

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
Cicero Branch – May 17<sup>th</sup>, 2018 6:30 p.m.**

- I. Regular Session
  - a. Call to order by President Steve Griffith 6:32 p.m.
  - b. Members present: Steve Griffith, Emily Pearson, Julie Overton, Mike Jenkins, Lee Templeton,
  - c. Members absent: Kini Magdun, Kim Radant
  - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Jae Ebert (V&J Consulting), Darren Peterson (Peterson Architecture)
  
- II. Review Agenda [Exhibit #1, Pages 1]
  - a. Review of Agenda by President Steve Griffith
  
- III. Minutes – April 19<sup>th</sup> Regular Meeting [Exhibit # 2, Pages 1-8]
  - a. **Discussion:** none
  - b. **Motion: to approve minutes for April 19<sup>th</sup>**
    - i. Motion made by Emily Pearson
    - ii. Seconded by Julie Overton
    - iii. Motion carried by vote of 5/5 (All vote AYE)
  
- IV. Public Participation
  - a. None
  
- V. Financial Reports for April 2018 [Exhibit #3, Pages 1-25]
  - a. Review of April report
    - i. \$28,167 personal services, \$701 supplies, \$20,942 Other Services & Charges \$751 Capital Outlays, \$50,561 total expense for month. Run rate 33.3%, 34.6% of total budget used.
    - ii. **Motion to pay April bills**
      - a. Motion made by Lee Templeton
      - b. Seconded by Julie Overton
      - c. Motion carried by a vote of 5/5 (All vote AYE)
      - d. All signed register of claims
    - iii. **Action Item:** none
  
- VI. Department Reports [Exhibit #4, Pages 1-15]
  - A. Director – Ann Hoehn

<b>2017-2018 Cicero Stats</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>
Number of Visits	2921	3139	4085	3780	3519	3201	3279	3113	2630	2942	2671	3616	3387
Directional Questions	131	120	93	125	201	111	106	93	108	116	131	225	149
Reference Questions	100	109	50	136	167	126	135	123	154	175	161	282	232
Book & Other Recommendations	42	39	13	43	56	43	60	33	36	40	39	53	72
Scanned Pages	118	72	239	85	104	108	95	172	48	114	43	47	26
Volunteer Hours (not including Friends)	9	9	3	2	1	22	16	12	7	4	16	15	15

Study Room Use	40	30	19	22	25	24	37	25	27	32	25	29	25
Yearbook Use	20	39	14	23	30	19	26	13	6	19	37	34	12
Mandatory Service Hours	0	0	0	0	0	0	18	8	2	29	8	0	0

HNPL Website Audience Review													
	Apr-17	May-17	Jun-17	Jul-17	Aug-17	9/1-10/25	10/26-31	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18
<b>Sessions</b>	1,690	1,727	2,004	1,985	1,912	NA	312	1,789	1,456	1,760	1,374	1,617	1,352
<b>Users</b>	854	909	1,023	984	1,009	NA	208	924	759	907	726	811	694
<b>Pageviews</b>	2,974	2,946	3,340	3,629	3,340	NA	531	2,968	2,447	3,093	2,274	2,674	2,186
<b>Pages/Session</b>	1.76	1.71	1.67	1.83	1.75	NA	1.70	1.66	1.68	1.76	1.66	1.65	1.62
<b>Avg. Duration</b>	1:46	1:30	1:36	1:42	1:38	NA	0:54	1:19	1:19	1:23	1:13	1:26	1:07
<b>Bounce Rate</b>	67.40%	70.30%	68.01%	69.47%	71.76%	NA	71.79%	70.04%	70.40%	68.86%	70.60%	70.32%	72.26%
<b>% New Sessions</b>	37.51%	39.72%	39.42%	37.18%	40.53%	NA	46.79%	41.48%	38.87%	40.40%	---	---	---
<b>Sessions/User</b>											1.89%	1.99%	1.95%
<b>New Users</b>											546	600	494

- A reported 300 people voted at Cicero Library on Election Day, so our door count was much higher that day than usual.
- We have many activities scheduled during Summer Reading, June 1-July 26 (a full eight weeks). Included in your packet is a draft of the June-July activities calendar for both branches.
- In early to mid-June we are slated to switchover to our new employee electronic “timecard” system. This move is just part of the switch to our new accounting/payroll software already in progress.
- Staff members have been busy clearing the Atlanta basement project area for the work that starts May 21. Kudos to everyone involved!
- Steve Griffith, Kate Marshall, Jae Ebert, Aaron Culp, Ice Miller, and Umbaugh are scheduled to meet at 10 a.m. this Thursday to discuss a 2018 bond. You’ll be updated that night at the Board meeting.
- Emily Pearson and Mike Jenkins are now both authorized at the bank to sign library checks.

