

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch – August 20, 6:30 p.m.**

- I. Regular Session
 - a. Call to order by President Steve Griffith at 6:35 p.m.
 - b. Members present: Mike Jenkins, Emily Beechler, Steve Griffith, Laura Holliday
 - c. Members absent: Sharon Bislich, Lee Templeton, Emily Holt
 - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Amy Wolfe (Bookkeeper)
- II. Review Agenda [Exhibit #1, Pages 1]
 - a. Review of Agenda by President Steve Griffith.
- III. Minutes – July 16, 2015 [Exhibit #2, Pages 1-11]
 - a. **Discussion:** names of those who motioned to adjourn at last meeting added to minutes.
 - b. Motion to approve minutes for July 16th, 2015
 - i. Motion made by Emily Beechler
 - ii. Seconded by Mike Jenkins
 - iii. Motion carried by vote of 5/5
- IV. Public Participation
 - a. None this month.
- V. Financial Reports for July 2015 [Exhibit #3, Pages 1-30]
 - a. Review of July report
 - i. \$39,055 personal services, \$2,628 supplies, \$6,302 Other Services & Charges \$2,868 Capital Outlays, \$50,854 total expense for month. Run rate 58.3%, 59% of total budget used.
 - ii. Motion to pay July bills
 - a. Motion made by Laura Holliday
 - b. Seconded by Mike Jenkins
 - c. Motion passed by a vote of 5/5 (All vote AYE)
 - d. All signed register of claims
 - iii. **Action Item:** Amy start back up a chart of where we are/where we've been month to month. Do a quarterly "year-to-date". Next month we'll have a year-to-date on the quarter AND a copy of the monthly income statement.
 - iv. **Discussion Item:** N/A
- VI. Department Reports [Exhibit #1, Pages 2-13]
 - A. Director – Ann Hoehn

Charlie Williams passed away. Charlie's funeral was very nice and even had a touch of humor from time to time. I know the family--particularly Rosie--appreciated everything that the library and Friends did on their behalf. The Friends raised over \$2000 for the family. The library was closed during the funeral service; it seemed only right. The library sent flowers to the service and placed a wreath on the Cicero Library front door. The wreath was later given to Rosie.

Exciting Opportunity: All five public libraries in Hamilton County are in early discussions for planning a county-wide Indiana Bicentennial-themed Summer Reading Program for 2016!

I took a 5-day vacation. I didn't worry about the library while I was gone because I knew everything would run well. The library has a good staff.

Architect Scott Black, who attended the July Board meeting, sent a note stating it was a pleasure meeting the board and that his firm, InterDesign, is interested in working with us. I emailed him and asked if he could send to me by Thursday a list of libraries his firm has worked with.

All library vacancies have been filled.

HNPL's assistance with the Hamilton Heights Middle and Elementary Schools' summer reading programs went well. Our circulation of the schools' books is included in this month's circulation report.

The 2015 Holiday Marketplace at Cicero Library is scheduled for December 5th this year. (I understand the Kiwanis Parade is also scheduled that day.)

Last month Richard Parker indicated that it is a good idea to compensate focus group participants in some way. He emailed me this week: "[B]ecause it is local, and you might get some people to donate, a free dinner card (max at \$25) at the Lazy Frogg or Big Dogs would be good. \$25 cash is also always good. And gas cards (max \$25) are also very good as well. I have used all three of these and it works and the people who participate feel as if their time was well spent and valuable and so they take it more seriously and work harder. You either promise or give it to them when they sign up to do it. Another thing is that it kind of ensures that people will show up when they promise."

The Friends monthly meeting is August 19 at Atlanta Branch.

I proctored an exam for a home-schooled high school student.

We were closed on July 4-5.

There have been delays in the installation of the self-correcting wall covering for the wall leading to the children's area. It is anticipated that the project will be completed September. For the time being, the wall is painted a color very similar to the color of the wall covering.

