

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch —December 19th, 2019 6:30 p.m.**

- I. Regular Session
 - a. Call to order by President Steve Griffith 6:30 p.m.
 - b. Members present: Steve Griffith, Lee Templeton, Mike Jenkins, Emily Pearson, Julie Davis, Kim Radant, Kini Magdun (out at 8:13 pm)
 - c. Members absent:
 - d. Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Mike Hiatt (Maintenance); Natalie Strader (HNPL Bookkeeper); ; Jae Ebert (V&J Consulting); Doug Miller (Brightworks IT); Ian Wooten (Hagerman) (late)

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

- III. Minutes – November 21st Regular Meeting and Executive Session [Exhibit # 2,3, Pages 1-11, 1]
 - a. **Discussion:** Executive Session should be 8:19 start time.
 - b. **Motion: to approve minutes for November 21st and Executive Session as amended**
 - i. Motion made by Emily Pearson
 - ii. Seconded by Kini Magdun
 - iii. Motion carried by vote of 7/0 (All vote AYE)

- IV. Other Public Participation
 - i. None

- V. Financial Reports for November 2019 [Exhibit #4,5 Pages 1-18, 1]
 - a. Review of November report
 - i. **Motion to pay November bills**
 - a. Motion made by Lee Templeton
 - b. Seconded by Julie Davis
 - c. Motion carried by a vote of 7/0 (All vote AYE)
 - d. All Board members present signed voucher register summary.
 - ii. **Motion to approve Resolution to Repay A Temporary Loan From the Rainy Day Fund**
 - a. Motion made by Kim Radant
 - b. Seconded by Kini Magdun
 - c. Motion carried by a vote of 7/0 (All vote AYE)
 - iii. **Action Item:** none
 - iv. **Notes:** none

VI. Department Reports [Exhibit #6, Pages 1-11]

A. Director – Ann Hoehn

These are busy times for staff at the library. The Cicero Library Adult Book Selector is retiring at the end of the year. This position is not being filled, so the associated job duties are being redistributed. Kate will take over much of the work. Because of her added duties, Kate will no longer be the Atlanta Branch Manager; I will resume those duties effective January 1. My plan is to work regular hours at Atlanta, including every Wednesday afternoon.

In addition, the Circulation Manager is retiring, and her last day of work will be December 18. I will be interviewing internal and external candidates for the position. In the interest of saving additional money, I hope to be able to fill the Circulation Manager position at 30 hours a week, instead of the current 40 hours a week. In the end, I will select the best applicant for the job regardless of whether they want to work 30, 35, or 40 hours a week. No matter what, it will probably take a while to fill the position, so we will realize at least some savings right away. I will serve as Circulation Manager for the interim.

Thank you to the Friends of the Library, Friends of the Park, Emily Pearson, Jackie Hayden, Deb Brown and all staff members for helping us raise money this holiday season! This year's 8th Annual Holiday Marketplace was well received; some say it was the best in several years.

Finally, it has been slow going, but we really are creeping closer and closer to the end of construction! A huge thanks to Mike Hiatt for working a ridiculously flexible schedule! Thank you, Mike, for all your extra hours! You were a major player in keeping construction moving in the right direction.

My apologies, as we have a huge agenda for Thursday. With luck and determination, we will move through it easily.

Happy Holidays!

2018-2019 Cicero Stats	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
Number of Visits	3013	2639	2318	2443	3331	2751	2931	3658	3774	2993	3235	3082	3645
Directional Questions	98	129	101	131	113	106	101	165	148	145	105	163	111
Reference Questions	202	175	189	209	217	183	210	274	192	272	219	204	231
Book & Other Recommendations	48	31	54	41	28	36	40	57	43	37	45	48	33
Scanned Pages	80	51	50	220	193	25	69	106	45	103	77	126	70