**Looking Forward:**

- Capital Projects start at Atlanta on May 21<sup>st</sup>!
- Public school ends May 31
- Summer Reading begins June 1

**Action Item/Notes:** Credit card points—have we used them for Summer Reading costs yet?

B. Assistant Director – Kate Marshall

**GENERAL**

**49+ hours, highlights include:**

Collection development & maintenance  
1 notary event  
Weeding documentation draft  
Tech plan revision prep  
1 Book a Librarian session

**TECHNOLOGY**

**27+ hours, highlights include:**

ENA Air (Wireless) project work  
Quarterly Business Review with Gordon Flesch + follow up  
Bond 2 project FFE research  
RICOH staff printer refresh project

**MARKETING**

**7+ hours, highlights include:**

marketing meeting (+ prep & follow up)

**LOOKING FORWARD**

Wireless infrastructure overhaul  
More Bond 2 FFE research

**Discussion:** none

**Action Item:** none

C. Circulation – Cindy Ritter

- a. The **circulation stats** for April were **8,176** compared to April of last year at **7,260** and a three year average of **7,540**. Atlanta had 369 circulations and Cicero had 7,081 + Overdrive eBooks 605 + Hoopla 421 + RBdigital Mags 41 + RBdigital Audio 28. In-house use for Atlanta was 67 and Cicero had 408. Sent out 93 holds from Atlanta and 314 from Cicero. Atlanta received 38 holds from other libraries and Cicero received 376. Top selections for patrons in April were DVD, 1308; Children, 1401; Adult Fiction, 1065; Computer, 336; Juvenile Fiction, 503; Adult Non-Fiction, 328; J Non-Fiction, 509; YA Fiction, 221. **Subscription Databases Usage:** no databases subscribed at this time
- b. 43 new patron cards were issued in April
- c. Circulation is up by nearly 1000 over last year. Hoopla use is up, while Overdrive use is slightly down.
- d. Our displays did well this month. The Recently Added DVD display was the winner with 89 circs. New donations were added to it this month. We also had a Pen Name vs Real Author Name display which saw 13 circs. Our Librarian Favorites display did well with 46 circs. A small Star Wars display had 9 circs. Finally, we had a Last Chance YA display where we displayed YA books about to be weeded due to non-use. 14 books were checked out from that display.
- e. I attended both of the Summer Reading Committee and Marketing Committee meetings. I have been working on updating our paperwork for the 2018 Summer Reading Program and have been making posters for summer programs and activities. I helped select Summer Reading prizes, too. I attended several webinars related to such things as management, leadership, team building, and graphic design.
- f. **Action Item:** none
- g. **Discussion:** Extended winter and wide-spread illness suggested as impacting patron attendance at library.

D. Atlanta – Mary Palmiero

Since the weather has become milder, we are noticing an increase in patron numbers at the library. As usual we have art supplies, games, and puzzles available for all ages. More adult patrons are using the computers in the basement because they are a little faster. The adults have also been asking for assistance in accessing programs on the computers and in printing out forms. We have also provided help with resumes. It's surprising how many people still do not have computers.

A few days ago a young college student needed our help with an assignment. He had to present two very short speeches for an online class. He needed an audience of at least six adults. Linda and I and a few willing patrons listened to his speeches which his brother videotaped. He was able to get the assignment sent on time. I am happy that he felt comfortable enough to ask us for help.

**Action Item:** none

**Statistics**

<b>Name of Program</b>	<b># of Events</b>	<b>Attendance</b>	<b>Cost</b>
Stitch Crafters	4	20	0
Having Your Say	4	29	0
Afterschool Games	4	15	0
<b>Total</b>	<b>12</b>	<b>64</b>	<b>0</b>

**Other Statistics – 2017-2018**

	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>
Number of Visits	223	322	310	271	386	347	339	230	143	226	226	200	229
Directional Questions	39	59	49	46	72	59	46	43	25	43	37	42	32
Reference Questions	46	55	49	35	61	43	42	29	18	53	38	27	33
Recommendations	53	67	97	65	71	42	44	44	29	43	32	41	43
Volunteer Hours	4	5	0	0	25	2	5	3	0	0	0	0	0
Scanned Pages	0	0	1	0	0	0	0	1	0	0	0	0	0
Computer Usage	48	71	143	87	66	53	75	49	27	27	32	25	35

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

E. Adult – Cindy Ritter

- a. April Programs: 5; Attendance, 43; Cost: \$5.00. Cost Per: \$0.12. There were 12 non-library uses of rooms & gazebo; Attendance, approx. 116
- h. **Action Item:** none
- i. **Discussion:** We had high praise for the fishing program, would consider inviting speaker back.
- j. **Looking Forward:**
  - Tuesdays with Friends, Opioids with speaker Justin Phillips, May 15 @ 6:30 p.m.
  - Mystery Book Club – Gone Girl by Gillian Flynn, May 21 @ 6:30 p.m.
  - Brown Bag Reading Group – Big Stone Gap by Adriana Trigiani, May 25 @ 11:30 a.m.
  - Frankenstein Book Discussion, June 4 @ 6:30 p.m.
  - Euchre Club, Thursdays, 6-7:30 p.m., starting June 7
  - Classic Film Club – Top Hat, June 9 @ 1 p.m., and Frankenstein, June 16 @ 2 p.m.
  - Family Sunday Line Dancing Lessons (4th grade & up), 3 p.m., June 10, 24 & every Sunday in July
  - Taste of the Book—Frankenstein and Ghosts Edition, June 11 @ 6:30 p.m.
  - Tuesdays with Friends, Photo Workshop with guest speaker Sally Wolfe, June 12 @ 6:30 p.m.