I met with the director of Nickel Plate Arts in Noblesville to discuss ways we might partner. Partnership ideas include collaborating on state bicentennial celebration activities and the library's centennial celebration. I indicated that the library would like to be a part of the community mural that Nickel Plate is creating. Nickel Plate has apparently had problems finding an "anchor" in Jackson Township. I indicated that Cicero Library would make a good anchor.

Also, I emailed the director of Nickel Plate this week and asked her if her organization would be interested in somehow participating in the 2015 Holiday Marketplace and local parade.

Cindy Ritter and I have started the HNPL Classic Film Society. Each movie screening will include trivia, movie reviews, group discussion, classic movie news, and food. Here's our fall/winter line-up:

- Sun, Aug 30, 2 pm - Notorious (1946)
- Sat, Sept 26, 2 pm - Dark Victory (1939)
- Fri, Oct 30, 5:30 pm - The Uninvited (1944) Pizza is included!
- Sun, Nov 22, 2 pm - The Trouble with Harry (1955)
- Sat, Dec 12, 2 pm - Remember the Night (1940)
- Fri, Jan 29, 5:30 pm - Sorry, Wrong Number (1948) Pizza is included!
- Sun, Feb 28, 2 pm - The Thin Man (1934)

Winners of the Friends annual photo contest are on display in Cicero Library.

I took a webinar this month, Fundamentals of Logistics.

Website Audience Overview

| | May-15 | Jun-15 | Jul-15 |
|------------------------------|--------|--------|--------|
| Sessions | 2,215 | 2,982 | 3,018 |
| Users | 1,564 | 1,671 | 1,927 |
| Pageviews | 4,272 | 5,153 | 5,237 |
| Pages/Session | 1.93 | 1.73 | 1.74 |
| Avg. Session Duration | 1:18 | 1:34 | 1:27 |
| Bounce Rate | 66.28% | 70.22% | 69.25% |
| % New Sessions | 65.82% | 49.90% | 55.37% |

Coming up: Advertising the Proposed 2016 Budget; Budget Hearing on Sept 17; attending Friends meeting on 9/16; attending the Indiana Library Leadership Summit on Sept 10.

Discussion Items: Rotating Art Display was suggested by Nickel Plate group. Suggested that the Friends supply the compensation gift cards.

Suggested that Earl Clark, Brett would be good members for the Friends.

Coffee shop onsite was mentioned to Earl Clark (owner of Cicero Coffee) and he had no problems if we wanted to set something up.

B. Assistant Director – Kate Marshall [Exhibit #, Pages]

GENERAL

- Helped at the Circulation desk with odds & ends: changing flyers out, helped out on the desk once or twice.
- Posted Circulation Clerk job in usual places.
- Learned how to add cataloging locations in Evergreen.
- Created board report.
- Created and edited several sets of meeting minutes.
- Working on clarifying some documentation for Circulation procedures with Cindy.
- Created a how-to sheet regarding editing image size, sent to Cindy and Debra and put on the Staff drive.
- Ran cataloging activity reports for Greg.
- Worked with Greg to fix cataloging and spine label issues discovered during inventory.
- Attended a staff meeting.

- Counted up computer use at Atlanta during 2014; now working with Atlanta to try and promote their computer use on monthly reports.
- Inventoried the pavilion.
- Ran inventory reports on completed sections at Atlanta & Cicero. I have processed all those sections and both Greg, myself, and Mary are working on fixing the cataloging and spine labels.
- Ran some reports to clean up the non-specific location "New Item" in order to make Cindy's life easier when compiling the board report each month.
- Started (and finished in early August) computer troubleshooting training for Circulation staff; it went very well. Typed up general tips based on common knowledge gaps and added it to the Staff Drive.
- Engaged in some professional development reading; some management texts and getting familiar with the basics of strategic planning.

