

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

- I. Regular Session
 - a. Call to order by President Steve Griffith at 6:25 p.m.
 - b. Members present: Steve Griffith, Laura Holliday, Lee Templeton, Sharon Bislich, and Mike Jenkins, Emily Beechler
 - c. Members absent: Emily Holt
 - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Amy Wolfe (Bookkeeper), Herschel Frierson & Sarah McFetridge (Crowe Horwath LLP financial specialists)

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

- III. Minutes – September 17, 2015 [Exhibit #2, Pages 1-9]
 - a. **Discussion:** None
 - b. Motion to approve minutes as amended for September 20th, 2015
 - i. Motion made by Laura Holliday
 - ii. Seconded by Emily Beechler
 - iii. Motion carried by vote of 6/6

- IV. Public Participation
 - a. None this month.

- V. Financial Reports for September 2015 [Exhibit #3, Pages 1-30]
 - a. Review of September report
 - i. \$25,244 personal services, \$929 supplies, \$3496 Other Services & Charges \$3,962 Capital Outlays, \$33,631 total expense for month. Run rate 73.5%, 75.0 % of total budget used.
 - ii. Motion to pay September bills
 - a. Motion made by Laura Holliday
 - b. Seconded by Sharon Bislich
 - c. Motion passed by a vote of 6/6 (All vote AYE)
 - d. All signed register of claims
 - iii. **Discussion:** Might be worth looking at credit unions to shift our money market account to due to \$5.00/month charge on it right now.

- VI. Department Reports [Exhibit #1, Pages 2-14]
 - A. Director – Ann Hoehn

Jim Roy, Maintenance Supervisor, told me he is retiring in the coming weeks. He will be greatly missed. Jim indicated that he will help me find a replacement and, if time allows, help train the new supervisor.

Nickel Plate Arts asked if HNPL is interested in partnering with them on a collaborative effort for their 2016 Annual Festival this June. I indicated we would like to be a part of the project. Details to be determined.

Circulation is down from last year. I wish we knew how much of the decline was due to road construction.

Last month I reported that Hoopla (streaming movies and music for library patrons) would be on the October Board meeting agenda. Because we have such a full agenda this month, the discussion on Hoopla is postponed until November.

Plans for the Holiday Marketplace are well underway. Rusty Miller said the library may borrow his golf cart so we can be in the Kiwanis Parade again this year. In the parade, we'll also have staff members on bikes.

Many staff members have been sick with cold/flu in recent weeks; many hours of sick leave have been taken. We seem to be on the upswing now.

I received the liability/property insurance renewal. The policy premium is \$8575.00 and is due November 6. The premium is lower than it was last year.

The Friends sold over \$700 in books at the New Earth Festival. Well done! I helped them out on Sunday.

Somewhere along the way, the Friends of the Library online banking records were placed with the Hamilton North Public Library's online banking records. This means that I have complete access to the Friends accounts even though I have absolutely no right to access their accounts. (At the same time, the Friends of the Library officers don't have access to their own accounts since they aren't allowed access to the library's online banking.) We are working with Max Hank, Assistant Vice President of Cash Management at First Merchants to rectify this situation.

Steve Holt reviewed the 3-year Gordon Flesch contract that was presented to the Board in September. Steve made no revisions to the contract. He said that getting out of the contract would be difficult. The contract is on this month's agenda.

Kate and I spent a lot of time working on the 1st draft of our 2016-2020 Technology Plan. This is on the agenda. Our current Tech Plan expires at the end of 2015, so our goal is to approve the new plan at the December meeting.

Ginny Cain, Central Indiana Regional Director for U.S. Senator Dan Coats, will be at Cicero library 1:00-3:00 p.m. on Friday, October 23 for an "open time" during which anyone may stop by to express concerns or issues relating to any federal agency.

Mindi Matthews, the Director of Health & Wellness at Riverview Health, and I are working to finalize a date for a health fair at Cicero Library. I have asked that the fair be scheduled for a Saturday in January.

The Friends declined to supply gift cards for focus group participants, but the library will provide nice refreshments and make them feel comfortable during discussion.

To facilitate our continued discussion on the Gordon Flesch IT contract, a report listing our IT expenses for Jan 2014-Sept 2015 will be distributed at the board meeting.