Volunteer Hours	9	18	8	16	2	4	26	2	5	3	20	21	12
Study Room Use	28	24	32	35	33	43	27	32	36	37	40	41	23
Yearbook Use	22	11	12	70	40	46	26	27	33	43	62	79	67
Mandatory Service Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
Test Proctoring (# of tests/# of hrs)	0/0	0/0	2/3	0/0	0/0	1/1	2/3	0/0	1/3	1/3	0/0	0/0	0/0

HNPL Website Audience Review

HNPL Website Audience Review													
	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19
Sessions	1,333	1,477	1,694	1,526	1,670	1,536	1,713	2,164	1,882	1,589	1,513	1,550	1,286
Users	801	932	1,047	921	1,076	992	1,010	1,510	1,223	975	923	907	822
Page views	2,232	2,905	2,847	2,538	2,614	2,762	3,168	3,790	3,810	2,972	2,773	2,858	2,373
Pages/Session	1.67	1.97	1.68	1.66	1.57	1.80	1.85	1.75	2.02	1.87	1.83	1.84	1.85
Avg. Duration	1:03	1:17	1:02	1:04	0:53	0:57	1:15	0:54	1:11	1:17	1:11	1:20	1:17
Bounce Rate	70.44%	65.27%	71.02%	70.05%	73.65%	69.92%	67.48%	72.23%	66.21%	66.71%	64.71%	67.68%	66.80%
Sessions/User	1.66	1.58	1.62	1.66	1.55	1.55	1.70	1.43	1.54	1.63	1.63	1.71	1.56
New Users	639	759	845	727	889	828	840	1316	1047	825	782	762	689

Looking Forward: Receiving the Certificate of Occupancy for the new expansion and planning an Open House for the new wing.

Notes:

Action Items: none

B. Assistant Director – Kate Marshall

GENERAL--50 + hours, highlights include:

3 notary events

Professional development (webinars)

Collection development & maintenance

Cataloger 3-Month Evaluation

Workflow evaluation

Capital planning furniture comparisons

TECHNOLOGY--27+ hours, highlights include:

Resolve DNS issue caused by website host platform shifting

AV for new meeting room research

Managed IT group research

Troubleshooting onsite tech issues

MARKETING--1 + hours, highlights include: Facebook post creation

CATALOGING & ACQUISITIONS

Cataloging has wrapped up most new order processing for the year and is now tackling a round of catalog cleanup as well as some leftover projects from earlier in the year.

Acquisitions is helping with evaluation our standing orders and documentation clean up.

LOOKING FORWARD

Technology and Workflow Projects

- C. Circulation – Cindy Ritter & Ann Hoehn
- a. The **circulation stats** for November were **7749** compared to November of last year at **7190** and a three year average of **7417**. Atlanta had 217 circulations and Cicero had 6199 + Overdrive eBooks 823 + Hoopla 510. In-house use for Atlanta was 78 and Cicero had 436. Sent out 78 holds from Atlanta and 401 from Cicero. Atlanta received 12 holds from other libraries and Cicero received 396. Top selections for patrons in November were DVD, 1426; Children, 1137; Adult Fiction, 931; Computer, 274; Juvenile Fiction, 484; Adult Non-Fiction, 366; J Non-Fiction, 368; YA Fiction, 193.
Subscription Databases Usage: no databases subscribed at this time
 - b. 32 new patron cards were issued in November
 - c. Circulation is following the yearly trend. Electronic resource use continues to rise.
 - d. Display totals for November were as follows: Staff Recommendations – 46; Book Bingo – 24; Comfort Food – 30; and Christmas DVDs – 304.
 - e. This will be my last report as I have made the decision to retire. Working for HNPL has been a wonderful experience. I am very grateful to have been a part of this organization.
 - f. **Action Item:** none
 - g. **Discussion:** Reminder: current circulation stats are inflated by auto-renewals. Hoopla uses have been decreased from 10 to 8 for Nov/Dec 2019.