TECH

- Worked with SpinWeb to tweak our job application area of the website to be more user friendly.
- Met with our RICOH rep for our Quarterly Review. Should have a full quote for replacement copier(s) very soon.
- Met with Gordon Flesch rep to discuss our copier and IT needs. Should have a full quote for replacement copier(s) very soon.
- 3 tech appointments with recurring patron.
- Took 99.8% of our technology junk to Goodwill with Jim. We've regained even more workspace in the Attic and my office is finally clean.
- We've cut down on some typical computer lab problems by tweaking computer settings. So far it appears we've seen a significant reduction in patron complaints regarding usual printing problems [like garbled print jobs or accidental giant piles of expensive color prints) since these tweaks.
- We had several computers with critical failures this month. Was able to successfully repair or re-purpose three computers to keep both Adult and Children's Lab fully functioning.
- Edited and re-posted the "how to fix the WIDI when it's down" documentation on the cabinet door for better visibility.
- Continued to update technology inventory and change timeline.
- Standardized and tweaked children's computers for Debra.
- Helped several patrons in the lab with computer troubleshooting.

MARKETING

- Created Facebook events and posts, flyers, WIDI images, and calendar advertising for the Knitting for Charity, Magic of Tidying Up, and Budget Basics events.
- We had a fantastic team effort on the Budget Basics advertising-- Ann emailed and talked to lots of people and Karen did a great job on the newsletter article.
- Coordinated with the Secretary of State office about Connie Lawson's visit.
- Sent Budget Basics information and flyer to Nancy Chance, Executive Director @ Good Samaritan network in Hamilton County.
- Car Seat Safety Program had zero attendees, but the good side is that the Facebook advertising did work as we had 8 people who had clicked "I'm Going" on the event page. Zero cost to us for this one.
- Knitting class had a disappointing turn out and we had to cancel part two of the class, but The Black Sheep shop is open to trying again in a more evening-related time slot in the future. Zero cost to us for this one.

- The Magic of Tidying Up and Budget Basics had very good turnouts. The Magic of Tidying Up group requested monthly support meetings as they walk through the process!

Looking forward: processing inventory reports and further catalog clean-up

C. Circulation – Cindy Ritter [Exhibit #4, Pages 6-7]

- The **circulation stats** for July were 9,774 compared to July of last year at 9,884 and a three year average of 9,011. Atlanta had 571 circulations and Cicero had 8,984. In-house use for Atlanta was 66 and Cicero had 638. Sent out 107 holds from Atlanta and 269 from Cicero. Atlanta received 7 holds from other libraries and Cicero received 263. Top selections for patrons in January were DVD, 2914; Children, 1542; Adult Fiction, 1479; Juvenile Fiction, 806; Computer, 499; Juvenile Non-Fiction, 474; Adult Non-Fiction, 444; YA Fiction, 336.
Subscription databases Usage: Overdrive, 616; Freegal 61; Ancestry.com 126 searches.
- 61 new cards were issued in July.
- Sarah Wallace and Alexa Settlemire are returning to college and we have hired Cameron Turney and Colleen Mann to replace them. Sue Neuendorf has resigned and we have hired Linda Whitlock to replace her. Linda will also cover some shifts in Cicero as needed.
- Our downloadable services are doing well, and we’ve had an increase in Overdrive usage. Freegal: averaging 73 downloads per month in 2015 so far. In 2014 it was about 70 downloads per month at this time. (In short: Freegal still proving popular). Ancestry, Overdrive, and Freegal are continuing to give us great return on our money based on my cost per use tracking sheets. –Kate
- Summer Reading

| Group | <u>2015 Participant</u> | <u>2014 Participant</u> | <u>2015 Completion</u> | <u>2014 Completion</u> | <u>2015 Books Read</u> | <u>2014 Pages Read</u> | <u>2015 Minutes Read</u> | <u>2014 Minutes Read</u> |
|--------------|-------------------------|-------------------------|------------------------|------------------------|------------------------|------------------------|--------------------------|--------------------------|
| Preschool | 60 | 66 | 20 | 29 | | | 15,711 | 18,882 |
| K-5 | 178 | 142 | 85 | 69 | | | 81,966 | 74,941 |
| Young Adult | 81 | 72 | 29 | 48 | 338 | 71,121 | | |
| Adult | 136 | 121 | 53 | 84 | 618 | 113,072 | | |
| Total | 455 | 401 | 187 | 230 | 956 | 184,193 | 97,677 | 93,823 |

