	42	44	44	29	43
Volunteer Hours	4	4	5	4	5	0	0	25	2	5	3	0	0
Scanned Pages	0	0	1	0	0	1	0	0	0	0	1	0	0
Computer Usage	33	37	75	48	71	143	87	66	53	75	49	27	27

- Looking Forward: none
- **Notes:** Quilting group plans to do a Frankenstein quilt, still haven't finalized how we're going to sell it. They're also considering doing some kind of quilt auction this year.
- **Action Item:** need to finalize number of roof tiles we're keeping. Currently thinking about 150 tiles, 100 for community use/possible sale and 50 for other use. Suggested having community group noted with 1 of 100 type text among other ideas. Suggestion to have at least one of them on display at Cicero and/or Atlanta.

#### E. Adult – Cindy Ritter

- a. January Programs: 5; Attendance, 30; Cost: \$8.50. Cost Per: \$0.28. There were 12 non-library uses of rooms & gazebo; Attendance, approx. 119
- g. **Action Item:** none
- h. **Discussion:** Ann considering doing a series where a group reads a book and then watches the movie based on the book.
- i. Looking Forward:
  - Taste of the Book—Musically Delicious, Feb. 12 @ 6:30 p.m.
  - Tuesdays with Friends Chocolate Tasting, Feb. 13 @ 6:30 p.m.
  - Classic Film – The Postman Always Rings Twice, Feb. 17 @ 2 p.m.

- Brown Bag Reading Group – Still Alice by Lisa Genova, Feb. 23 @ 11:30 a.m.
- Mystery Book Club – The Alienist by Caleb Carr, Feb. 26 @ 6:30 p.m.

F. Children's – Debra Brown

a. January Programs: 16; Attendance: 154 Cost: \$19.43

Library Collection – Weeding in the "Reader" section of the children's book collection is roughly 1/3 complete. We hope to free about 3 shelves for the addition of new Graphic Novels in 2018. January's influx of book sales catalogs has actually been useful in identifying new nonfiction series that we can acquire in the coming months. The plan this year is to renew/replenish the Children's nonfiction collection during quarters 2 and 3, rather than waiting for the end of year. As always, the Newbooks display continues to circulate well, especially with story time patrons who find the proximity of this shelf very helpful in filling up the weekly book bag.

Programs – Story times this month featured winter themes from snowmen to arctic animals. Some sort of new release book made its debut each week during the January story circles. The crafts featured basic shapes as we get ready to explore the all-important heart and shamrock shapes in February and March. Both inclement weather and illness seem to take a toll on January attendance every year, but we met several new friends this month and we are expecting a strong February. Many thanks to Karen Stout for her timely Facebook reminders regarding the morning story time sessions. The first of seven Homeschool Sessions was held on Friday the 26<sup>th</sup> and was well attended with the addition of 2 new families. The students will be engaging in hands-on, STEM science experiments and this course of study will continue every other Friday through the end of April.

Looking Ahead – Added to February's always wonderful line-up of fun holidays, we have the Winter Olympics this year. We will incorporate the Olympic Rings into several art experiences, and we are using colors and shapes to study the flags of the world seen in the opening ceremonies. The Homeschoolers will stage their own STEM Olympics on Friday, 2/9 with events such as the marble run halfpipe and tabletop curling. Our Annual Winter Reading Program will also make February a quick month for HNPL.

**Discussion:** Debra will be starting up visiting the Christian Church Preschool for story time again.

G. Young Adult – Ann Hoehn

a. January Programs: 1; Attendance, 0; Cost \$0.00 ; Cost per person: \$0.00

b. **Discussion:** none

c. **Action Item:** none

d. **Coming up:**

- Teen Tech Week program – March 6th, 3-4 p.m.
- Frankenstein Weaving (eye of the monster) for Grades 6-12 with Deanna Leonard, March 13 5-7 p.m.

H. Maintenance – Mike Hiatt/Ann Hoehn

- Tightened leaky sprinkler valve in computer lab. No damage; just a small wet spot on the carpet.
- Took down and stored Christmas decorations.
- Went to Atlanta to check on the hot water heater; reset timer.
- Set up display panels.
- Met with Ann, Steve and Jae on heating system.
- Met with FE Moran on fire system. System was not responding to night checks. Problem resolved.
- Removed snow and ice from sidewalks and put down salt.