D. Atlanta – Kate Marshall/Mary Palmiero

A few patrons brought in food for fines this month. Many patrons seem to like this concept. An interesting incident occurred this month which made me thankful for the people who visit libraries. A new patron applied for a library card. While he was here, a teen returned some overdue books. Since his fines were over ten dollars, he wasn't able to check anything out. After the teen left, the new patron paid enough money on the teen's account to reduce his debt so that he would be able to check items out. He commented to Karen that it wasn't right for a kid to not be able to check books out.

Statistics

NAME OF EVENT	NUMBER OF EVENTS	ATTENDANCE	COST
Stitch Crafters	3	11	0
Having Your Say	3	22	0
Card Games	2	5	0
YA Movie	1	5	0
TOTALS	9	43	0

Other Statistics – 2018-2019

	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
Number of Visits	213	192	230	292	254	248	195	252	238	296	160	344	207
Directional Questions	42	38	40	33	55	44	42	39	49	52	28	50	37
Reference Questions	47	35	34	28	40	39	29	33	29	34	25	40	27
Recommendations	47	40	40	28	46	38	37	27	42	46	29	46	25
Volunteer Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
Scanned Pages	0	0	0	0	0	0	0	0	0	0	0	0	0
Computer Usage	32	15	27	35	38	33	21	25	15	31	21	22	12

- **Looking Forward:** none
- **Action Item:** none

E. Adult – Ann Hoehn

a. November Programs: 5; Attendance, 41; Cost: \$170.00 Cost Per: \$4.15. There were 10 non-library uses of rooms & gazebo; Attendance, approx. 255

h. **Action Item:** none

i. **Discussion:** none

j. Looking Forward:

- Mystery Book Group—*The League of Frightened Men* by Rex Stout, Dec 23 @ 6:30 p.m.

F. Children's – Debra Brown

- a. November Programs: 17; Attendance: 333 Cost: \$7.78 Cost per: \$0.02

Library Collection – We continue to promote book circulation through staging various seasonal displays in the Children's section. Newly cataloged holiday picture books were held back from display until the week before Thanksgiving so that our autumn, turkey-themed stories would have a chance to circulate through the end of the month. The collection maintenance and weeding projects started in September have resumed in the picture books and the nonfiction 500's. We added a few new STEM educational kits to our circulating backpack collection – geometric shape sorting and wooden block building.

Programs – We practiced “gratitude” all during November in the story room. Many of our youngest participants were ready with new words to say on Thanksgiving about what they were “thankful” for. We learned all about the reason for the annual feast, and completed two weeks of turkey crafts for them to display for the holiday. The Peanuts Movie Marathon was well-attended on Saturday, November 16th – I think we set a record for amount of popcorn consumed. The homeschool geography students completed hands-on explorations of glaciers and canyons as they studied both the Antarctic and North American continents.

Looking Ahead – December is quirky this year, with only 3 weeks available to schedule holiday programs. We'll condense our usual holiday cheer, however, and make the most of those weeks. The annual Holiday Marketplace is on December 7th, and we hope to see a large crowd for the vendors and Santa's library visit after the parade. Story time themes this month include reindeer, St. Nick, and holiday transport (sleigh, truck, train, etc.). Our homeschool geography sessions will conclude with a holiday party on December 6th, and will resume at the beginning of February.

Discussion/Notes: none

G. Young Adult – Ann Hoehn

- a. November Programs: 1; Attendance, 10; Cost \$33.00; Cost per person: \$3.30

b. Discussion:

c. Action Item: none

d. Coming up:

- Floating Mobile Paper Craft Club, 5:30-7 pm:
 - Dec 17 – Christmas Ornaments
 - Jan 21
 - Feb 18

- March 17

H. Maintenance – Mike Hiatt/Ann Hoehn

- Replaced light in parking lot pole.
- Started replacing ceiling tiles in Cicero Library.
- Performed maintenance on vacuum cleaners.
- Repaired sidewalk at Atlanta.
- Cleaned Cicero meeting room carpet.

