

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch – May 19, 6:30 p.m.**

- I. Regular Session
 - a. Call to order by Vice-President Lee Templeton 6:32 p.m.
 - b. Members present: Lee Templeton, Gregory Goff, Mike Jenkins, Laura Holliday, Kim Radant
 - c. Members absent: Emily Beechler, Steve Griffith
 - 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 Vice-President Lee Templeton

- III. Minutes – April 21, 2016 [Exhibit #2, Pages 1-9]
 - a. **Discussion:** Remove all non-board members from missing list, edit Kim with arrival time.
 - b. **Motion** to approve minutes with edits for April 21st, 2016
 - i. Motion made by Greg Goff
 - ii. Seconded by Lee Templeton
 - iii. Motion carried by vote of 5/5 (All vote AYE)

- IV. Public Participation
 - a. None

- V. Financial Reports for April 2016 [Exhibit #3, Pages 1-27]
 - a. Review of April report
 - i. \$25,355 personal services, \$493.00 supplies, \$8,808.00 Other Services & Charges \$4,834.00 Capital Outlays, \$39,490.00 total expense for month. Run rate 33.3 %, 33.6% of total budget used.
 - ii. Motion to pay April bills
 - a. Motion made by Laura Holliday
 - b. Seconded by Kim Radant
 - c. Motion passed by a vote of 5/5 (All vote AYE)
 - d. All signed registers of claims
 - iii. **Discussion:** for 2017 budget, we should hedge on expecting significant sized repair bills on HVAC due to age of system.
 - iv. **Action item:** none

- VI. Department Reports [Exhibit #1, Pages 2-14]
 - A. Director – Ann Hoehn
 - Cicero Library was a polling site on Election Day. Everything seemed to have gone well.
 - Summer Reading for all ages is June 2 through July 20. Staff members are gearing up!
 - I agreed to be a judge at the Lights Over Morse Lake 4th of July Talent Show again this year. It will be held at the Library Pavilion. We'll be doing some sort of 4th of July-related activity at Cicero Library on Saturday, July 2. Details to follow.
 - I invited Paul Munoz, Director of the local Plan Commission to talk to the Library Board about the vision for the land next to Cicero Library. This week Paul indicated that he

thought it would be best to schedule this with a Town Council member. I will contact Craig Penwell to make arrangements.

- At the end of this document, you will find notes from our February 24, 2016 capital planning meeting where we created a list of Necessary Infrastructure Replacements and a list of “Ideal Ideas” for capital improvements. We will be discussing and, as necessary, modifying these lists on Thursday. These modified lists will then be incorporated into our “Request for Qualifications for Architectural Design Services,” which Jae Ebert and I are drafting. (For your perusal, I am emailing the First Draft of the Request for Qualifications along with this report.)
- I took a Techsoup webinar, Instagram for Public Libraries: Good Practices for Social Media.
- Hamilton Heights Middle School Honors Eighth Grade Art Show is now on display at Cicero Library. It is impressive!

Coming up:

- Friends of the Library meeting May 18 at Cicero and June 15 at Atlanta. Both at 6:30 p.m.
- Centennial Planning meeting at Atlanta, June 2 at 6:30
- Marketing Committee meetings, various dates
- Summer Reading meetings, various dates
- Closed Memorial Day
- Meeting with Jae Ebert, May 24 & other dates to be determined
- Staff meetings on May 17 & 18 – Main topics: Summer Reading & “Quantifying Library Services”
- Hamilton North Community Collaborative Art Project on display at Cicero Library June 1-30, and Artists Reception on June 1, 6:30-7:30.
- **Discussion:** We’ve brainstormed new ways to quantify uses of the library. Room usage, yearbook usage, disk cleaning, laminating, notary, outside group room person count, etc

Website Audience Overview

	06/15	07/15	08/15	09/15	10/15	11/15	12/15	01/16	02/16	03/16	04/16
Sessions	2,982	3,018	1,865	1,505	1,666	1,864	1,568	1,840	1,436	1,692	1,686
Users	1,671	1,927	1,139	864	861	1,116	950	1,013	791	965	1,003
Pageviews	5,153	5,237	3,361	2,693	3,258	3,094	2,478	3,663	2,330	2,767	2,723
Pages/Session	1.73	1.74	1.80	1.79	1.96	1.66	1.58	1.99	1.62	1.64	1.62
Ave. Session Duration	1:34	1:27	1:25	1:15	1:37	1:05	1:08	1:31	1:13	1:16	1:17
Bounce Rate	70.22%	69.25%	68.20%	67.11%	65.01%	75.11%	71.94%	67.93%	67.93%	71.81%	70.40%
% New Sessions	49.90%	55.37%	49.76%	43.99%	39.62%	49.25%	48.34%	44.08%	70.75%	45.92%	48.16%

Action Item: Ann will follow up with Jane Hunter from the Chamber if we don't hear back about presenting about Lynda.com.

Note: There will be a special Friends of the Library book sale in July.

Note: Friends are donating new framed photos of Cicero & Atlanta Branches.