In September, the Board briefly discussed the option to switch the front outdoor canopy lights to LEDs. You'll pick up the discussion at the October Board meeting; it's on the agenda.

The self-correcting wall covering was installed on October 7. It looks nice.

Kate and I collected feedback from Indiana libraries regarding their experience working with InterDesign Total Architectural Development on expansion/renovation projects. See document: **Feedback on InterDesign Total Architectural Development.**

Website Audience Overview

	May-15	Jun-15	Jul-15	Aug-15	Sept-15
Sessions	2,215	2,982	3,018	1,865	1505
Users	1,564	1,671	1,927	1,139	864
Pageviews	4,272	5,153	5,237	3,361	2693
Pages/Session	1.93	1.73	1.74	1.80	1.79
Avg. Session Duration	1:18	1:34	1:27	1:25	1:15
Bounce Rate	66.28%	70.22%	69.25%	68.20%	67.11%
% New Sessions	65.82%	49.90%	55.37%	49.76%	43.99

Coming up:

- Focus Groups for Capital Planning scheduled for 10/27 and 11/2, 9, 16, 24
- On Halloween afternoon, Debra and I will be outside at the library picnic table passing out warm drinks, reading Halloween stories, decorating the tree with creatures of the night, and having craft time for kids and families. Exact time to be determined

Action Item: Need to check on new laws regarding using union workers on public contracts.

Action Item: Need to find a construction manager right now.

Action Item: We need to make sure we have an alternate contact at Steve Holt's office because Steve has conflict of interest.

Discussion: How are we reimbursing focus groups members? Maybe coffee mugs. Maybe Earl from Cicero Coffee could supply us with coffee?

B. Assistant Director – Kate Marshall

General

- Worked two shifts at Atlanta, completing some inventory in the process.
- Spent several afternoons at Atlanta, variously trying to run updates, creating uploading directions and text files for Mary's \$0.00 price update project, and reviewing inventory questions.
- Helped Cindy finish posters for Classic Film Society
- Helped a patron with resume formatting as part of Ask-A-Librarian service.
- Worked with Ann by working on calling a few InterDesign references.
- Inventory related project work took up more than 10 hours this months and included running reports, cleaning up cataloging, and working with lost item lists. Created a how-to document for editing text file names on the inventory hand scanner.
- Re-ran some old circ reports from 2012-2013 with a new report built to include deleted items
- Emailed Jason Boyer for a custom report that would let us look for lost & missing items on accounts with over any number of dollars in fines.
- Elaine sent Greg & Mary a revised complete list of pricing on Juvenile, YA, Magazines, etc as part of their pricing clean-up project from Evergreen.
- Attended the Staff Meeting.

Technology

- Talk to Debra about Children's Computing and subsequently spent a few hours installing Linux with educational apps on an old Children's laptop. First trial laptop has had a good showing over a two week period, will finish refurbishing all the old Children's laptops for Debra to use as part of her programming.
- Had our annual meeting with Brian from ENA with Ann to discuss Internet and E-Rate.
- Solicited quotes from four vendors, checked NewEgg & Amazon for best pricing on a UPS backup battery for Atlanta and a programming laptop that would be compatible with our projectors. Successfully sourced for excellent pricing.
- Read Hoopla agreement and received clarification on parts of it.
- Added library app notes to database tracking sheet.
- Solicited another round of references from Gordon Flesch.
- Standardized minor things on the website, made appointment with self to check for dead links at a later date.
- Asked SpinWeb to create a social media button for our new Pinterest account. It looks great!
- Installed the new UPS backup battery at Atlanta. Very happy to have important Internet hardware better protected.
- Spent many hours working on the technology plan revision, researching, taking notes, and editing.
- Spent over 15 hours troubleshooting various tech problems such as fixing up a Children's Internet computer, poking at the Wi-Fi which had a few episodes of not working again, a downed T1 line at Atlanta that took about 3-4 days to coordinate a complete fix, running updates on Atlanta computers, and placing service calls to RICOH about the staff multifunction machine, which turned out to need several firmware updates and a part replaced. All this was thankfully accomplished at no cost to us due to our excellent service plan.

- Also attempted to fix Computer 6 in Cicero adult lab, which was horribly slow. Reinstalled the operating system as well as adding back on all our standard desktop applications. Still not as fast as I would ultimately like, unfortunately, but not as bad as it was.
- Attended the Central Indiana IT roundtable meeting in Brownsburg 8:30--2:30.

