

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
Cicero Branch – July 21<sup>th</sup>, 6:30 p.m.**

- I. Regular Session
  - a. Call to order by President Steve Griffith 6:40 p.m.
  - b. Members present: Lee Templeton, Mike Jenkins, Kim Radant, Steve Griffith
  - c. Members absent: Gregory Goff, Emily Beechler, Laura Holliday,
  - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director) Amy Wolfe (Bookkeeper), Emily Pearson (Friends of the Library)
- II. Review Agenda [Exhibit #1, Pages 1-2]
  - a. Review of Agenda by President Steve Griffith
- III. Minutes – June 19, 2016 [Exhibit #2, Pages 1-8]
  - a. **Action Item:** Fix wording --“Agenda to Minutes” on June minutes and older as needed
  - b. **Motion** to approve minutes with edits for June 19<sup>th</sup>, 2016
    - i. Motion made by Kim Radant
    - ii. Seconded by Lee Templeton
    - iii. Motion carried by vote of 4/4 (All vote AYE)
- IV. Public Participation
  - a. Emily Pearson invites the board to the Centennial. Steve to kick off festivities and introduce board.
- V. Financial Reports for June 2016 [Exhibit #3, Pages 1-33]
  - a. Review of June report
    - i. \$38,803 personal services, \$918 supplies, \$7,480 Other Services & Charges \$605 Capital Outlays, \$47,806 total expense for month. Run rate 50%, 51.1 % of total budget used.
    - ii. Motion to pay June bills
      - a. Motion made by Mike Jenkins
      - b. Seconded by Lee Templeton
      - c. Motion passed by a vote of 4/4 (All vote AYE)
      - d. All signed registers of claims
    - iii. **Discussion:** none
    - iv. **Action item:** none
- VI. Department Reports [Exhibit #1, Pages 3-14]
  - A. Director – Ann Hoehn
    - Summer Reading ends tomorrow, June 20. I’ll give the board an overview of this year’s program at Thursday’s meeting.
    - The Collaborative Art Project in celebration of the State bicentennial and Atlanta Library’s centennial is now on display at the Atlanta Library. It will be there through August.
    - Our attorney is preparing bids for a financial advisor and for bond counsel for our upcoming capital project.
    - The mother of Sam Mitchel, the previous library director, passed away. The library sent flowers.
    - Staff meetings were held on June 21 and 22.

- I helped the Friends collect, enter, and proof recipes for the Atlanta Library Centennial Cookbook.
- I met with Mary at Atlanta three times in June.
- In June, I attended one Lights Over Morse Lake meeting, one marketing meeting, one Friends of the Library meeting, and one Centennial meeting.
- Friends of the Library sold strawberry shortcake at the library pavilion during the Friends of the Park concert on June 29. Also, registration for that day's 5K took place at the pavilion.
- I attended a Budget & New Legislation meeting hosted by the State Library.
- We have a number of job vacancies which we are working to fill. We are moving forward on getting a Children's intern.
- I attended the Tuesday's with Friends with speaker David Heighway on June 14.
- I will share with the Board on Thursday current stats on items we've recently started tracking:
  - Mandatory community service hours
  - Volunteer hours
  - How many times our year books are used
  - Study room use
  - Book and movie recommendations to patrons
  - Door count (head count)
  - Directional questions vs. reference questions
  - Disk cleanings for patrons
  - Laminating for patrons
  - Public faxes
- The top step of Atlanta's front entrance has been replaced. It looks great.
- I managed to get a teenager to write a book review for our August e-newsletter.
- We have special plans for National Library Card Month (Sept). I'll tell you all about it Thursday.
- A talent show has been added to the Atlanta Centennial Celebration itinerary.
- Proposed revisions to our Investment Policy will be presented to the Board on Thursday. The revisions will allow us to make electronic transfers to our newly created Trust Indiana investment account.
- Since Laura Holliday is retiring from the Board at the end of the year, I thought we should come up with names of people who may want to serve on the Board. This is on Thursday's agenda.
- It is time to renew our annual contract for our bookkeeping software, maintenance, and support (\$2,350.60). I will ask the Board to approve the renewal on Thursday.