B. Assistant Director – Kate Marshall

General

- Edited inventory lists
- Tech competencies & quiz revision
- Capital planning meetings
- Created purchase suggestion list for graphic novels & manga
- Edited and finalized board meeting minutes
- Several webinars: Design with Balance from Library Journal, Tools/Tips/Trends from the State Library, A 235-Site Success Story: Legacy to VoIP in Under 18 months from ENA.

Inventory/Weeding

- A couple of hours of picture book scanning to help finish up
- Pulled & edited picture books found to have cataloging errors
- Ran missing list for picture books
- Scanned big books, started edit process
- *Inventory scanning concluded!*
- Non-fiction weeding and shifting
- Editing Excel sheets to remove missing items that were found

Technology

15 + hours of tech work, including:

- Configuring bookkeeper's new computer set up
- Finished setting up Atlanta with their new RICOH machine functions
- Working with Bob from Gordon Flesch to install our new wireless
- Troubleshooting various small issues
- Installing new receipt printers at Atlanta
- Testing Elaine's computer for issues - problems may be in the wiring, not computer
- Coordinating with Gordon Flesch to fix small problems
- Updating website with routine monthly editing
- Coordinating troubleshooting on RICOH staff multifunction machine
- Starting VoIP research, per next stage of Technology Plan

Marketing

24+ hrs planning & execution, including:

- Summer Reading meetings
- Marketing meetings
- Identifying community read options for Get Caught Reading Month
- Created reading challenge for Get Caught Reading Month
- Crafting reading lists & Pinterest boards for Get Caught Reading Month
- Creating & installing book display for Get Caught Reading Month
- Creating & installing display wall for Get Caught Reading Month
- Creating marketing materials for Get Caught Reading Month
- Planning & advertising next installment of Tidying Up class
- Creating content for monthly newsletter
- Gave electronic resources talk to Media Club when they visited

- Created summer reading graphics & updated our software platform
- Started working on a landing page for Summer Reading
- Booked four summer reading programs for Debra
- Hosted Hamilton County Collaborative Summer Reading Meeting

Looking Ahead

- May Tidying Up Class
- Detail work on Summer Reading programming
- More Capital Planning work
- Next steps on 2016 Tech Plan items:
 - Tech Competencies final revisions
 - Staff Individualized Training Plans
 - New Hire Training documentation
 - 21st Century Library Competencies
 - Continuation of VoIP research

C. Circulation – Cindy Ritter

- The **circulation stats** for April were 7,184 compared to April of last year at 8,779 and a three year average of 7,813. Atlanta had 298 circulations and Cicero had 6,063 + Overdrive eBooks 653 + Hoopla 170 for a branch total of 6,886. In-house use for Atlanta was 17 and Cicero had 428. Sent out 82 holds from Atlanta and 287 from Cicero. Atlanta received 6 holds from other libraries and Cicero received 259. Top selections for patrons in April were DVD, 1610; Children, 996; Adult Fiction, 1116; Computer, 484; Juvenile Fiction 461; Adult Non-Fiction, 307; J Non-Fiction, 450; YA Fiction, 209. **Subscription Databases Usage:** Freegal 65; Ancestry.com 500 searches.
- 45 new cards were issued in April
- Circulation continues to be down from a year ago but is holding with our normal trend. Overdrive use continues to rise and Hoopla has been steady.
- We are continuing to work on providing interesting book displays to showcase various segments of our collection. Patrons seem to like Top Circulating Titles of the Past Year – 76 books checked out so far. Goodreads Choice awards and nominees – 66 books checked out. Series Starter display – 41 books checked out. We had these displays up last month but patrons are continuing to check books out from them. Other displays we've had or currently have are Celebrate Mother's Day – 1 book checked out. These Books Blue Us Away – 2 books checked out. Wheelie Good Books (Indianapolis 500 books) – no books checked out thus far. We also created a Recently Added to Our Collection display for DVDs that have been donated and were put in our collection. Thus far 78 DVDs have been checked out. New displays are being planned for June
- We are currently doing a patron count
- Discussion:** Suggestion of old television series as part of retro DVD purchasing plan.

D. Atlanta – Mary Palmiero

The Cicero Kiwanis donated a Kindle Fire with pre-loaded games for preschoolers. The children have had fun using it. We did not have anything suitable for children of this age before. Thank you, Kiwanis.

We are making progress on our plans for the centennial celebration scheduled for the end of August. I found the great-granddaughter of Emma Davis, the longest running director, who

was here in the 1940's and 1950's. Her relatives are interested in attending the celebration. I will contact them to see if they have any stories or pictures

Discussion:

Statistics

PROGRAM	NUMBER OF MEETINGS	ATTENDANCE	COST
Having Your Say	4	17	0
Stitch Crafters	4	13	0
Earth Day Celebration	1	5	0
Homework Help	2	6	0
Crafts	5	15	0
TOTALS	16	56	0

E. Adult – Cindy Ritter

- a. April Programs: 10; Attendance, 40; Cost: \$3.50. There were 10 non-library uses of rooms.
- g. **Action Item:** Start noting “at least X number of people” est. to be in mtg rooms for non-library uses.
- b. Coming Up:
 - Brown Bag Reading Group – Deep Down Dark: The Untold Stories of 33 Men Buried in a Chilean Mine, and the Miracle That Set Them Free by Hector Tobar, May 27 at 11:30 a.m.
 - Hamilton North Classic Film Society – Stagecoach starring John Wayne, May 21 at 2 p.m.
 - Mystery Book Group – The Sign of the Book (Cliff Janeway #4) by John Dunning, May 23, 6:30 p.m.
 - Adult Coloring Club (all the rage!) – Starting in June. Dates to be determined.