Marketing

- Talked Canva.com into giving us a free Canva for Work account, then worked on setting it up and learning how to use it; watched a Canva for Work webinar and read all the documentation.
- Created instructions for adding the monthly e-newsletter to an archive on our website.
- Created a proper checklist of our procedures for publicizing events.
- Held another session of The Magic of Tidying Up. I had six attendees at no cost to the library. Went very well, looking forward to more events.

Looking Ahead

- More inventory work
- Next Magic of Tidying Up class
- More editing work on the technology plan.

C. Circulation – Cindy Ritter (via Ann Hoehn this month)

- a. The **circulation stats** for September were 7,590 compared to September of last year at 8,591 and a three year average of 8,152. Atlanta had 504 circulations and Cicero had 6,531+ Overdrive eBooks 555 for a branch total of 7068. In-house use for Atlanta was 31 and Cicero had 411. Sent out 107 holds from Atlanta and 283 from Cicero. Atlanta received 11 holds from other libraries and Cicero received 246. Top selections for patrons in September were DVD, 2101; Adult Fiction, 1211; Children, 821; Juvenile Fiction 751 Computer, 459; Adult Non-Fiction, 410; Juvenile Non-Fiction, 381; YA Fiction, 244. **Subscription databases Usage:** Freegal 50; Ancestry.com 145 searches.
- b. 41 new cards were issued in September.
- c. Circulation Assistant Cameron Turney is now also the young adult book selector and is assisting Ann with YA programming. On a day when Kate and Ann were unavailable, Cameron did a 2-hour “book a librarian” session with a patron who needed computer help. While new to HNPL, Cameron has six years prior public library experience.
- d. Circulation Assistant Colleen Mann is assisting Debra in Wednesday’s storytime. Wednesday storytimes usually draw a big audience, and a second pair of hand comes in handy. Colleen supervised the homeschool enrichment session one Friday morning when Debra was otherwise occupied.

D. Atlanta – Mary Palmiero

The New Earth Festival is always a big event in Atlanta every year. I want to especially acknowledge the hard work of the Friends of the Library. They made our book sale successful. The staff also involved the children in the book sale. They helped sort and unpack books. We had to set tables up for the sale so space was rather limited downstairs for a few days, but we managed. The number of children’s programs was limited this month, but the children seemed to enjoy being involved in “Festival Preparation.” The YA computer use count was 71 for the month.

Discussion:

Statistics

Programs	Number of Events	Attendance	Cost	Cost Per Attendee
Crochet/Quilting	5	22	0	0
Afternoon Movie	1	6	0	0
Science Lesson	1	5	0	0
TOTALS	7	33	0	0

The Science Lesson listed above uses milk, food coloring, and dish soap. We put drops of food coloring and soap into the milk. The soap joined with the milk fat, which pushed the food coloring around, creating explosions of color. It was simple and dramatic.

E. Adult – Cindy Ritter

- a. September Programs: 7; Attendance, 49; Cost: \$17.50. There were 8 non-library uses of rooms.
- b. Coming up: Election Day at the Library, Nov 3; Tuesdays *with Friends* – Casserole Contest, Nov 10 starting at 6:30 p.m.

F. Children’s – Debra Brown

- a. September Programs: 26; Attendance, 381; Cost: \$14.95
- b. Library Collection – September was Library Card Sign-up Month, and the national theme for this initiative featured the Charles Schulz Peanuts Gang. We kept the Peanuts books displayed all month along with bookmarks, poster, cartoon coloring sheets, etc. A very large nonfiction book order for the children’s collection was placed with our local marketing rep from Quality Books. Meeting face to face with this vendor proved to be very informative and efficient. Book inventory continued in the Picture Book section.
- c. Programs – We started the month with Apples and ended with Johnny Appleseed. With 5 full weeks on the programming schedule, we were able to devote a whole week to Curious George as well. Farming/Harvest week was a big hit and preschoolers were treated to lots of playtime with toy tractors and sensory activities with field corn and soybeans. The two homeschool groups examined the Johnny Appleseed Legend/Tall Tale as they also looked at Hoosier agriculture. They studied how our country was settled from east to west, and how Johnny Appleseed’s work continued westward as pioneers carried agricultural traditions (and fruit trees!) along the Oregon Trail.