- “We had 455 total participants registered – up from 401 in 2014 and 436 in 2013. “ –Debra
- “Adult and young adult ‘completions’ were down this year. I attribute this to the fact that last year adults and young adults had to read only 500 pages to complete the program. This year they had to read 6 books to complete the program.” –Ann
- Action Item:** To make sure story time reading counts, Debra is going to help parents track the time after each event.
- Discussion Items:** Getting school kids signed up with cards—there’s a teacher interested in signing up her class. She’ll get in contact with Ann to work out details.
- Looking forward:** Having the breakdown of what went well, what didn’t of SRP.

D. Atlanta – Mary Palmiero

The library was a popular place for the children to hang out this month. Besides our summer reading program, the school had a summer reading program with which we assisted. The library is cool and comfortable, and the children even helped out by finding books, straightening chairs, and watering flowers. The computer lab was used 103 times in the month of July.

Discussion: We may need to provide a written notice to a lady at Atlanta whose continual problematic behavior has been skirting against our behavior policy.

Statistics

| EVENT NAME | NUMBER OF EVENTS | ATTENDANCE | COST | COST PER ATTENDEE |
|----------------|------------------|------------|----------|-------------------|
| Scavenger Hunt | 3 | 20 | 0 | 0 |
| Pop-Up Books | 2 | 0 | 0 | 0 |
| Movie | 4 | 30 | 0 | 0 |
| Crochet/Quilt | 5 | 15 | 0 | 0 |
| TOTAL | 14 | 65 | 0 | 0 |

E. Adult – Cindy Ritter

- a. July Programs: 9; Attendance, 95; Cost: \$7.00. There were 11 non-library uses of rooms.
- b. Coming up: The Not Real Mystery Book Club will discuss Stuart Woods’ “New York Dead” on 8/24. Brown Bag Reading Group will discuss David Ebershoff’s “The 19th Wife” on 8/28. Hamilton North Classic Film Society will show Alfred Hitchcock’s “Notorious” on 8/30. In partnership with the Indiana Department of Revenue, Cicero Library is hosting a free 2015 Tax Amnesty informational seminar on 9/9. Dick Wolfsie will speak and have a book signing at Cicero Library on 9/8.
- c. Laura Davis, the PiYo instructor will be gone until the end of September.

F. Children’s – Debra Brown

- a. July Programs: 26; Attendance, 413; Cost: \$281.50; Cost per Attendee: .68 cents.
- b. Library Collection – Book displays this month featured Community and Sports Hero books intended to coincide with our SRP theme. The July 4th holiday was also a great time to promote patriotic stories and crafts. Book inventory in the Youth Services Collection continued in the Picture Book section, and the pace has slowed somewhat as we are attempting to resolve errors/issues as we go along. A large book order was placed at the end of the month to Baker and Taylor which includes the new autumn and upcoming holiday titles. These titles, many of which are “pre-order” status, will be delivered periodically through September and October and the materials book budget will start to reflect these large, seasonal orders.
- c. Programs – Our month was full of Superheroes and Sports Heroes, and we made lots of parade and bike decorations in celebration of the 4th. The Tuesday afternoon Little Husky Camp took a break from Superheroes and enjoyed a beach-themed week where we looked at undersea life and painted small wooden surfboards. We had a small but dedicated group for our Friday afternoon movies. The Minnetrista Theatre Play was a quality production and a great program for our pavilion venue. The audience was small but appreciative – the puppets

were a bit hit. The Pool Party wrap-up greatly surpassed my expectations and was a very pleasant evening for all.