F. Children’s – Debra Brown

- a. April Programs: 23; Attendance, 272; Cost: \$0.00
- b. Library Collection – Book displays this month featured picture books about libraries and Earth and Arbor Days. During National Library Week, the library book display was highlighted with a backdrop of tie-dyed butterflies to coincide with the NLW poster theming. Barcode scanning for collection inventory has been completed in the Children’s section. I am now in the weeding/withdrawal phase which involves creating reports, shelf checking, and then discarding records from our circulation system. A productive meeting with a Quality Books representative on April 14th yielded 52 new titles, mostly nonfiction, added to the Children’s collection. Moving forward, I will continue to look for titles that will update our sciences collection (500’s).

Programs – During April, I spent the first and final weeks of the month promoting the Indiana State Library’s Firefly Book Award Program. Morning story time programming during those

two weeks featured heavily the 5 nominated titles for this state award. We explored music and crafts related to these titles, and at the end of the month I forwarded 24 votes to the State Library from our story time participants. Our favorite by far was a book titled Bear Sees Colors. National Library Week featured books about going to the library and Earth Day week profiled a newly published book entitled "This is the Earth". The Hoosier Homeschoolers completed a timeline study of the 20th Century and also a guided nature walk on Earth Day. The Tuesday afternoon homeschoolers studied the artist Vincent van Gogh, completed Starry Night projects, and delved into supplemental materials about astronomy and NASA.

Looking Ahead – May starts off quickly with Mother's Day and then Children's Book Week. In addition, I always do a baseball week during May. Preparation for our annual Summer Reading Program will also be in the forefront this month.

Discussion: Possibility of hiring a part-time person to help in Children's to free Debra up to teach while part-time person does more clerical work. As an alternative, a Library Science intern from a nearby school was suggested as well.

G. Young Adult – Ann Hoehn

- a. April Programs: 6 ; Attendance, 26; Cost \$28 ; Cost per person: \$ 1.08
- b. **Action Item:** none
- c. Coming up:
 - Deanna Leonard Teen Art Classes – May 4, 11, 18, 25; June 1, 8
 - Teen Advisory Board Meetings – May 25

H. Maintenance – Mike Hiatt/Ann Hoehn

- Women's restroom exhaust fan has been repaired and is working fine. Odor problem seems to have been eliminated.
 - Cleaned out under pine trees. Trimmed all trees, as needed. Hauled away branches and debris.
 - Part-time custodian resigned.
- a. Looking Forward:
 - Planting Flowers
 - Have started cleaning grout in entryway and bathrooms. Hope to be done in May.
 - Hiring and training new part-time custodian.
 - b. **Action Item:** none

VII. Old Business

I. Banking Options

- **Discussion:** Per Trust Indiana [investment option looked into after last meeting], libraries have no limits on amount of investments.
- **Action Items:** Ann to tweak our investment policy & present it for approval next month. She will bring the paperwork needed to open a Trust Indiana account to next meeting. Ann and Amy will also figure out how much we can withdraw from current accounts without incurring penalties.

J. Capital Plans – Project Lists to be Included in "Request for Qualifications"[Exhibit #4, Pages 1-4]

- **Discussion:** No suggested edits to Necessary Infrastructure list.
- **Action Items:** Ann will send email with specific questions to shore up details on "Wanted" list. Once RFQ is revised further, Ann will send it to our financial advisor to get a firm estimate on bond amount. Ann to email Kim the price of original bond.

VIII. New Business

K. Technology Update –

- a. **Notes:** Will be breaking out our laptops for summer reading signups soon.

L. Chamber of Commerce Membership Renewal Options

- a. **Discussion:** Due to the extra benefits offered at the Supporter level, we're switching to Supporter for 2016-2017.

- b. **Motion:** Move to buy Supporter level membership for 2016-2017.

1. Motion made by Kim Radant
2. Seconded by Greg Goff
3. Motion carried by vote of 5/5 (All vote AYE)

M. Resolution to Establish Internal Controls [Exhibit #5, Pages 1]

- a. **Note:** Staff & board members will receive training on new internal controls

- b. **Action Item:** none?

- c. **Motion** to adopt State Internal Controls under new law:

- i. Motion made by Kim Radant
- ii. Seconded by Laura Holliday
- iii. Motion carried by a vote of 5/5 (All vote AYE)

IX. Looking Ahead: June 16, 2016 Board Meeting at Cicero Library at 6:30 p.m.

X. Meeting Adjournment

- a. Motion to adjourn

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

- b. 8:01 PM meeting adjourned.

XI. Executive Session – No