

- I. Regular Session of the HNPL Board Meeting was called to order by President Stephen Griffith at 6:53 p.m.
- A. Members present: Laura Holliday, Stephen Griffith, Sharon Bislich, and Mike Jenkins.
- B. Members absent: Emily Holt, Emily Beechler, and Melissa Martin.
- C. Others present: Jillian Stambaugh, HNPL bookkeeper, Ann Hoehn, HNPL Director, and Katherine Marshall, HNPL Assistant Library Director, patrons Ted and Tanya Spurgeon (out at 8:17 ~~p.m.~~ p.m.).
- II. Review of the Agenda (Exhibit # 1, p <http://www.addisonlibrary.org/age> 1-2) by President Stephen Griffith
- III. October 16,, Minutes (Exhibit # 2, pages 1-4 )
  - A. October 16, 2014
    1. Discussion: No corrections needed. Director Hoehn would like electronic copy of the corrected minutes back to the month of May 2014. Secretary Mike Jenkins will send them to her.  
Motion:
      - i. Motion to approve the minutes for October 16, 2014 was made by Sharon Bislich.
      - ii. Second to said motion was made by Laura Holliday
      - iii. Motion carried by a vote of 4/0.
- IV. October 2014 Financial Report (Exhibit # 3, pages 1-26)
  - A. Discussion: financial report summary in Handout #1, page 1, given by HNPL Bookkeeper, Jillian Stambaugh. Run rate is at 83.33%, with the percentage of budget used at 71.4 %. October expenditures were \$36,802 Bank balances totals for October were \$543,563. There were expenditures of \$3,150 to Buckland and Associates and \$500 to R.R. Bowker for a library app. (The monthly COIT amount is \$2954 more per month than for 2013 or \$35,448 more in the annual amount.) No deposits of note. Social Security tax levied on HNPL because of our filing error with the Indiana Department of Revenue in May. (Handout # 1)  
  
B. Motion:
    - i. Motion to remove former HNPL Director Samuel Mitchel and former HNPL bookkeeper Amy Wolfe as Responsible Officers of the HNPL and to name HNPL Director Ann Hoehn, assistant HNPL director Katherine Marshall, and HNPL bookkeeper Jillian ~~Stambauch~~Stambaugh as Responsible Officers to conduct HNPL business with the Indiana Department of Revenue made by Sharon Bislich.
    - ii. Second to said motion made by Laura Holliday.
    - iii. Motion carried by a vote of 4/0.  
Officers signed the Resolution of Lodge Association or similar organization with Community Bank.
  - B. Motion:
    - i. Motion to pay the bills was made by Laura Holliday.
    - ii. Second to said motion made by Sharon Bislich.
    - iii. Motion carried by a vote of 4/0.
- V. Department Reports (Exhibit # 4, pages 1-12)
  - A. Department Reports for October, 2014 (Exhibit # 4, pages 1-12) (see report on file)
    1. Director Anne Hoehn, page 1-2. (See report on file)  
Debra Brown is our new Children's Department Manager. The computers and phone were out of service Oct 5. Service was restored the following day at 11:10 a.m. by using different outlets. Sim2K replaced a blown surge protector, the cause of the outage. Director Hoehn and Assistant Director Marshall met with our ENA representative, Brian Hubbard, to discuss future Internet needs and to complete some of the paperwork for the 2015-2016 ENA service years. Our fish tank was given an overdue servicing. A painting of a local covered bridge was donated. It needs framing attention and is now in storage. Richard Parker met with Kate and me on October 17 to discuss

easy, inexpensive ways we can change the look of the facility to tie-in with the rebranding project. On October 17 uploaded and submitted all remaining 2015 budget forms that were due.

Motion:

- i. Motion to close HNPL at 5:00 p.m. on 12-4 made by Laura Holliday.
- ii. Second to said motion made by Sharon Bislich.
- iii. Motion carried by a vote of 4/0.

Worked at Atlanta Branch with Mary and Greg from 3-7 p.m. on October 21 weeding sale books and identifying adult non-fiction collection needs.