Wednesday morning continues to be the biggest morning for story time attendance. We have been averaging close to 30 people in that session alone, making the room feel somewhat tight. Miss Colleen from Circulation has been helping out with the craft – much appreciated. I will continue the Books/Babies, Tot Tales, and Preschool Pals story time format through November, and then switch to “Holiday Storytime” in December. This format will then move to an all ages, “Family” story time in January, keeping the 3-day a week morning

schedule. No more age delineations between baby, toddler and preschooler. All ages welcome on all the days ☺

- d. Looking Ahead – October will be full of books about bats, pumpkins and Halloween. I am co-hosting a Fall Break Art Party with Deanna Leonard on the 21st, and our Homeschool Hoosier group will be meeting at Strawtown’s Koteewi Park for an upcoming tour.
 - e. **Action Item:** Debra should consider attending the book fair at HHE/PS and then maybe pick up the books at the warehouse sale.
- G. Young Adult – Ann Hoehn
- a. September Programs: 3; Attendance, 13; Cost \$15.00; Cost per person: \$1.15.
 - b. Coming up:
 - a. Continuing to make Halloween Party decorations during the Oct 14 Teen Board meeting.
 - b. Teen Read Week, Oct 18-24. Book Speed Dating on Oct 22 – The goal: To fall head over heels in love with a book you never knew existed!
 - c. Teen Halloween Party on Oct 30, 8-10 p.m.; making 3-D multimedia tombstones with guest artist
 - d. **Action Item:** Marketing! - “perfect opportunity to choose next IRA book for school!” re: speed dating event.
- H. Maintenance – Jim Roy
- a. The boiler controllers have been replaced along with the humidity sensor on the HVAC system. However, boiler #2 will not fire. Boiler #1 is turned on but system has had very little demand for heat due to the moderate temperatures. Comfort Systems now says a service call will be required to check out problem on #2 boiler. It should be noted that when boilers were shut down at beginning of cooling season, both were functional. Service call has not been scheduled as of now but CS says we are on their list.
 - b. We replanted one of the Boxwoods that were planted on the front of the building. The one nearest the walk on the East side died and a patron (who monitors the Boxwoods regularly) suggested we move one from the far end to replace it as that would not upset the balance or appearance. So we did!
 - c. Looking forward: Plan to trim and cutback landscaping for fall.

VII. Old Business

- I. Capital Project Bond -- Herschel Frierson & Sarah McFetridge from Crowe Horwath [5 & 6, Pages 1, 1-12]
 - a. **Discussion:** Make sure we get bond council on board as soon as possible. Gantt chart will be useful during the ‘legal step’. Their company can then provide a proper quote for ‘funds on hand’ so we can move forward with the bond issue. Will also work with us to keep us in line with our current debt—we’re working to keep our debt level about the same so the tax rate standpoint doesn’t shift. Something unique was that our debt schedule [payments] increased. Estimated 3.9 million dollars in ‘par amount of bonds’ is probably going to keep us in line with current debt level. Par amount of bonds (not technically usual proceeds—it may be a little less; professional fees for Crow Horwath, underwriters, bond council, etc]. Capitalized interest is the interest payments that will be paid out of that bond issue.—we may issue the bond a bit sooner in order to have money on hand early AND it’ll pay the interest on the bond.(??) We may not do this in case it raises the millage.
 - b. **Discussion: Do we pay architects out of pocket or roll it into the bond?** You’ll have bond council draw up a bond reimbursement. We’ll pay out of pocket up front, and then likely

reimburse ourselves out of the bond. The question will be how long we'll wait to get reimbursed. We want to issue the bond right about the time that the architectural plans are done. Will likely work with bond council to identify the best fund (LIRF or Rainy Day probably). By the time the public bond hearing arrives, we'll definitely have a preliminary design in hand.

