

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch --March 21st, 2019 6:30 p.m.**

- I. Regular Session
 - a. Call to order by President Steve Griffith 6:31 p.m.
 - b. Members present: Steve Griffith, Lee Templeton, Emily Pearson, Mike Jenkins, Kim Radant
 - c. Members absent: Kini Magdun, Julie Overton
 - d. Others present: Ann Hoehn (Director), Mike Hiatt (Maintenance), Matthew Schmitz (Hagerman), Ian Wooten (Hagerman), Steven Irvin (Acuity ES)

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

- III. Minutes – February 21st Regular Meeting [Exhibit # 2, Pages 1-10]
 - a. **Discussion:** none
 - b. **Motion: to approve minutes for February 21st**
 - i. Motion made by Emily Pearson
 - ii. Seconded by Lee Templeton
 - iii. Motion carried by vote of 5/0 (All vote AYE)

- IV. Public Participation
 - i. Steven Irvin, Acuity ES

- V. Financial Reports for February 2019 [Exhibit #3, Pages 1-25]
 - a. Review of February report
 - i. \$37,222.96 total expense for month. 83.50% of total budget left
 - ii. **Motion to pay February bills**
 - a. Motion made by Kim Radant
 - b. Seconded by Lee Templeton
 - c. Motion carried by a vote of 5/0 (All vote AYE)
 - d. All signed voucher register summary
 - iii. **Action Item:** Still searching for a bookkeeper
 - iv. **Notes:** Format of report slightly different but all information needed is there; new process to guarantee report is acceptable at this time.

VI. Department Reports [Exhibit #4, Pages 1-11]

A. Director – Ann Hoehn

2017-2018 Cicero Stats	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Number of Visits	2671	3616	3387	3315	3930	4095	3513	2605	2856	3013	2639	2318	2443
Directional Questions	131	225	149	138	162	126	144	110	167	98	129	101	131
Reference Questions	161	282	232	231	343	229	216	188	246	202	175	189	209
Book & Other Recommendations	39	53	72	68	39	44	25	30	51	48	31	54	41
Scanned Pages	43	47	26	68	19	114	169	33	101	80	51	50	220
Volunteer Hours	16	15	15	12	8	4	24	24	16	9	18	8	16
Study Room Use	25	29	25	26	21	22	25	35	33	28	24	32	35
Yearbook Use	37	34	12	25	33	18	4	12	18	22	11	12	70
Mandatory Service Hours	8	0	0	0	0	1	0	0	0	0	0	0	0
Test Proctoring (# of tests/# of hrs)				1/2	1/2	0/0	0/0	0/0	0/0	0/0	0/0	2/3	0/0

HNPL Website Audience Review

HNPL Website Audience Review													
	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
Sessions	1,374	1,617	1,352	1,418	1,734	1,696	1,744	1,355	1,321	1,333	1,477	1,694	1,526
Users	726	811	694	725	1,005	966	1,021	795	863	801	932	1,047	921
Pageviews	2,274	2,674	2,186	2,362	2,990	2,880	3,022	2,252	2,208	2,232	2,905	2,847	2,538
Pages/Session	1.66	1.65	1.62	1.67	1.72	1.70	1.73	1.66	1.67	1.67	1.97	1.68	1.66
Avg. Duration	1:13	1:26	1:07	1:04	1:04	0:58	1:08	1:00	0:55	1:03	1:17	1:02	1:04
Bounce Rate	70.60%	70.32%	72.26%	70.94%	72.09%	68.40%	68.75%	70.77%	69.57%	70.44%	65.27%	71.02%	70.05%
Sessions/User	1.89	1.99	1.95	1.96	1.73	1.76	1.71	1.70	1.53	1.66	1.58	1.62	1.66
New Users	546	600	494	535	791	765	810	607	677	639	759	845	727

It is on Thursday's agenda for the Board to discuss and possibly approve an agreement for drilling and soil sampling on Cicero Library property. As stated in an email from yesterday, the only issue likely to require further negotiations is certain liability on the part of the drilling company.

I attended a day-long employment law seminar sponsored by the Indiana Chamber and presented by Faegre Baker Daniels, LLP.

The bookkeeper position has not yet been filled. A first round of interviews was conducted, but I found it necessary to repost the position. The new application deadline is March 31. Penny Nelson, the temporary bookkeeper, is keeping us current, has suggested changes in reporting practices, and is helping me organize the office.

The bookkeeper is primarily responsible for processing payroll. However, Cindy Ritter, the Circulation Manager, has agreed to process payroll as needed. She has just started her payroll training.

Effective March 11, Kate Marshall became the Atlanta Branch Manager. She, of course, continues as Assistant Director. Kate now works out of both locations. This change in management is welcomed by both Kate and the previous manager, Mary Palmiero, who still works at Atlanta. The change does not affect the work schedules of Atlanta Branch staff, Mary, Linda, and Karen. Thank you, Mary, for all you have done for the library, and we look forward to working with you in your new capacity at Atlanta. Being non-management has its advantages!