Director Hoehn and Assistant Director Marshall met with Patti Host of Host Design to discuss our space planning needs. Her project estimate is included in the November Board packet.

Emily Dickos and Director Hoehn met with Jackie Hayden and Amy Wolfe to work out plans for the December 6 Holiday Marketplace/Santa/Parade activities at the Library. I have signed the Library up to be in the parade this year. We are positioned in the front of the parade in order to get back to the library before the parade ends.

Emily Dickos and Director Hoehn hosted the 6-10 p.m. teen Halloween Party on the 31<sup>st</sup>. The Vice President of the Teen Advisory Board spoke briefly to the crowd about the teen Board and its goals. Looking forward to 2015 planning.

Debra Brown, Director Hoehn and Assistant Director Marshall set up a library booth at the Chamber of Commerce Trick or Treat event at the Red Bridge Park Community Center. 288 individuals stopped by. We passed out candy and various giveaways. Debra, Kate, and I were in costume.

Director Hoehn and Assistant Director Marshall had our first teleconference planning meeting with SpinWeb, as they are creating the blueprint for our new library website. A staff Web Committee has been established to provide input on the look, function, and content of the new website. The committee consists of Kate, Debra, Elaine, Mary, Emily, and me.

Emily Brown and Director Hoehn hosted the adult trivia program on October 14. Director Hoehn attended the Teen Advisory Board meetings on the 22<sup>nd</sup> and the 29<sup>th</sup>.

Director Hoehn and Assistant Director Marshall talked to members of Kiwanis about the library at their October 18 meeting. I believe our audience learned a lot from our presentation.

Director Hoehn, Assistant Director Marshall and Debra Brown attended the school media specialists meeting; we discussed services we offer, school activities and news, and ways the library and schools may collaborate. We held a staff meeting on the 24th. Richard Parker was present at this meeting and described the rebranding project to staff.

I. Technology: A. Web Statistics

	<b>Page Loads</b>	<b>Unique Visits</b>	<b>First Time Visits</b>	<b>Returning Visits</b>
<b>Total</b>	3139	<b>1775</b>	1061	714
<b>Average (daily)</b>	101	57	34	23

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Looking Forward: Doing more comparison shopping on DVDs. Promoting the idea of giving one's child the "gift" of a library card this holiday season Staff-Board-Friends 5:30 p.m. holiday dinner at Wolfie's on December 4<sup>th</sup>. Holiday Open House from 5-7 p.m. on December 11, including a 6 p.m. staged reading of *A Christmas Carol* (abridged)

A. Motion:

- i. Motion to spend \$250 for an add related to Lights Over Morris Lake July 4<sup>th</sup> celebration made by Laura Holliday.
- ii. Second to said motion made by Sharon Bislich.
- iii. Motion carried by a vote of 4/0.

Discussion: The value of HNPL holdings is \$825,500 as per Buckland and Associates recent inventory. We will also sell library "T" shirts to the public.

2. Assistant Director, Katherine Marshall, page 3. (See report on file)

Finished setting up our mobile app and went public with marketing campaign.

Weeded final sections of YA section. Helped patrons with computer related questions. Attended several Teen Activity Board meetings. Emailed Susan Peterson with selection of possible 4-H sponsored programming. Met with ENA rep, provided contact info for IT emergency outages, etc.

Coordinated continuing tech projects with Sim2K. Bought and set up Mango Languages. Upgraded our 963 HVAC control software to Win 7 compatible version (free). Finished weeding out all tech junk in attic, created spreadsheets for tracking everything. Started researching & contacting back file scanning & weeding vendors. Looked into switching from Evanced Events to SignUp software.

Coordinated finishing quotes for space planning, then cancelled all of them once we decided on a new direction for offices. Met with Patty Host, Ann, and Jillian about office space designing.