- c. **Discussion:** The construction manager that we're looking at hiring to represent our interest—those fees can be rolled into the bond.
 - d. **Discussion: Does our Gantt chart look okay?** Everything looks pretty good. Once the focus groups come back, the board will need to start making decisions about the direction of our capital projects. We are looking at a 20 year bond. **What percentage of the bond do we logically have to actually spend?** 3.5/3.6 of 3.9 million to spend after fees probably.
 - i. **Bond anticipation notes:** basically a one-year note gets issued for short term major repairs could be possible. Basically we'd take it out of the main bond issue.
 - e. **What professional services fees are we looking at upfront?** Architect, construction manager.
 - f. **Lease financing: a lease is not debt.** By doing a lease, you still issue a bond but a building corporation picks up the lease to obtain more money over the debt cap.
 - g. **We still have to go through county council to get the bond issued.**
 - h. **Action Items:** Recommends we pick a bond council ASAP. IceMiller was a previously used group. Crowe Horwath has worked with Barnes & Thornburg, Baker & Daniels, Bose McKinney, etc. A single attorney from the company will be our main contact.
 - i. **Action Items: need to pick RIGHT NOW what items of maintenance need replaced**—what's going to keep us at status quo/quality control on building structure & operations.
 - j. **Action Item:** Need to find out who is ON the county council and start talking up the project to key contacts.
 - i. Bond council and Crowe Horwath will help us go before the county council to petition. We should all be there and have picked a group representative. We'll be holding a pure public hearing separately from the meeting with county council. Our public hearing/public meeting will come before the official county council meeting.
 - b. **Action Item:** Target date is January for a meeting with us, bond council & Crowe Horwath.
 - c. **Suggestions:** Don't tell the Architect how much money you're initially working with because they'll likely expand project to fit the money. Always have at least 10% contingency cushion.
- J. Gordon Flesch IT Contract [Exhibits #4 & 5 & 6, Pages 1, 1-3]
- a. **Discussion:** Where is the money coming from? Attrition is Ann's suggestion. Would put management on the desk a few hours a week.
 - b. **Motion** to approve 3 year contract with GF:
 - i. Motion made by : Sharon Bislich
 - ii. Seconded by: Mike Jenkins
 - iii. Motion carried by a vote of 6/6 (all vote AYE)
- K. Front Canopy Lighting [Exhibit #7, 1]
- a. **Discussion:** We need to repair all the parking lot lights ASAP as well. Concerns that we replace all of them but then construction might ruin it-- maybe we roll the replacement into the bond.
 - b. **Action Item: Yes to repair for \$250 and replacement of the 3 or 4 street light bulbs. Ann to find out how much it will cost, will email board.**
- L. Logo
- a. **Discussion:** Lee is looking to create us our own logo. If the board sees a logo that speaks to them, let him know so he can take those design ideas into consideration. He'll start in b&w,

we'll narrow it down to 2-3 designs then start applying color. Basically, he's walking us through the entire creation process.

M. Upcoming Board Vacancies – Brainstorming

- a. Recommendations for County Council replacement rep? Would love to see a balance of life stages represented as well as on-point skill sets.

VIII. New Business

N. 2016 Budget Adoption

a. **Motion** to adopt budget:

- i. Motion made by Sharon Bislich
- ii. Seconded by Laura Holliday
- iii. Motion carried by a vote of 6/6 (all vote AYE)
- iv. All sign ordinance or resolution for appropriations and tax rates

O. Holiday Marketplace Vendor Fees

- a. **Discussion:** They pay \$20 a table to be a vendor. In the past, all the fees went to the library. Pickett family is battling cancer, Amy and Jackie Hayden want us to donate half the vendor fees to the family's medical bills. Also suggested that some of the vendor money could maybe be used to pay for focus groups.
- b. **Discussion:** Making the donation of half the proceeds as an annual event seems like a better proposition. We could take nominations for causes. Kiwanis might be willing to sponsor Santa? Also maybe donating other half of money to another worthy cause.
- c. **Action Item:** We want someone from the library going to Kiwanis' this Saturday to ask for sponsoring of Santa.

P. Indiana Library Federation Ballots

- a. Board is voting by the 30th for the president, vice-president, and secretary of the ILF. Also voting on the endowment fund merging with another similar fund. Ann passed out the ballots.

Q. 2016-2020 Technology Plan – 1st Draft [Exhibit #9, Pages 1-15]

- a. Board to read it over before next meeting.

IX. Looking Ahead: November 19, 2015 Board Meeting at Cicero Library at 6:30 p.m.

X. Meeting Adjournment

- a. Motion to adjourn
 - i. Motion made by Emily Beechler
 - ii. Seconded by Laura Holliday
 - iii. Motion carried by a vote of 6/6 (all vote AYE)
- b. 8:50 PM meeting adjourned.

XI. Executive Session – No