

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch – December 15th, 6:30 p.m.**

- I. Regular Session
 - a. Call to order by President Steve Griffith 6:32 p.m.
 - b. Members present: Steve Griffith, Gregory Goff, Emily Beechler, Laura Holliday, Kim Radant, Mike Jenkins (late)
 - c. Members absent: Lee Templeton
 - d. Others present: Katherine Marshall (Assistant Director), Amy Wolfe (Bookkeeper)

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

- III. Minutes – November 17, 2016 [Exhibit #2, Pages 1-7]
 - a. **Discussion:** none
 - b. Motion to approve minutes
 - i. Motion made by Laura Holliday
 - ii. Seconded by Gregory Goff
 - iii. Motion carried by vote of 5/5 (All vote AYE)

- IV. Public Participation
 - a. none

- V. Financial Reports for November 2016 [Exhibit #3, Pages 1-28]
 - a. Review of November report
 - i. \$26,312 personal services, \$920 supplies, \$4,781 Other Services & Charges \$2,302 Capital Outlays, \$34,315 total expense for month. Run rate 91.7%, 91.2% of total budget used.
 - ii. **Motion to pay November bills**
 - a. Motion made by Laura Holliday
 - b. Seconded by Emily Beechler
 - c. Motion passed by a vote of 6/6 (All vote AYE)
 - d. All signed registers of claims
 - iii. **Discussion:** none
 - iv. **Action item:** Steve to sign Emily Beechler’s Treasurer stipend check
 - v. **Motion to approve Resolution to repay a temporary loan from the rainy day fund**
 - a. Motion made by Emily Beechler
 - b. Seconded by Mike Jenkins
 - c. Motion carried by vote of 6/6 (All vote AYE)

- VI. Department Reports [Exhibit #1, Pages 3-14]
 - A. Director – Ann Hoehn
 - This is Laura’s final Board meeting. A big thanks to her for her many years of service to HNPL! She will be missed!
 - I met with Mary at Atlanta three times in November, and I worked the Atlanta public service desk twice in November.
 - A federal judge has placed an injunction on the new overtime provisions of the Fair Labor Standards Act, which would have resulted in Kate being reclassified from salaried to hourly. I’m sure will be hearing more about this in the future. I’ll keep you posted.

- I met with Jae Ebert to review the Request for Qualifications for Architectural Services.
- The Christmas Book Sale is up and running, thanks to the Friends.
- I edited several book reviews submitted by local teens for our newsletter, and I helped Cindy edit the newsletter itself.
- I asked our attorney if we should wait until our EEOC matter has been settled before we submit an estimate/application for “Employment Practices Liability Insurance.” I will update you once I hear from him.
- I put on the agenda “New Board Member - Suggested Names to Give to Appointing Body.” Is there anyone’s name you want me to submit to County Council?
- Quotes for Employee Handbook Review – Nothing to report at this time.

2016 Stats for Cicero Library	July	Aug	Sept	Oct	Nov
Number of Visits	3731	3184	3114	3550	3112
Directional Questions	216	188	164	115	131
Reference Questions	159	141	136	59	134
Book & Other Recommendations	74	79	50	18	36
Scanned Pages	64	125	91	180	240
Volunteer Hours (not including Friends)	8	1	18	12	9
Study Room Use	64	42	44	57	58
Yearbook Use	3	14	7	1	6
Mandatory Community Service Hours	4	5	6	4	0

HNPL Website Audience Review													
	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16
Sessions	1,864	1,568	1,840	1,436	1,692	1,686	1,831	2,636	2,362	2,111	1,824	1,669	1,689
Users	1,116	950	1,013	791	965	1,003	1,155	1,436	1,353	1,282	1,068	980	938
Pageviews	3,094	2,478	3,663	2,330	2,767	2,723	3,559	5,038	4,459	4,576	3,276	2,841	2,900
Pages/Session	1.66	1.58	1.99	1.62	1.64	1.62	1.94	1.91	1.89	2.17	1.80	1.70	1.72
Avg. Session Duration	1:05	1:08	1:31	1:13	1:16	1:17	1:17	1:39	1:26	1:10	1:15	1:14	1:27
Bounce Rate	75.11%	71.94%	67.93%	67.93%	71.81%	70.40%	74.71%	56.11%	61.01%	69.40%	70.12%	67.83%	62.58%
% New Sessions	49.25%	48.34%	44.08%	70.75%	45.92%	48.16%	52.43%	45.64%	44.92%	48.74%	46.93%	45.96%	42.69%

Coming up:

- Jan. staff meetings – Dates to be determined
- Closed Christmas Eve Day, Christmas Day, and New Year’s Day. Early closing New Year’s Eve.