Looking Forward:

- Construction completion

Discussion:

Action Item: none

VII. Old Business

A. Upcoming Library Board Vacancy

- a. **Discussion:** We have several names now in contention for the next several open board spots. Board notes that prior nominations for open positions have been full consensus. After some debate, board plans to offer the January spot to Kelly Wuerch and ask Jan Unger to reaffirm interest in our next open spot in May.
- b. **Action Item:** Ann to follow up with Commissioners
- c. **Motion to recommend Kelly Wuerch for January appointment**
 - i. Motion made by Kini Magdun
 - ii. Seconded by Emily Pearson
 - iii. Motion carried by a vote of 7/0 (All vote AYE)

VIII. New Business

- a. Initial Approval to Transfer Funds to Eliminate Negative Year-End Balances--Final Approval at January Board Meeting
 - i. **Note:** The state and other training sources now recommend that we make the December Board meeting the time to approve moving money around vs. the January board meeting.
 - ii. **Action Item:** Ann and Natalie to complete
 - iii. **Motion to approve transfer of funds to eliminate negative year-end balances**
 - 1. Motion made by Mike Jenkins
 - 2. Seconded by Lee Templeton
 - 3. Motion carried by a vote of 7/0 (All vote AYE)

- b. Capital Projects
 - i. Updates
 - 1. **Discussion:** Final inspection with the town is tomorrow. Tara will also be on-site for some wrap up items. Some items are left to finish, however.
 - ii. Plan for Monitoring Performance of Attic Thermal/Moisture Building Envelope [Exhibit #7, Pages 1-2]
 - 1. **Discussion:** There is a proposal for installing temperature and humidity sensors (currently thinking 2) in the attic space as our way of monitoring the potential issues. Our current HVAC hardware is capable of tying in to the sensors to monitor and log this data. We will have to bring back Johnson Controls to activate this functionality.
 - 2. **Action Item:** Mike Hiatt will follow up on this when Johnson returns.
 - iii. Permission to Pay Hagerman [Exhibit #8, 9, 10 Pages 1-6, 1, 1]
 - 1. **Discussion:** There will still be a couple of upcoming pay apps.
 - 2. **Action Item:** Library to pay apps and change order
 - 3. **Motion to approve change order for Bond 2, pay app 17, & pay app 10**
 - a. Motion made by Mike Jenkins
 - b. Seconded by Julie Davis
 - c. Motion carried by a vote of 7/0 (All vote AYE)
 - iv. Jae Ebert's Request to Purchase Air Diffusers
 - 1. **Discussion:** There are some leftover supplies, specifically air diffusers. Jae is interested in acquiring these items from the library. If he purchases them, the money would go into operating or back into the bond fund. Or the library can give them to him and he can donate money for them and that donation can go into the gift fund.
 - 2. **Action Item:** Ann to work with Jae to complete transaction.
 - 3. **Motion to approve gifting the diffusers to Jae Ebert**
 - a. Motion made by Mike Jenkins
 - b. Seconded by Lee Templeton
 - c. Motion carried by a vote of 7/0 (All vote AYE)
- c. Prospective IT Vendor Presentation—Doug Miller with Brightworks Group [Exhibit #11, Pages 1-8]
 - i. **Discussion:** Doug Miller gave company overview, introducing his company's best practices, on boarding procedure, tracking metrics, and security testing.
 - ii. **Action Item:** Board to follow up on IT vendor at January board meeting.
- d. Need for HR Policy Revisions—Permission to Seek Quotes
 - i. **Discussion:** The library would like professional help revising and refining our HR policies, especially as the state could audit them. Board supports the Director pursuing this revision.