**Coming up:**

- Friends of the Library meeting
- Centennial Planning meetings
- July/August Staff meetings
- Lights Over Morse Lake meeting
- Centennial Celebration the last weekend in August

**Action Item:**

**Note:** Lee volunteered to draw any Snoopy characters for our National Library Card Month

B. Assistant Director – Kate Marshall

**GENERAL**

28 + hours, highlights include:

- Circulation desk work
- 5 notary events
- Professional development & program scouting at 4-H Extension Office
- 2 Ask-A-Librarian sessions
- Capital planning meetings and RFQ editing work
- Internship research, job description creation, & finalization
- Workflow documentation meetings & revision work

**WEEDING**

About 12+ hours of weeding work, highlights include:

- Finishing the pull, evaluation, & withdrawal of adult non-fiction section
- Cleaned-up spine labels on Oversized books & relocated section
- Created replacement list for travel section

**TECHNOLOGY**

About 8+ hours of tech work, highlights include:

- Setting up adult & children's laptops for summer reading
- Updating and troubleshooting computers
- Ask-A-Librarian technology appointment
- Creating estimated budget for 2017 Tech Plan work
- Continuing VoIP research

**MARKETING**

About 23+ hours of marketing work, highlights include:

- Summer Skills classes' preparations & participation
- Put up Indiana Author blue wall exhibit
- Marketing Team meetings, meeting prep & assignment work
- Creating flyers for multiple events
- Creating a few weeks of Facebook posts
- Research new e-newsletter service
- Editing website as needed
- Creating Pinterest boards
- Collaborating with Circulation Manager on displays and processing

**Looking Forward:**

- More VoIP research
- Continued Capital Planning
- More display work with Cindy
- The onboarding of new employees
- Examination of staff survey on marketing efforts

**Action Item:** Get stats for Lynda.com for August meeting. Host a "Meet Lynda" party co-hosted with Friends.

C. Circulation – Cindy Ritter

- a. The **circulation stats** for June were 9,744 compared to June of last year at 10,859 and a three year average of 9,761. Atlanta had 302 circulations and Cicero had 8,604+ Overdrive eBooks 681 + Hoopla 157 for a branch total of 9,442. In-house use for Atlanta was 23 and Cicero had 831. Sent out 127 holds from Atlanta and 331 from Cicero. Atlanta received 38 holds from other libraries and Cicero received 341. Top selections for patrons in June were DVD, 2071; Children, 1697; Adult Fiction, 1323;

Computer, 616; Juvenile Fiction 965; Adult Non-Fiction, 390; J Non-Fiction, 584; YA Fiction, 342.

**Subscription Databases Usage:** Freegal 63; Ancestry.com 2,176 searches.

- b. 67 new cards were issued in June
- c. We are in the midst of summer reading. Overdrive use continues to rise, and Hoopla is holding steady.
- d. Book and DVD displays are still doing well. 167 books have been checked out of our Top Circulating Books of the Past Year (51 this month). Librarian Favorites from LibraryReads.org has checked out 65 books (46 this month). Our Tom Hanks DVD display has checked out 89 DVDs (76 this month). Our Recently Added to Our Collection display of donated DVDs has checked out 254 DVDs (104 this month).
- e. **Action Item:** Advertise Ancestry.com at the Centennial! Also make sure to advertise anything else at the celebration.

D. Atlanta – Mary Palmiero

Professor Steve returned again this year to present another excellent program that complemented the summer reading theme. Attendance was good with several new children visiting.

Mike has given the library lots of TLC in preparation for the centennial. He painted the front doors and railings and repaired the plaster from water damage in the basement.

Prater & Sons repaired the front steps. Many of the patrons commented on how nice the library looks.