Action Item: none

Discussion: none

B. Assistant Director – Kate Marshall

GENERAL

14+ hours, highlights include:

- Created board report & meeting minutes
- Met with new RICOH rep
- Held weekly meetings
- 1 notary event

- Professional development time

WEEDING/INVENTORY

22+ hours, highlights include:

- Inventory scanning on Adult Non-Fiction
- Pulled just over half of the Adult Fiction weeding list at Cicero
- Ran and parsed several inventory reports
- Pulled first of Adult Non-Fiction weeding at Atlanta
- Boxed up weeded books for Friends of the Library
- Fixed incorrect call numbers

TECHNOLOGY

17+ hours, highlights include:

- Replaced dead Lab 8 monitor
- General tech clean up, updates, & repair
- Gordon Flesch Annual Review
- Purchased new backup monitors
- Edited or discarded old technology; Mike took last of it to Goodwill for recycling
- Gordon Flesch on site to complete some clean up from Quarterly Business Review.
- More VoIP research, nearing final stages at last.

MARKETING

7+ hours, highlights include:

- Flipped old displays to newly created displays + created new flyers.
- Created a consolidated electronic resource info brochure
- Worked with Circulation & Cataloging on new circulation mod usage & rollout
- Created hoopla ad regarding new holiday checkout limit for December newsletter
- Marketing meeting prep

LOOKING AHEAD:

- Working with Cataloging on more inventory and catalog clean up
- Subbing at Atlanta on the 13th
- Marketing Meeting on the 20th
- A return to weeding after the new year
- Evergreen annual update at the end of the month

Action Item: none.

C. Circulation – Cindy Ritter

- a. The **circulation stats** for November were 8,165 compared to November of last year at 6,914 and a three year average of 7,278. Atlanta had 416 circulations and Cicero had 6,887 + Overdrive eBooks 653 + Hoopla 209. In-house use for Atlanta was 47 and Cicero had 337. Sent out 100 holds from Atlanta and 297 from Cicero. Atlanta received 47 holds from other libraries and Cicero received 282. Top selections for patrons in November were DVD, 1955; Children, 1016; Adult Fiction, 1117; Computer, 466; Juvenile Fiction 431; Adult Non-Fiction, 457; J Non-Fiction, 576; YA Fiction, 272. **Subscription Databases Usage:** Ancestry.com 171 searches, Lynda.com 63 hours
- b. 33 new patron cards were issued in November.
- c. Our displays continue to help generate circulation. Our “Duos” display circulated 38 items, Thanksgiving cooking circulated 14 items, our “Recently Added” DVD display circulated 44 items in November. Our fall sports display circulated 20 items, and our NaNiWriMo display circulated 11 items.

- d. Circulation is well above the total a year ago and is slightly above the 3 year average. With hoopla and Overdrive numbers we are well above last year.
- e. **Action Item:** Kate to analyze if there was a reason for our great circulation month
- f. **Discussion:** Thank you from Harvest Food Bank.

D. Atlanta – Mary Palmiero

Two of our most successful programs have been the Stitch Crafters and Having Your Say writing group. Stitch Crafters had a goal of making thirty blankets for the Hamilton County Humane Society by the 30th of November. They reached their goal and will soon be taking the blankets to the shelter for the cats and dogs. Most of the blankets were crocheted, and a few were knitted.