Met with HHSC media specialists and Matt Wallace (IT) for breakfast meeting. Volunteered for shifts @ Heights Middle School book fair. Joined 4-H Advisory committee in Shari Wallace's place, attended first meeting. Participated in Red Bridge Park Halloween Trick or Treat Chamber event with Ann Hoehn & Debra Brown serving roughly 288 people!

3. Circulation, Emily Dickos: pages 4-6. (See report on file) The circulation stats for October were 9651 compared to October of last year at 10,027 and a three year average of 10,053 for the month of October. Atlanta had 521 circulations and Cicero had 9130. Sent out 426 holds (106 from Atlanta and 320 from Cicero), and received 349 holds from other libraries (41 for Atlanta, and 308 for Cicero.). In-house use for Cicero was 227 and 28 for Atlanta, for a total of 255. Top selections by patrons in September are: DVD, 2965; Adult fiction, 1515; Children, 1205; Junior Fiction, 675; and Computer, 752. Subscription Databases Usage: Overdrive, 449; Freegal, 57; Worldbook, 160; Ancestry.com, 395. 47 new cards were issued in October. The clerks are continuing to focus on delivering excellent customer service, and are passing out info sheets about our new mobile app. We are continuing to delete patrons from Evergreen who have expired (3 years) accounts. Staff is cleaning out the application card files to reflect those changes.

4. Atlanta, Mary Palmerio, page 7. October Programs, 11; Attendance, 89; Cost, \$ 0.0. (See report on file)

Even though the library was closed on Halloween, we designated Thursday as the day for treats and handing out books. Allison showed several episodes of Dr. Who and did some trivia questions with the children. Our adult crochet and quilt group finished about twelve crocheted and quilted lapghans for the Veteran's Hospital in Indianapolis to be distributed in December. Boxes for Operation Christmas Child sponsored by Samaritan's Purse were prepared containing toys, hygiene items, school supplies, etc. A special thanks to Ann and Kate for working with us here at the branch.

5. Adult, Emily Dickos, page 8. October programs: 12; Attendance: 94; Cost: \$0.0. There were 13 non-library uses of rooms. (See report on file) Previous Director Policy used to count the program instructor and any staff members leading a program in our attendance. Now we only count patron attendance. October is Domestic Violence Awareness month. Susan Ferguson of Prevail spoke about domestic violence in Hamilton County. We also had a display of information from Prevail, along with books patrons could check out.

**Coming up:** Easy Thanksgiving appetizers outing was beneficial to attendees; Yoga/pilates returns. Gift wrapping program being offered.

6. Children: Debra Brown: page 9-10. October Programs, 29; Attendance 167; Cost, \$3.00; Cost per person \$ 0.55. (See report on file) Ongoing book collection projects ; a shifting of the Baby Board Books allowing opening up space by the programming room to profile upcoming themes/books for the story time programs. Working with book ordering through Baker and Taylor and Penworthy.

Programs – Regular story times continued and our attendance is building. Completed first Friday morning of story time programs at Cicero Christian Church Preschool – 4 classrooms, 20 minutes per, approx. 50 children.

Looking Ahead – Homeschooling group interested in establishing a Tuesday afternoon programming session. We are planning an afterschool program for Wednesday. Art teacher Deanna Leonard would like to cross-promote our sessions on that day.

Plans are in progress for the Parade, Holiday Bazaar and Santa House on Saturday, December 6<sup>th</sup>. Decorations, treat bags, and craft sets have been found in storage. Very little will have to be ordered, keeping our costs down for hosting this event.

Special Thanks this month – Lisa Alvey is re-shelves books in the children's stacks while pulling and displaying upcoming seasonal and holiday books. Thank you Lisa. Upcoming: Helping with Little Huskies reading program. More school age programming to take place. Santa House coming.