Looking Forward:

- Construction

Action Item/Notes: Director will be on vacation from April 2nd – April 14th

B. Assistant Director – Kate Marshall

GENERAL

69+ hours, highlights include:

Collection management & maintenance

6 notary events

Magazine vendor research

Annual reviews

Documentation work

School Improvement Committee Meeting at HHMS

TECHNOLOGY

27+ hours, highlights include:

Finish setting up & training on new phone system
Troubleshooting end of new software/server project
Set up new AV system at Atlanta
Troubleshooting printing issues in lab

MARKETING

2+ hours, highlights include:

Summer Reading meeting + follow up

CATALOGING & ACQUISITIONS

Cataloging has been busy with new arrivals to process, although they are also working on several long-term projects, including updating workflow documentation, cleaning up the kit bags in the Children's section, cleaning up bad book records in the YA graphic novel section.

Acquisitions is collaborating on updating their workflow documentation

LOOKING FORWARD

Updating Technical Services documentation

- C. Circulation – Cindy Ritter & Ann Hoehn
- a. The **circulation stats** for February were **9,198** compared to February of last year at **7,139** and a three year average of **8,069**. Atlanta had 365 circulations and Cicero had 7,551 + Overdrive eBooks 717 + Hoopla 565. In-house use for Atlanta was 34 and Cicero had 507. Sent out 91 holds from Atlanta and 397 from Cicero. Atlanta received 32 holds from other libraries and Cicero received 427. Top selections for patrons in February were DVD, 1684; Children, 1568; Adult Fiction, 1156; Computer, 350; Juvenile Fiction, 577; Adult Non-Fiction, 380; J Non-Fiction, 612; YA Fiction, 158.
Subscription Databases Usage: no databases subscribed at this time
 - b. 39 new patron cards were issued in February
 - c. Winter Reading went smoothly. Adults were enthusiastic about receiving tickets and the plastic ticket boxes were full. The children love receiving their snowflakes. Winter Reading \$30 gift cards for adults/YA were awarded to four lucky participants. The number of entries for each card is as follows: 10 West Restaurant—328; Walmart—278; Amazon—262; and Lowes—164.
 - d. We continue to put out fresh displays which help with the circulation numbers. Our Goodreads display generated 100 circs. Other display results were Snow is Falling - 23; All Hail the Chief presidential display – 20; Vacation DVDs – 84.
 - e. I notarized two documents in February. I also attended two webinars during the month. One was a repeat on Local Admin – I am trying to learn how to change existing report templates to meet my needs. The other was an ENA SmartVoice webinar on the use of our new phone system.

Computer Usage	32	25	35	21	See graph	See graph	10	18	16	32	15	27	35
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- **Looking Forward:** Spring Lawn Care
- **Action Item:** none

E. Adult – Ann Hoehn

- a. February Programs: 7; Attendance, 63; Cost: \$76.00 Cost Per: \$1.21. There were 8 non-library uses of rooms & gazebo; Attendance, approx. 65
- h. **Action Item:** none
- i. **Discussion:**
- j. **Looking Forward:**
 - Brown Bag Reading Group—The Paris Secret by Karen Swan, March 22 at 11:30 a.m.
 - Classic Movie Club—Mr. and Mrs. Smith, March 23 at 1 p.m.
 - Mystery Book Group—The Chocolate Bear Burglary by JoAnna Carl, March 25 at 6:30 p.m.
 - Master Gardener Presentation, Building a Green Lawn, tentatively scheduled for the morning of April 20th
 - Intro to Fishing, tentatively scheduled for the morning of April 27th

F. Children’s – Debra Brown

- a. February Programs: 18; Attendance: 362 Cost: \$33.55
Library Collection – The picture book section continues to benefit from spot checks to remove those items in very dated or poor condition. In addition, we evaluated our children’s magazine collection and hope to be adding a new subscription to help compensate for those serials that have ceased publication.

Programs – Story times this month featured Valentine’s Day, Dental Health, and Dr. Seuss. We also devoted a week to reading author Laura Numeroff’s classics such as If you Give a Moose a Muffin, Mouse a Cookie, etc. Sequencing is the lesson objective of these books, and kids love responding back to you the beginning, middle and ending of these stories. “Vintage Valentines” was a popular afterschool program this month, and the students had a good time making valentines for their parents and teachers. Homeschool Art sessions were held on two Friday mornings with the participants learning about Leonardo da Vinci and Rembrandt. These sessions are proving interesting due to the diverse ages and ability levels of the student participants. So far, we have been meeting our goal of each child leaving with 2 completed projects.

Winter Reading Program 2019 – This was a very big year for paper snowflakes on the wall, and we easily topped last year’s participation by a wide margin. We continued with the 5-book checkout criteria, and we had 352 entries with a total of 1,760 total children’s books circulated through the program. We drew 8 winning snowflakes between both Cicero and Atlanta for Barnes & Noble Gift Card prizes.

