

Hamilton North Public Library
Board of Trustees Meeting Minutes
Meeting held at Cicero, IN Branch
July 17, 2014 at 6:30 p.m.

- I. Regular Session of the HNPL Board Meeting was called to order by President Stephen Griffith at 6:34 p.m.
 - A. Members present: Emily Holt, Emily Beechler, Laura Holliday, Stephen Griffith, Melissa Martin and Mike Jenkins.
 - B. Members absent: Sharon Bislich.
 - C. Others present: Kay Barnum, interim HNPL Director; Jillian Stambaugh, HNPL bookkeeper, Ann Hoehn, incoming HNPL Director, and Cory Sylvester, Edward Jones representative (out at 6:43 p.m.)
- II. Review of the Agenda (Exhibit # 1, page 1-2) by President Stephen Griffith with the addition of information presented by Cory Sylvester, Edward Jones representative.
- III. June 19 Minutes (Exhibit # 2, pages 1-4)
 - A. June 19th.
 1. Discussion: Correction: May 1 and May 8th Executive Board meeting minutes were approved jointly with motion made by Emily Holt and a second by Laura Holliday and approved 5/0.
 2. Motion:
 - ii. Motion to approve the minutes for June 19, 2014 as corrected was made by Emily Beechler.
 - iii. Second to said motion was made by Laura Holliday.
 - iv. Motion carried by a vote of 6/0.
- B. Executive Meetings
 1. June 19th, 2014. Discussion:
 - i. Motion to approve the Executive minutes for June 19, 2014 was made by Emily Beechler.
 - ii. Second to said motion was made Melissa Martin.
 - iii. Motion carried by a vote of 6/0.
- IV. 457 Plan: Review presented by Cory Sylvester, Edward Jones representative. For full time employees, pre-tax contributions of 1% of their base salary may be contributed by employees matched by 3% by HNPL with exception of Director who may contribute 3% of the base salary with a 7% match by HNPL. Wording has been added to the Employee Handbook to reflect these updates. We will evaluate the 457 plan in our January meeting. Full time employees have a \$100,000 term life death benefit policy with the maximum paid on the policy by HNPL being \$400 per year.
- V. June 2014 Financial Report (Exhibit # 3, pages 1-23)
 - A. Discussion: financial report summary in Handout #1, page 1, given by HNPL Bookkeeper, Jillian Stambaugh. Run rate is at 50%, with the percentage of budget used at 43.8%. June expenditures were \$ 29,055. Bank balances totals for June were \$ 570,759.29. (The monthly COIT amount is \$2954 more per month than for 2013 or \$35,448 more in the

annual amount.) A \$15.28 discrepancy between the bank and HNPL book balance exists. Looking into rationalization of these numbers. The Board members will sign the resolution as soon as possible. Interim Director will contact HNPL Bookkeeper to produce document.

B. Motion:

- i. Motion to pay the bills was made by Emily Holt.
- ii. Second to said motion made by Emily Beechler.
- iii. Motion carried by a vote of 6/0.

VI. Department Reports (Exhibit # 4.)

A. Department Reports for May, 2014 (Exhibit # 4, pages 1-9.)

1. Interim Director, Kay Barnum, page 1. (See report on file) Library windows to be cleaned at no cost to HNPL this month. Emily Dickos has received retro pay adjustment. HNPL will continue as a polling place for elections. A thank you was extended from the Food Bank President Anita Hagen.

2. Circulation, Emily Dickos: pages 2-3. (See report on file) The circulation stats for June were 10,072 compared to for June of last year at 11,464 and a three year average of 11,146 for the month of June. Atlanta had 622 circulations and Cicero had 9439. Sent out 415 holds (121 from Atlanta and 294 from Cicero), and received 368 holds from other libraries (30 for Atlanta, and 338 for Cicero.). In-house use for Cicero was 225 and 20 for Atlanta, for a total of 245. Top selections by patrons in May are: DVD, 2628; Adult fiction, 1443; Adult non-fiction, 464; YA Fiction, 401; Children, 1764; Junior Fiction, 1069; J. Non-fiction, 403; and Computer, 765 . Subscription Databases Usage: Overdrive, 475; Freegal, 52; Issued 88 new cards in June. Ancestry.com didn't have any usage in June.