Having Your Say has been growing slowly but steadily. The group is open to everyone, but currently all of the participants are adults. A typical meeting may consist of a creative writing activity which is shared with the group, a mini-grammar lesson, and encouragement to each member for a personal long term project. Some of the members wrote messages in Veteran’s Day cards which were distributed to veterans on November 11. Another project which interests the group is a communal interactive journal for the town. Members will put messages in a journal which will be placed in Mr. Muffin Trains (because the business hours are longer than the library’s). Anyone who visits the store will be encouraged to write in the journal.

Action Item: none

Statistics

NAME OF PROGRAM	NUMBER OF EVENTS	ATTENDANCE	COST
Stitch crafters	4	22	0
Conversational German	2	9	0
Having Your Say	4	25	0
Veteran’s Day Cards	1	3	0
Afternoon Movie	2	9	0
TOTAL	13	68	0

Other Statistics

	July	Aug	Sept	Oct	Nov
Number of Visits	269	505	192	305	243
Directional Questions	42	44	45	45	44
Reference Questions	26	40	33	37	45
Book & Other Recommendations	16	20	42	32	48
Volunteer Hours (not including Friends)	10	Approx. 8	20	3	4
Computer Usage	55	57	48	42	83

E. Adult – Cindy Ritter

- a. November Programs: 8; Attendance, 37; Cost: \$50.00. There were 11 non-library uses of rooms & gazebo; Attendance, approx. 631
- g. **Action Item:** none
- b. Coming Up:
 - Classic Movie – *Christmas in Connecticut*, Dec. 17 @ 2 p.m.

- Mystery Book Club – “The Spy Who Came for Christmas” by David Morrell, Dec. 26, 6:30 pm

F. Children’s – Debra Brown

- November Programs: 24; Attendance, 284; Cost: \$22.48
- Library Collection – – Board Books in poor repair were pulled and deleted from the catalog in an effort to streamline (and hopefully keep tidy) the shelving section that is directly adjacent to the play area. A weeding project was also started in Nonfiction, with special emphasis placed on the 500’s (sciences). Books in poor repair or dated in appearance were pulled for removal from the collection. Many thanks to Michele Knight, our intern, for starting this project. Thanksgiving books are always in short supply – most were checked out early in the month. New Holiday books are already displayed and circulating well.

Programs – Storytime themes this month featured leaves, owls, turkey and Thanksgiving. The leaf collages the first week turned out very well for the preschoolers, and they enjoyed our fall sensory bin which included fabric leaves, feathers, acorns and buckeyes. Owl week was popular – many of these books checked out right away. The once-a-month *Crafterschool* program had fewer students this month, but the attendees stayed the entire time and completed 5 projects. The painting project was well-received, and two of the adults did this craft station as well.

Looking Ahead – The first week of December features Jan Brett books and has a Gingerbread theme in the story time room. We are busy getting ready for the Holiday Marketplace on the 3rd – always a huge day. Because the “farming” topic was so big in the story time room back in October, we are doing a “Christmas on the Farm” exploration during December and bringing back tractor play

Action Item: none

G. Young Adult – Ann Hoehn

- November Programs: 4; Attendance, 65; Cost \$0.00 ; Cost per person: \$0.00
- Action Item:** none
- Coming up:
 - Teen Contest! See Flyer. This was Cameron’s idea.

H. Maintenance – Mike Hiatt/Ann Hoehn

- Painting at the Pavilion has been completed.
- All flowers and shrubs have been trimmed down for the winter.

Looking forward:

- Replacing our rusty outdoor mailbox with a new one
- Installation of the outdoor railing at Atlanta Library
- Contacting JSD to make sure he will do snow removal for the same price as last year

VII. Old Business

I. New Board Member – Suggested Names to Give to Appointing Body

- Discussion:** Emily Pearson has expressed interested. Question about conflict of interest between board and her work with Friends group?
- Action Item:** Ann or Kate to check with Aaron about any legalities regarding serving on both boards at same time. Let Steve know and he’ll get back to Emily.
- Action Item:** Next time we have a board vacancy it was suggested that we put up signs at both branches advertising for interested persons, much like when we hire.

J. Architect Request for Qualifications – Seeking Approval, 2nd Draft/Reading [Exhibit #4, Pages 1-22]

- Discussion:** none.