- d. Looking Ahead – August presents a chance to return to the regular story time schedule and reset the theme calendar for the coming school year.
 - e. Special Thanks– Christy Fulton – for her commitment to the youth of our school district. I appreciate her book request notes and also her efforts in keeping the displays stocked.
 - f. **Discussion Items:** Considering making the Pool Party just “a program” and then at the end of Summer Reading just have a giant bash for all age groups at the library. Debra also possibly working on programming/support for homeschool educators.
- G. Young Adult – Ann Hoehn
- g. July Programs: 4; Attendance, 5; Cost \$55; Cost per person: \$11.
 - h. Coming up: Teen Advisory Board meetings, and a Big Halloween Bash (I’ll be doing a staged reading of Edgar Allan Poe’s “A Tell Tale Heart.”
 - i. Jennifer Luce, a middle school English teacher, is very excited about NaNiWriMo (National Novel Writing Month). We could partner with her and invite the writing workshop lady back during school year during that month long event. Perhaps an offer of extra credit to attend?
- H. Maintenance – Jim Roy
- a. The AC in Atlanta stopped working, and it was necessary to call Comfort Systems for repairs. The 240 Volt wiring in the outside junction had a loose connection which caused arcing, and the heat burned the wires and connectors. There was concern that the fan had been damaged, but after replacing the damaged parts and wires, the system is working normally.
 - b. We cleaned the carpet on the main floor of the Atlanta branch, and its appearance is clearly improved. All the stains were treated, though we couldn’t remove all of them.
 - c. The three missing panels from under the rear canopy that blew down during a late winter windstorm have been replaced, and loose panels were tightened. This closes off outside access to the attic space on the 2nd floor of the library.
 - d. Comfort Systems has been notified to replace the damaged boiler control, and they will also replace the humidity control on the fresh air intake. They are in the process of scheduling the repairs but have not yet provided a firm date. Week of Sept. 7th we think.
 - e. Looking forward: Plan to repair the damaged step in Atlanta within next 30 days.

VII. Old Business

- I. Computer Technology Update [Exhibit #4, Pages 1-2]
 - a. T1 line installation—infrastructure has been installed as of this morning, August 20th. The extra bandwidth is live and we should see that reflected in our Bandwidth Utilization tracker by tomorrow.
 - b. As a semi-temporary fix on the Children's OPAC, I stripped out the laggy WIN XP operating system and installed a super lightweight Linux distro. Seems to be running much faster and steadier now.
 - c. Gordon Flesch IT proposal
 - d. **Action Items:** Ask GFC to do the network assessment and then have them come to the next board meeting.
- J. Self-Correcting Wall Covering
 - a. Delay with the covering, original shipment was defective. We have to wait for a new batch/lot of the material to be created before we can install, should be here mid-September.