3. Atlanta, Mary Palmerio, page 4. June Programs, 8; Attendance, 58; Cost, \$ 0.0. (See report on file)

4. Adult and Teen, Emily Dickos, page 5. June programs, 13 (See report on file) No Teen programing was had in the month of June.

5. Young Adult: (No report required)

6. Children: Interim Sarah Wallace: pages 6-8. June Programs 4; Attendance 132; Cost, \$270; Cost per person \$ 2.05. (See report on file)

7. Maintenance, Jim Roy, page 9. (See report on file.) Asbestos traces are being addressed around door frames at Atlanta. Cicero restroom counter top "fit" issues with cabinets are being addressed before payment in full occurs. Repaving inquires produced one quote from Triple A Sealing and Asphalt of \$8700 for 39,485 square feet. Striping is included in the price. Funding source for project to be announced.

i. Motion

- a. Motion to proceed with paving and striping with Triple A Sealing and Asphalt for \$8700 for 39,485 square feet with striping included in the price, was made by Emily Holt.
- b. Second to said motion was made by Emily Beechler.
- c. Motion carried by a vote of 6/0.

VII. Old Business

A. Terminal Server Project:

1. Discussion. TABLED.

B. Marketing/Repositioning.

1. Discussion: TABLED

C. 2015 Preliminary Budget:

1. Discussion: TABLED.

D. Summer Reading Goals.

1. Discussion: The goals verses the number of tickets taken has been addressed.

VIII. New Business.

A. Emergency Manual.

1. Discussion. Request to review our manual before reposting. Incoming HNPL Director Ann Hoehn will review.

B. Art Camp.

1. Discussion: Great projects and activity led by Deanna Leonard.

C. Public Restrooms.

1. Discussion: There has been some vandalizing of our restrooms. Water was left running during movie times and paper was strewn about. Increased in-house policing has occurred with some positive effects. Security plans are being reviewed to address.

D. Theft Policy.

1. Discussion. Recent objects have been taken. Juvenile individuals involved have been identified and parents have been contacted. Items will be returned with follow up to determine appropriated discipline. Specific HNPL theft policy needs tweaking.

E. Friends of the Library program needs.

1. Discussion. There is a need for community volunteers to assist our staff members.

F. End of July staffing.

1. Discussion: New hire Andrew Sanquetti hired as a substitute page to work 2 hours on Saturday at \$7.25 an hour. Total hours are budgeted for Circulation staff. Request for one more staff for 20 hours a week to help with circulation desk. This will be reviewed by incoming Director with consideration of budget line.

IX. Looking Ahead

- a. August 21,, 2014 Board Meeting in Cicero

- b. Resolution for paying for paving and from which fund to use.
- c. Terminal server.
- d. Marketing/repositioning.
- e. Budgeted draft for 2015.

X. Meeting adjourned by HNPL President Stephen Griffith at 7:44 p.m.

Hamilton North Public Library
Board of Trustees Executive Meeting
Meeting held at Cicero, IN Branch
July 17, 2014 at 7:45 p.m.

I. Executive Session of the HNPL Board Meeting was called to order by HNPL President Stephen Griffith at 7:45 p.m.

A. Members present: Laura Holliday, Mike Jenkins, Emily Beechler, Stephen Griffith, Melissa Martin, and Emily Holt.

B. Members absent: Sharon Bislich.

C. Others present: Incoming HNPL Director Ann Hoehn and Interim Director, Kay Barnum.

II. Meeting Purpose: The HNPL Board met in Executive Session for the purpose of discussing patron fine and revoking checkout privileges in addition to personnel discussion.

III. Meeting adjourned by HNPL President Stephen Griffith at 8:16 p.m.

Minutes respectfully prepared by HNPL Board Secretary, 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.