- b. **Action Item:** Ann/Kate & Jae to release RFQ according to RFQ schedule.
- c. **Motion to approve proposed 2nd draft of RFQ**
 - a. Motion made by Gregory Goff
 - b. Seconded by Emily Beechler
 - c. Motion carried by a vote of 6/6 (All vote AYE)

- K. Proposed Travel Policy – 2nd Draft/Reading [Exhibit #5, Pages 1-2]
 - a. **Discussion:** none
 - b. **Action Item:** Upload approved policy to staff drive, add to handbook.
 - c. **Motion to approve proposed 2nd draft of travel policy**
 - a. Motion made by Emily Beechler
 - b. Seconded by Laura Holliday
 - c. Motion carried by a vote of 6/6 (All vote AYE)

VIII. New Business

- L. Election of New Officers for 2017
 - a. **Discussion:** Board briefly discussed whether everyone wanted to change roles or renew current officer positions.
 - b. **Action Item:** none
 - c. **Motion to retain Steve as President, Mike as Secretary, Emily as Treasurer, & Lee as Vice President**
 - a. Motion made by Kim Radant
 - b. Seconded by Gregory Goff
 - c. Motion carried by vote of 6/6 (All vote AYE)
- M. Technology Update
 - a. **Note:** ENA circuit is wonky again—ENA is working with downstream (3rd party) providers to correct the problem. Will update board when more updates or resolution occurs.
 - b. **Note:** Our email spam filter has reached end-of-life and will be discontinued after the New Year. We are in the process of trying to transition to the company's newer product. No cost bump is currently anticipated, at least for 2017.
 - c. **Note:** Evergreen Annual Update will occur at end of the month. Several key patron updates are happening, including a Spanish-language search interface, new search filtering options, visual notification of place in hold queue, and opt-in emailing of receipts.
 - d. **Discussion:** notifying patrons about Evergreen updates.
 - e. **Action Item:** Kate to create EI update posts for patrons after the New Year and continue to follow up with ENA about circuits.
- N. Concrete Sidewalk Estimates [Exhibit #6, Pages 1-3]
 - a. **Discussion:** Is \$700 difference between quotes. Suggested that Mike attempt to negotiate with Prater to lower their bid as the board would prefer to not pay more than \$3,000.
 - b. **Action Item:** Mike to check in with Prater before accepting a bid that fits board maximum.
 - c. **Motion to authorize payment of \$3,000 or less for concrete project**
 - a. Motion made by Mike Jenkins
 - b. Seconded by Emily Beechler
 - c. Motion carried by vote of 6/6 (All vote AYE)
- O. 2017 Staff Raises – Requesting Up to 3% Based on Merit
 - a. **Discussion:** Reviewed other Hamilton County libraries raises again.
 - b. **Action Item:** Ann & Kate to complete annual reviews and apply raises as applicable
 - c. **Motion to authorize 1-3% raise based on merit as budget allows**
 - a. Motion made by Gregory Goff
 - b. Seconded by Mike Jenkins
 - c. Motion carried by vote of 6/6 (All vote AYE)

- P. Request to Pay Church Church Hittle and Antrim Invoice [Exhibit #7, Pages 1-3]
 - a. **Discussion:** Reviewed paperwork handouts and confirmed that this cost was separate from our annual retainer fee.
 - b. **Action Item:** Amy to pay invoice.
 - c. **Motion to approve Church Church Hittle & Antrim invoice**
 - a. Motion made by Kim Radant
 - b. Seconded by Gregory Goff
 - c. Motion carried by a vote of 6/6 (All vote AYE)

- Q. Annual Review of By-Laws [Exhibit #8, Pages 1-3]
 - a. **Discussion:** No issues or revisions needed, per board. Review complete.
 - b. **Action Item:** Ann to update by-laws with most recent review date.

IX. Looking Ahead: January 19, 2017 Board Meeting at Cicero Library at 6:30 p.m.

- X.** Meeting Adjournment
 - a. Motion to adjourn
 - i. Motion made by Laura Holliday
 - ii. Seconded by Emily Beechler
 - iii. Motion carried by a vote of 6/6 (all vote AYE)
 - b. 7:16 PM meeting adjourned.

XI. Executive Session – No