- ii. **Action Item:** Ann to follow up on sourcing help on this matter.
- e. Reduced Circulation Manager Hours--Effect on Annual Health Savings Account Deposit
 - i. **Discussion:** As the upcoming Circulation Manager position could potentially be filled at only 30 hours/week, should HSA contribution be adjusted if the position is not filled at the 40 hour mark? Board suggests pro-rating it to match the hours-worked percent of the \$2,000 that 40/hr a week employees get. (e.g. 30 hours as 75% of 40 would get 75% of \$2,000).
 - ii. **Action Item:** Ann to pro-rate as necessary
 - iii. **Motion to approve pro-rating of HSA if position is hired at less than 40 hrs**
 - 1. Motion made by Mike Jenkins
 - 2. Seconded by Kini Magdun
 - 3. Motion carried by a vote of 7/0 (All vote AYE)
- f. 2020 Employee Compensation and Pay Ranges
 - i. **Discussion:** Board reaffirms that they believe Cost-of-Living-Adjustment (COLA) should be given to staff annually. The policy manual currently states that merit raises should be included in annual adjustments, but we do not yet have an objective rubric for assigning merit increases, nor a decision about whether merit increases shall be a range applied to all employees or a merit pool. Board agrees that a “board package” that includes COLA, the yearly merit financials, and any employment data that would impact raising pay ranges should become standard at the yearly board meeting salary discussion.
 - ii. January meeting will include finalization of 2020 salary raises and structure of merit awards.
 - iii. **Action Item:** Director to create a rubric to help decide if merit raises are recommended.
 - iv. **Action Item:** Board would like the Director to bring the following salary data to the January board meeting:
 - 1. The historic/cumulative pay schedule by job description for at least 4 years (starting with 2016)
 - 2. A list of objective data about recent turnover that may affect salary raises and/or merit raises for each role
 - 3. A recommended cost of living and 1-3% depending on performance OR just a merit pool to be reserved for as needed recognition.

There was agreement that documentation cementing yearly federal COLA raises into salary policy should be created. The board would

also like the yearly salary discussion to include a yearly “board package” that includes the above data as well as COLA.

- v. Motion for Director to provide turnover rates by position, salary history and ranges for past 3 years, and additional data that will justify increases.**
 - 1. Motion made by Kim Radant
 - 2. Seconded by Mike Jenkins
 - 3. Motion carried by a vote of 7/0 (All vote AYE)

- g. Quotes for Audio Video Equipment for New Meeting Room [Exhibit #12, 13, 14 Pages 1-5, 1-11, 1-11]
 - i. **Discussion:** Kate explained differences between quotes as best as possible.
 - ii. **Action Item:** Kate and Ann to follow up with chosen AV quote
 - iii. **Motion to approve Ultimate Technologies Option 1**
 - 1. Motion made by Julie Davis
 - 2. Seconded by Kim Radant
 - 3. Motion carried by a vote of 7/0 (All vote AYE)

- h. Quotes for 6 Emergency Exit Lights [Exhibit #15, Pages 1]
 - i. **Discussion:** We have two quotes. The old building needs several replaced, averaging about \$400 a light. Fire department says they are starting annual inspections on them. Main difference between quotes is that the one quote is for non-wall mount types vs wall-mount types. Mike recommends the cheaper one.
 - ii. **Action Item:** Mike and Ann to follow up
 - iii. **Motion to approve Option 2 for \$2,356.00**
 - 1. Motion made by Kim Radant
 - 2. Seconded Lee Templeton
 - 3. Motion carried by a vote of 6/0 (All vote AYE)

- i. Naming the New Meeting Room/Wing
 - i. **Discussion:** Board is still favorable toward naming the room for Mike Jenkins.
 - ii. **Action Item:** Ann to figure out how to add name to wing
 - iii. **Motion to name the new part of the building the “The Michael E. Jenkins Wing”**
 - 1. Motion made by Julie Davis
 - 2. Seconded by Emily Pearson
 - 3. Motion carried by a vote of 6/0 (All vote AYE)