7. Young Adult: Emily Dickos page 11. October programs,10; Attendance 52, Cost \$ 165; Cost per person, \$3.17. Previous Director Policy was used to count the program instructor and any staff members leading a program in our attendance. Now we only count patron attendance.) The TAB is comprised mostly of 6<sup>th</sup> graders, and they're very excited to assist with program ideas and implementation. They've —created their own mission statement: The Mission of the Teen Advisory Board of the Hamilton North Public Library is to:

*\*Shape the FUTURE of library services for young adults!*

*\*INSPIRE teens to come together at the library to discover books, new friends, and awesome experiences!*

*\*Inspire teens to love THEIR library!*

*\*Put HNPL on the map as a FUN, popular teen destination!*

The newly-elected VP of TAB helped decorate prior to our successful Halloween party. We had pizza and watched Gremlins. Most of the attendees arrived in costume for the costume contest. Winners received \$5, \$10 and \$15 gift cards to Barnes & Noble. Coming up: Teen Trivia Night, League of Legends gaming.

8. Maintenance, October activity, Jim Roy, page 12. (See report on file.)

A pipe union required a service call and replacement of the union. A union on the 2<sup>nd</sup> boiler will need replacing in the near future. The compressor on the dry fire system was replaced. The fire department was notified while the system was down. Pictures of the areas with the lead-based paint in Atlanta were sent to Star Environmental for a cost estimate to correct the problem. Re-painting the front doors in Atlanta is tentative for this fall unless the weather allows. Looking forward: Book shelves in NE corner of Adult section will be extended over Christmas break.

## VI. Old Business.

### A. Dumpster Pavement Area.

1. Discussion: A revisiting of the estimates for repairs led to decision that 4 inches of gravel is insufficient and that 6 inches is preferred.

2. Motion:

i. Motion to approve dumpster area repair up to \$8,000 made by Sharon Bislich.

ii. Second to said motion made by Laura Holliday.

iii. Motion carried by a vote of 4/0

### B. Toilets/Plumbing.

1. Discussion: Monitoring of these issues will be continued.

### C. Cicero Building's Dry System.

1. Discussion: The system is acceptable at this time.

### D. Asbestos and Lead Paint at Atlanta.

1. Discussion: Painting will take place when weather permits. Must use certified vendor for lead paint repairs.

### E. Other Atlanta Building Issues.

1. Discussion: This facilities upkeep must be kept at a level to prevent further deteriorating and looking presentable. An outside vendor will be secured to conduct a thorough interior cleaning.

### F. Insurance Update.

1. Discussion: We have received word that our officer and director insurance policy costs were \$1,767 and did not exceed the amount established for expenditures in this area.

### G. Marketing/Rebranding.

1. Discussion: Some staff questions were asked regarding rationale for rebranding program. It was previously agreed by the ~~Board to~~ Board to implement this program in order to get patron interest.

Director Hoehn may determine the timing of implementation ingredients of the program.

### H. Server and Other Tech Projects.

1. Discussion: Project 67% complete and waiting for main server section to be installed. Completion scheduled to occur by 12-31-14. Outlook program is now working. Forty (40) computers need equipped with anti-virus.