VIII. New Business

- K. 2016 Budget Approval [Exhibit #5, Pages 1-2]
 - a. Items of note: only 20k in LIRF this year
 - b. Public hearing: Sept. 17th, 2015
 - c. Adoption meeting date: Oct. 15th, 2015
 - d. Still has room for the raises we wanted to give
 - e. Motion to advertise the budget
 - i. Motion made by Laura Holliday
 - ii. Seconded by Mike Jenkins
 - iii. Motion carried by a vote of 5/5 (all vote AYE)
- L. Long-Range Checklist [Exhibit #6, Pages 1-2]
 - a. Making sure we put together a Gantt chart for meeting our responsibilities to get a new levy/bond.
 - b. Ann is working with all the major players to try and put this together.
 - c. **Action item:** Ann to send an unofficial Gantt chart to board before next meeting.
 - d. **Discussion:** Consider buying the property next door with dead factory on it, Brownfield grants for property clean-up are available. The idea is if we're bonding, might as well look into it. It would open us up to the railroad, could partner with Nickel Plate long term, host events/programs.
- M. Focus Group Compensation and Discussion Points
 - a. [see: above notes] Richard suggests that we provide \$25.00 gift cards to focus group participants, Friends to possibly provide that. Let's do a selection of places: Starbucks, B&N, Cicero Coffee, 10 West, etc.
 - b. We need to get going on picking ideas from "Future of Public Libraries" list.
 - a. Send "Future" list to all board members, they will return their highlighted ideas by Monday.
 - c. We definitely need a percentage of participants in the focus groups from Atlanta. Perhaps advertise at front desk, if they're interested please give their contact info.
- N. Comfort Systems Annual Maintenance Agreement
 - a. We're paying them \$2,100 annually. Next year is a 2.8% increase. Board is satisfied with this minor increase.
- O. Window Repair Estimate [Exhibit#7, Pages 1-3]
 - a. Motion to approve repair estimate
 - i. Motion made by Emily Beechler
 - ii. Seconded by Laura Holliday
 - iii. Motion carried by a vote of 5/5 (all vote AYE)
- P. Labor Day Weekend Closings
 - a. Board approves us closing Sunday & Monday over Labor Day Weekend.
- Q. Resolution to Join *Public Library Internet Access Consortium* for 2016-2017 [Exhibit#8, Pages 1]
 - a. Motion to approve the resolution:
 - i. Motion made by Laura Holliday
 - ii. Seconded by Mike Jenkins
 - iii. Motion carried by a vote of 5/5 (all vote AYE)

IX. Looking Ahead: September 17, 2015

6:30 p.m. -- 2016 Public Budget Hearing
6:40 p.m. -- Regular Monthly Board Meeting
Emily Beechler will not be here for Sept. meeting.

X. Meeting Adjournment

- a. Motion to adjourn
 - i. Motion made by Emily Beechler
 - ii. Seconded by Steve Griffith
 - iii. Motion carried by a vote of 5/5 (all vote AYE)
- b. 8:36 PM meeting adjourned.

XI. Executive Session – No

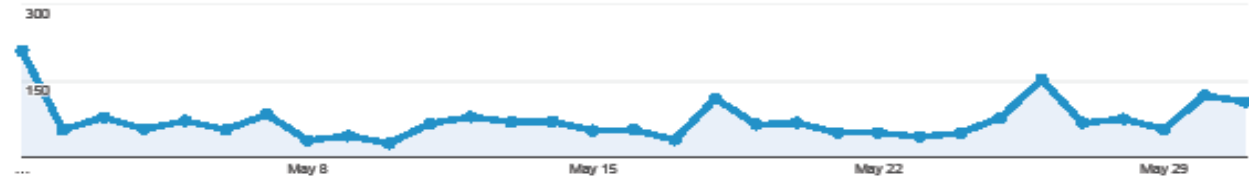
Audience Overview

May 1, 2015 - May 31, 2015

All Sessions
100.00%

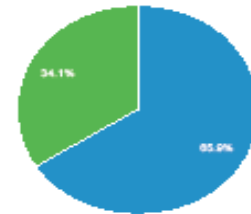
Overview

Sessions



| | | |
|---------------------------------|--|------------------------------|
| Sessions 2,215 | Users 1,564 | Pageviews 4,272 |
| Pages / Session 1.93 | Avg. Session Duration 00:01:18 | Bounce Rate 66.28% |
| % New Sessions 65.82% | | |

■ New Visitor ■ Returning Visitor



| Language | Sessions | % Sessions |
|--------------|----------|------------|
| 1. en-us | 1,500 | 67.72% |
| 2. (not set) | 677 | 30.56% |
| 3. en | 18 | 0.81% |
| 4. c | 5 | 0.23% |
| 5. en-gb | 5 | 0.23% |
| 6. ru | 3 | 0.14% |
| 7. cs-cz | 1 | 0.05% |
| 8. de | 1 | 0.05% |
| 9. en-au | 1 | 0.05% |
| 10. en-ca | 1 | 0.05% |