- j. Grand Opening
 - i. **Discussion:** Friends of the Library has tentatively agreed to sponsor the grand opening. Board agrees that we will want a wide range of marketing for this event, including news articles and posters around town. No official date will be picked until construction is fully wrapped.
 - ii. **Action Item:** none right now

- k. Approval of Necessary Changes to Building Insurance [Exhibit #16, Pages 1]
 - i. **Discussion:** The increase in cost is due to the library taking insurance responsibility for the new wing.
 - ii. **Action Item:** Ann to complete insurance transaction.
 - iii. **Motion to approve necessary changes to building insurance**
 - 1. Motion made by Mike Jenkins
 - 2. Seconded by Lee Templeton
 - 3. Motion carried by a vote of 6/0 (All vote AYE)

- l. Quote for Lock-Down Button for Electronic Door Access [Exhibit #17, Pages 1-2]
 - i. **Discussion:** If there is a shutdown due to emergency or other issue, we would currently have to go into computer system and manually lockdown the areas. That poses safety concerns because there is no way to quickly lock down the doors in case of violence or weather closures. The emergency button will lock without power being on or access to Director's office being necessary.
 - ii. **Action Item:** Ann to pay for Presidio quote out of bond.
 - iii. **Motion to approve quote from Presidio for lockdown button**
 - 1. Motion made by Lee Templeton
 - 2. Seconded by Emily Pearson
 - 3. Motion carried by a vote of 6/0 (All vote AYE)

- m. Permission to Purchase Commercial Vacuums and Appliances for New Wing
 - i. **Discussion:** We need one for each wing as the old one is in poor repair; board approves buying the new vacuums. Board decides that a dishwasher is not needed at this time for the new wing. Friends have voted to reimburse library for up to \$2,000. We will need a refrigerator, microwave, and electric oven. A standard sized fridge with decent freezer space.
 - ii. **Action Item:** Director to pick out appliances for new kitchen; Mike to find new vacuums in conjunction with the Director.
 - iii. **Motion to approve the library to spend up to \$2,000 in addition to funds supplied by Friends**
 - 1. Motion made by Lee Templeton

2. Seconded by Julie Davis
3. Motion carried by a vote of 6/0 (All vote AYE)

- n. Meeting Room Policy—Proposed Revisions [Exhibit #18, Pages 1-2]
 - i. **Discussion:** Director reviewed and extrapolated on initial draft of new policy. Some revision to original firearm-related programming policy is recommended based on level of restriction it imposes. Some potential lockup/closing problems could occur, but any procedural issues will be addressed as needed when they arise.
 - ii. **Action Item:** Board to review policy
- o. Library Seed Catalog— Requires Moving Historic Card Catalog from Atlanta to Cicero
 - i. **Discussion:** Master Gardeners would like to run a seed catalog but the Master Gardener contact has not let library know if Master Gardeners are willing to fund the project. Library does not suspect that this project will be implemented.
 - ii. **Action Item:** None
- p. Girl Scout Meeting Room Reservations
 - i. **Discussion:** Girl Scouts would like to book 5 reservations, which is over our usual policy. Board does not object.
 - ii. **Action Item:** Ann to confirm bookings with Girl Scout leader.
- q. Summer Reading Prize Drive
 - i. **Discussion:** Funding for Summer Reading is getting a bit harder and the Director has suggested a Summer Reading Prize Drive for at least the Children's prizes. Library would wait until around March to start the drive. Board approves the drive.
 - ii. **Action Item:** Ann to organize the prize drive in Spring 2020.
- r. Technology Update
 - i. **Notes:** Working on solidifying plans for the transition of the last of our Windows 7 units to Windows 10. Expecting to have more information and/or a quote for January board meeting.
 - ii. **Discussion:** None
 - iii. **Action Item:** Kate to obtain the project information

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

- X.** Meeting Adjournment
- a. Motion to adjourn
 - i. Motion made by Lee Templeton