**Looking Forward:**

- Planning outdoor work for spring.

**Discussion:** Fire alarm tests now set to 6 a.m. vs. 3 a.m.

**Action Item:**

**VII.** Old Business

A. 2018 Bond Amount

- a. **Discussion:** We won't be able to answer this until we have the new HVAC system bids in March. Agenda item moved to March board meeting.
- b. **Action Item:** none

**VIII.** New Business

B. Capital Projects – Tara Anker From Peterson Architecture and Jae Ebert

**a. Update**

- i. We're not going to have the new bidding numbers until early March. Should be able to review them at the March board meeting.

**b. Projects Using Remaining 2017 Bond Funds**

- i. Nothing discussed.

**c. Action Item:** none

C. Resolution to Temporarily Transfer Funds to the Operating Fund [Exhibit #6, Pages 1]

**a. Discussion:** Our annual transfer of funds.

**b. Motion to approve Resolution to Temporarily Transfer Funds to the Operating Fund**

- a. Motion made by Mike Jenkins
- b. Seconded by Emily Pearson
- c. Motion carried by a vote of 5/5 (All vote AYE)

**c. Action Item:** none

D. Resolution to Adjust Annual Nonresident Fee [Exhibit #7, Pages 1]

**a. Discussion:** We do this every year per regulations. New fee is \$51.00

**b. Action Item:** all sign resolution

**c. Motion to approve resolution to Adjust Annual Nonresident Fee to \$51.00**

- i. Motion made by Emily Pearson
- ii. Seconded by Kini Magdun
- iii. Motion carried by a vote of 5/5 (All vote AYE)

E. Comfort Systems—Atlanta Annual Renewal

a. **Discussion:** Annual cost of \$262.00.

**b. Motion to approve Comfort Systems—Atlanta Annual Renewal**

- i. Motion made by Emily Pearson
- ii. Seconded by Julie Overton
- iii. Motion carried by a vote of 5/5 (All vote AYE)

c. **Action Item:** Ann to sign contract.

F. Technology Update

**a. Notes:** Everything is mostly working now re: tech update recent purchases

**b. Discussion:** Overview of recent issues, recent purchases.

**c. Action Item:** none

G. Authorized Bank Signatures

- a. **Discussion:** Emily Beechler and Mike Jenkins are currently the only approved check signers. We need to add Julie.
- b. **Motion to approve Treasurer and Secretary put on as authorized bank signatures**
  - i. Motion made by Emily Pearson
  - ii. Seconded by Kini Magdun
  - iii. Motion carried by a vote of 5/5 (All vote AYE)
- c. **Action Item:** Ann will contact bank tomorrow to see about getting Julie added.

H. Library Treasurer

- a. **Discussion:** We need a permanent Treasurer. Julie Overton accepts the nomination, is unsure if she can accept the traditional yearly pay. Will check on that.
- b. **Motion to approve Julie Overton as Treasurer and keep previously agreed upon slate of officers (Steve Griffith as President, Lee Templeton as Vice-President, and Mike Jenkins as Secretary)**
  - i. Motion made by Kini Magdun
  - ii. Seconded by Emily Pearson
  - iii. Motion carried by a vote of 5/5 (All vote AYE)
- c. **Action Item:** none

I. Staff Continuing Education Reimbursement Request

- a. **Discussion:** Cindy Ritter looking for 100% reimbursement for Collection Development course at Ivy Tech, pending successful completion of course.
- b. **Motion to approve request for tuition reimbursement**
  - i. Motion made by Emily Pearson
  - ii. Seconded Kini Magdun
  - iii. Motion carried by a vote of 5/5 (All vote AYE)
- c. **Action Item:** none

**IX.** Looking Ahead: March 15<sup>th</sup>, 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 Julie Overton
  - iii. Motion carried by a vote of 5/5 (all vote AYE)
- b. 7:35 PM meeting adjourned.

**XI.** Executive Session – No