2. Motion:

- i. Motion by Laura Holliday to get anti-virus in place for a cost of no more than \$150.
  - ii. Second to said motion made by Sharon Bislich.
  - iii. Motion carried by a vote of 4/0.
3. Motion:
  - i. Motion made by Laura Holliday to move forward with \$1,872 payment to FARONICS for “Deep Freeze” Program. (Handout # 2)
  - ii. Second to said motion made by Sharon Bislich.
  - iii. Motion carried by a vote of 4/0.
4. Motion:
  - i. Motion made by Sharon Bislich to authorize payment of up to \$3,500 to RICOH for document imaging services.
  - ii. Second to said motion made by Laura Holliday.
  - iii. Motion carried by a vote of 4/0.
- I. Library Credit Card.
  1. Discussion: (Begin discussion at 8:17 p.m.) This credit card is in place for use.
- J. Space Planning. (Exhibit # 5)
  1. Discussion: Rather than conduct structural changes there will be the trading of room assignments with bookkeeper and Assistant to the Director. Bookkeeper office will be upstairs and Assistant Director will be in former office for bookkeeper. Cosmetic changes will occur in both areas.
  2. Motion:
    - i. Motion made by Laura Holliday to accept Patti Host’s bid for an amount up to \$3,500.
    - ii. Second to said motion made by Sharon Bislich.
    - iii. Motion carried by a vote of 5/0.
- K. New Website. (Exhibit # 6)
  1. Discussion: Samples for SPINWEB’s website footprint for HNPL was reviewed. Director Hoehn and Assistant Director Marshall are satisfied with the product examples of SPINWEB.
  2. Motion:
    - i. Motion by Sharon Bislich to approve up to \$20,000 for SPINWEB services. The Rainy Day Fund will be used for this expenditure.
    - ii. Second to said motion made by Laura Holliday.
    - iii. Motion carried by a vote of 4/0.
- L. Emergency Manual Update.
  1. Discussion: Director Hoehn plans to present final draft at the HNPL December meeting. These updates will be sent to the Board before that meeting.
- M. Board Vacancies.
  1. Discussion: Recommendations for candidates to fill upcoming vacancies should be sent to Director Hoehn for processing. Resignations from the Board should be sent in writing to the appointing Board. Sharon Bislich’s term expires 11-30-15 while Lora Holliday’s term expires 12-31-16.
- N. Code of Conduct Policy.
  1. Discussion: This policy was approved last month has been approved by the HNPL attorney and is in place.
- O. E-waste Recycling.
  1. Discussion: Staff is working on appropriate solution and outcome will be reported at next month’s meeting.
- P. Mango Languages.

1. Discussion: This activity is up and running. We are looking to partner with our local school system.

## VII. New Business.

### A. Free Scanning Service.

1. Discussion: This service has created backlogs and staff tie-ups.

#### 2. Motion

- a. Motion by Sharon Bislich to allow up to ten (10) free pages with an appointment needed for items between eleven (11) and fifty (50) pages maximum.
- b. Second to said motion made by Mike Jenkins
- c. Motion carried by a vote of 4/0.

### B. Teacher Cards. (Handout # 4)

1. Discussion: This policy needs reinstated as it was deleted from 2007 policies in 2010. This policy, as tweaked, was read by Director Hoehn: "Teachers who work in Jackson Township but do not reside in Jackson Township, are eligible for a teacher's card from HNPL. To obtain a teachers card, a school ID card must be presented with another picture ID. Teacher's cards are free and valid for the duration of the school year."

#### 2. Motion

- a. Motion to approve Teacher Cards policy was made by Sharon Bislich.
- b. Second to said motion made by Laura Holliday.
- c. Motion carried by a vote of 4/0.

### C. Atlanta Wireless Router.

1. Discussion: This wireless router will be left on until closing time at 8:00 p.m.

### D. Indiana Room Patron Request.

1. Discussion: Patron requests that are not covered by Board policy may be brought to the Board.

### E. Begin Discussion - 2015 Goals / 3-5 Year Plan. (Exhibit # 7)

1. Discussion: Goals, 3-5 Year Plan and bond expiration planning will be discussed at HNPL December meeting.

### F. Board By-Laws Review. (Exhibit # 8)

1. Discussion: This review occurs in January/February.

### G. Begin Discussion – 2015 Staff Merit Raise.

1. Discussion: Assistant director is tweaking Circulation job description. Various pay ranges were reviewed for further consideration. Assistant Director Job description is being completed.

VIII. Looking Ahead: December 18 Board meeting, 6:30 p.m. at Cicero Branch, including Board election of officers.

IX. Meeting adjourned by HNPL President Stephen Griffith at 9:27 p.m.

Minutes respectfully prepared by Mike Jenkins.

## 2014 Focus:

Goal 1: Provide spectacular, creative programs for selected age groups, addressing this Community's desires and needs.

Goal 2: Create and maintain a strategic financial plan.

Goal 3: Maintain and improve organizational structure and resources.

Goal 4: Create a community interaction plan to increase awareness and build partnerships.

Goal 5: Evaluate all HNPL communities and determine how best to meet facility needs.