Looking Ahead – Youth Art and Music In Our Schools Months occur every March, so we will combine these observances with the themes of Weather, St. Pat’s, and the arrival of Spring on the 20th. There will be 3 Homeschool Art sessions in March, afterschool crafts on the 7th and a planned library visit to Kindergarten Roundup on March 14th.

Discussion/Notes: We are pursuing more interaction with Seventh Day Adventist Students

- G. Young Adult – Ann Hoehn
- a. February Programs: 2; Attendance, 35; Cost \$0.00 ; Cost per person: \$0.00
 - b. **Discussion:** none
 - c. **Action Item:** none
 - d. **Coming up:**
 - Comic-Book Give-Away (details forthcoming)

- H. Maintenance – Mike Hiatt/Ann Hoehn
- Worked on light timer at Atlanta
 - Replaced faucet in public restroom in Atlanta.
 - Taped down area rug in Atlanta basement.
 - Repaired ceiling under walkway at Cicero Library due to wind damage.
 - Changed lights and ballast at Cicero.
 - Removed snow on sidewalks at Cicero.

Looking Forward:

- Gearing up for spring construction & yardwork

Discussion: White scallops on vents running to outside building; assessing needs to eventually repair.

Action Item: none

VII. Old Business

- A. Negotiations for Permission to Drill and Sample on Cicero Library Property (Exhibit #5)
- a. **Discussion:** Contract drawn up by Attorney Aaron Culp and in board packet stands with both parties. State law determines method for closing bore holes. Holes are filled to ground level for safety reasons. Some bores have been moved from last meetings model schematic. Matthew Schmitz has new schematic of drill locations. Mr. Irvin will keep HNPL & Hagerman updated.

- b. **Action Item:** none
- c. **Motion to approve final version of contract**
 - i. Motion made by Emily Pearson
 - ii. Seconded by Mike Jenkins
 - iii. Motion carried by a vote of 5/0 (All vote AYE)

B. Birthday – Paid Time Off Policy

- a. **Discussion:** One question on current policy regarding pages being non-applicable for this perk. Can we modify policy to allow pages to get birthday as well as 2 other days off a year with pay by moving to Category #1?
- b. **Motion to move Page designation to Category #1 and allow 2 paid days off per year plus birthday with pay.**
 - i. Motion made by Emily Pearson
 - ii. Seconded by Lee Templeton
 - iii. Motion carried by a vote of 5/0 (All vote AYE)

VIII. New Business

a. Capital Projects

a. Construction Bids

- i. **Discussion:** A variance report showed saving of \$641,803. These items described are part of a 6 month job. Electrical savings alone was \$218,350.
- ii. **Discussion:** A Revised Cost estimate with total of \$1,782,416 was presented. Some utility lines may need moving (i.e. telecommunications line & gas line; this is vendors task to move. Hagerman will locate lines & we will contact vendors to move lines at no charge.
- iii. **Action Item:** none
- iv. **Motion to approve construction in this phase**
 - 1. Motion made by Emily Pearson
 - 2. Seconded by Lee Templeton
 - 3. Motion approved by a vote of 5/0 (All vote AYE)

b. Permission to pay Aaron Culp (Exhibit #6, Pages 1)

- a. **Discussion:** Ann may do without motion
- b. **Action Item:** Pay Aaron Culp.

c. Technology Update (Exhibit #7, Pages 1)

- a. **Discussion:** Children's AWE Learning Computer not working. Ann wants to purchase two ELS AWE Learning Workstations at cost of \$2,849 each.
- b. **Action Item:** Purchase learning workstations

c. Motion to approve purchase of ELS AWE Learning Computers

- i. Motion made by Emily Pearson
- ii. Seconded by Lee Templeton
- iii. Motion carried by a vote of 5/0 (all vote AYE)

d. Key Bank authorized Signatures

- a. Discussion:** Currently \$81,000 in the account. Ask that Steve Griffith, Emily Pearson, and Ann be added. Should sign forms and have driver's license photographed. Remove 4 old names: Mike Jenkins, Laura Holliday, Sharon Bishlich, and Emily Holt.
- b. Action Item:** Add Steve Griffith, Emily Pearson, and Ann Hoehn to the authorized signatures list. Remove Mike Jenkins, Laura Holliday, Sharon Bishlich, and Emily Holt from authorized signature list.
- c. Motion to approve signature changes.**
 - i. Motion made by Kim Radant
 - ii. Seconded by Lee Templeton
 - iii. Motion approved 5/0 (All vote AYE)

IX. Looking Ahead:

- a. April 18 -- Regular Board Meeting at Atlanta Library, 6:30 p.m.

X. Meeting Adjournment

- a. Motion to adjourn
 - i. Motion made by Emily Pearson
 - ii. Seconded by Kim Radant
 - iii. Motion carried by a vote of 5/0 (all vote AYE)
- b. 7:58 PM meeting adjourned.

XI. Executive Session – No