Computer usage in basement computer lab: 35

**Statistics**

<b>Program</b>	<b># of Events</b>	<b>Attendance</b>	<b>Cost</b>	<b>Cost per Person</b>
Professor Steve	1	30	around \$250.00	\$8.33
Vintage Games	4	15	0	0
Garden Activities	3	6	0	0
Art Journaling	1	5	0	0
Having Your Say	5	25	0	0
Stitch Crafters	4	13	0	0
<b>Totals</b>	<b>18</b>	<b>94</b>	<b>\$250</b>	<b>\$2.66</b>

E. Adult – Cindy Ritter

- a. June Programs: 11; Attendance, 70; Cost: \$37.00. There were 9 non-library uses of rooms & gazebo; Attendance, approx. 248
- f. **Action Item:** Lapel community band would like to do a concert at the gazebo next year.
- b. Coming Up:
  - Classic Movie – Gaslight, July 24 @ 2 p.m.
  - Brown Bag Reading Group – Best Friends Forever by Jennifer Weiner, July 22 @ 11:30 a.m.
  - Mystery Book Club – The 39 Steps by John Buchan, July 25 @ 6:30 p.m.
  - Tuesdays with Friends – Jim Dashiell: Hiking Nepal, August 9 @ 6:30 p.m.

F. Children’s – Debra Brown

- a. June Programs: 32; Attendance, 588; Cost: \$409.63

- b. Library Collection – Large book orders were placed with Baker and Taylor and Penworthy in June. Because of these orders, choices on the Newbook shelf remained plentiful throughout the month as items turned over quickly for Summer Reading Program. Summer-themed books are on faceout in the picture book section, and thanks to Christy Fulton for taking on this project.

Programs – As predicted, June was a whopper month for hosting various children’s groups here at the library. The Little Husky School Group, combined with the Day Camp from Cicero Christian, produced solid numbers all month for the Tuesday afternoon skills classes scheduled by Kate Marshall and friends from the Hamilton Co. Extension Office. Many thanks for their efforts – the kids really enjoyed the cooking, yoga and gardening workshops. The Professor Steve Show, despite evening storm warnings, was a hit with young students hoping to learn more about the “science” of basketball. They especially loved the toilet paper cannon that shot streamers the entire length of the west wing. Beach week and Bug week were the most popular story time themes this month, and the Father’s Day crafts were a big hit as well.

Looking Ahead – July story time themes will include healthy eating and camping. Big events featured this month will be a visit from Conner Prairie, Crochet, two Friday afternoon movies, Minnetrista Musical Theatre, and the SRP Pool Party.

**Discussion:** none

G. Young Adult – Ann Hoehn

- a. June Programs: 5; Attendance, 24; Cost \$60.00 ; Cost per person: \$ 2.50
- b. **Action Item:** none
- c. Coming up:
  - Starting Teen Advisory up again once the school year begins.

H. Maintenance – Mike Hiatt/Ann Hoehn

- Mulch was put down around the bushes at Atlanta.
- Atlanta basement floor was stripped and waxed.
- Atlanta upstairs tables in children’s area were refinished.
- Upstairs interior doors at Atlanta were refinished.

**Looking forward:**

- Repair (or cover) crumbling basement walls at Atlanta.
- Painting of overhang at Atlanta is scheduled for the last week in July.
- Mike will (spot) paint the upstairs ceiling at Atlanta.

- a. **Action Item:** none

**VII. Old Business**

I. Investment Policy – Proposed Revisions [Exhibit #4&5, Pages 1-2, 1]

- **Discussion:** Noted that we wanted to update our investment policy to make it explicit that we could move funds electronically into and out of our new Trust Indiana account.
- **Action Item:** Ann to finalize approved revisions and update the Investment policy on the staff drive.
- **Motion to: approve proposed revisions to the HNPL Investment Policy**
  - a. Motion made by Mike Jenkins
  - b. Seconded by Kim Radant
  - c. Motion carried by vote of 4/4 (All vote AYE)
- **Motion to: approve the edits to resolution authorizing electronic funds transfers**
  - a. Motion made by Mike Jenkins
  - b. Seconded by Kim Radant
  - c. Motion carried by vote of 4/4 (All vote AYE)
  - d. All signed resolution

J. Materiality Thresholds Resolution and Policy [Exhibit #6&7, Pages 1,1]

- **Discussion:** Approving the resolution and policy will be on next month's agenda.

K. Capital Plans Update

- **Discussion:** Our lawyer, Aaron Culp, is still waiting for quotes for the financial advisors and bond counsel (1 written quote so far). There's no need for the board to interview bond council. Mr. Culp will be at the meeting next month to give an update. Mr. Culp suggests that we interview for the financial advisor. We can either do it at A) a regular meeting B) an executive session or C) have three or fewer board members interview him and then make a recommendation to the board. Board prefers option C, Steve and Mike have volunteered to do the interviewing of the financial advisor along with Mr. Culp.
- **Action Item:** Ann to get a couple of dates from Mr. Culp for interviewing financial counsel.

L. Banking

- **Discussion:** Our First Farmer's Bank money market account was liquidated and closed it out. We deposited it into First Merchants because we have to transfer money into Trust Indiana by electronic transfer. So the liquidated account and the one time extra money from the state are going into Trust Indiana.
- **Note:** If process goes well, we may consider moving more money into Trust Indiana.
- **Action Items:** All agreed that we move the money via electronic transfer to Trust Indiana as soon as possible.

**VIII.** New Business

M. 2017 Budget [Exhibit #8, 9, 10 Pages 1, 1, 1]

- a. **Discussion:** Look at the 2016 budget calendar and proposed budget breakdown for 2017. Adoption of 2017 budget will occur at October meeting.
- b. **Action Items:** none

N. Bookkeeping Software & Support Annual Contract Renewal

- a. **Discussion:** Brief overview that CompuTrain was recently bought out by Boyce.
- b. **Motion to: approve contract renewal with CompuTrain**
  - a. Motion made by Mike Jenkins
  - b. Seconded by Kim Radant
  - c. Motion carried by a vote of 4/4 (All vote AYE)

O. Comfort Systems Annual Renewal

- a. **Discussion:** None
- b. **Motion:** Move to renew Comfort Systems contract for 2016-2017.
  1. Motion made by Kim Radant
  2. Seconded by Lee Templeton
  3. Motion carried by vote of 4/4 (All vote AYE)

P. Long-Range Plans—2018 and Beyond

- a. **Discussion:** Would like to let everyone read current plan and make notes as initial step.
- b. **Action Item:** Ann to e-mail everyone a copy of current long-range plan.

Q. Cicero School Clock – Donation Offer

- a. **Discussion:** If we accept, the Indiana Room would be the place to display it. Mike may know someone who could get it running if it doesn't work.
- b. **Action Item:** Board would like to accept the donation. Ann to send Mike the lady's name.

R. Staff Tuition Reimbursement Request

- a. **Discussion:** Circulation Manager has signed up for Ivy Tech cataloging class and starts August 22<sup>nd</sup>. If she passes the class, can we reimburse her?
- b. **Action Item:** Board affirms current policy to reimburse for passing grade.

S. Wireless Policy – Proposed Revisions [Exhibit#11, Pages 1-2]

- a. **Discussion:** Due to hardware upgrade, we now offer wireless printing and need to update policy to reflect that.
- b. **Motion to : approve proposed revisions to wireless policy**
  - a. Motion made by Mike Jenkins
  - b. Seconded by Kim Radant
  - c. Motioned carried by a vote of 4/4 (All vote AYE)

T. Technology Update

- a. **Note:** 4 Dell monitors of the same make & model have died in the last four weeks. Have ordered 2 new replacements as backup as replacing the dead ones used all our reserve monitors.

U. Possible New Board Member

- a. **Discussion:** Looking ahead to upcoming board member transitions. If we could find someone from Atlanta that might be nice.
- b. **Action Item:** Thinking of replacements will be on agenda for next board meeting.

V. Centennial Celebration Expenses

- a. **Discussion:** The Friends are paying for most things, could the library hire a professional to make a poster? Also we would like to spend on some flowers.
- b. **Action Item:** Board approves hiring a professional to design and suggests hanging it around town. Lee suggests something from Taylor nature center @ Koteewi Park. Mike knows the Sign Guy in Cicero, suggests him a possible resource. Bids are not necessary, just find something at a reasonable price.

**IX.** Looking Ahead: August 18, 2016 Board Meeting at Cicero Library at 6:30 p.m.

**X.** Meeting Adjournment

- a. Motion to adjourn
  - i. Motion made by Kim Radant
  - ii. Seconded by Lee Templeton
  - iii. Motion carried by a vote of 4/4 (all vote AYE)
- b. 8:13 PM meeting adjourned.

**XI.** Executive Session – No