F. Children’s – Debra Brown

- a. April Programs: 17; Attendance: 277 Cost: \$45.24

Library Collection – We incorporated books from the 500’s (Sciences) section into our two homeschool STEM sessions in April. We studied materials about Earth Day, environmental issues, engineering, and architecture. Incorporating relevant print titles into our programming provided a great opportunity to assess this section for age, condition, and possible future purchases.

Programs – Story times in April featured Earth Day, libraries and birds. *Pete the Cat* was our National Library Week (4/8-4/14) story character, and we created puffy paint cupcakes in celebration. Each week had a special math and color recognition focus as we identified, sorted, and counted our way through the story time books. The homeschool STEM students had two Friday morning sessions this month that we both very well attended. Earth Day was first with the students building and testing oil spill barriers and then Edible Architecture had the same students designing standing structures from sugar wafers, frosting, pretzel rods, etc. Student Drama Club met for rehearsals 3 times during April, and their acting debut will be on Thursday, May 3<sup>rd</sup> with an evening performance of the Dr. Seuss classic *Yertle the Turtle*. This is a popular program, and many thanks to HHS student Gloria Merrell for her organizational and directing capabilities.

Looking Ahead – Story time attendees will wrap up our annual voting participation in the Firefly book award program during the first week in May. We will devote a week to Mother’s Day books and crafts, and then continue with butterflies, Eric Carle and dinosaurs to finish the month. We will have our final afterschool program of the year on May 16<sup>th</sup> to give students a chance at the Edible Architecture STEM program that was popular with homeschoolers earlier in April. SRP planning will be in full swing as we ready for its launch on June 1<sup>st</sup>

**Discussion:** Gloria Merrell indicated she may be interested in coming back to do more programming.

G. Young Adult – Ann Hoehn

- a. April Programs: 0; Attendance, 0; Cost \$0.00 ; Cost per person: \$0.00
- b. **Note:** Emily Beechler mentioned that the middle school will be hosting announcements about the Euchre e-learning event.
- c. **Action Item:** none
- d. **Coming up:**
  - Middle School E-Learning Day—Euchre Games & Lessons, 1-3 p.m. on May 25

H. Maintenance – Mike Hiatt/Ann Hoehn

- Repainted poles at the pavilion because of graffiti.
- Weeded and mulched the Cicero memorial garden.
- Called electrical contractors to get estimates on changing pavilion lighting and wiring.
- Repaired sidewalk out front.
- Met with Hagerman and fire contractors.
- Met with Hagerman and DX system contractors

**Looking Forward:**

- Spring yardwork; Atlanta capital projects

**Discussion:** Hopefully including new security system as part of Bond 1, re: vandalism in pavilion.

**Action Item:** none

**VII.** Old Business

A. Cicero Branch Fish Tank

- Discussion:** Haven't heard back in a week from the tank servicing company contacted from the dentist office. Would cost about \$750 to completely redo the fish tank + stand, per Wild Bill cleaner.
- Action Item:** Ann to get a quote from Wild Bill's about new tank infrastructure

**VIII.** New Business

B. Capital Projects

**a. Discussion [Bond 1]:**

- Amendment to construction contract is out to bid; should be coming back first week in June.

**a.Action Item:** Circulate any new bid documents before June meeting (if possible) so we're ready to vote.

C. 2018 Bond Update

**b.Discussion:** We met with bond people this morning, main suggestions included needing a much more detailed budget overview. Agreed that the board would like to pursue full amount we're able to bond for. Lawyer says that if we'd like to stay with same financial advisors for Bond 2, we're able to do that without having to rebid all the financial advisor spots.

**c. Discussion:** Darren gave an overview of potential and currently agreed upon changes to floor plan for expansion. Plan to meet with interior designer next week to start FFE discussions. July meeting 50% set, August 90% set, hope to bid by September on design.

**a.Motion to use same bond company and financial advisor**

- Motion made by Emily Pearson
- Seconded by Lee Templeton
- Motion carried by a vote of 5/5 (All vote AYE)

**d.Action Item:** none

D. Technology Update

**a. Notes:** Had our QBR with Gordon Flesch, everything went well and we cleared up a few minor fiscal issues with our contract. RICOH also came and installed our new staff machine, took away old one.

**b. Action Item:** none

- E. Technology Plan—Proposed Revisions [Exhibit#5, Pages 1-26]
  - a. **Discussion:** Most changes due to completed work or work now considered out of scope for a plan that should be strictly technology focused.
  - b. **Action Item:** Please skim before June meeting.
  
- F. Hagerman Invoice
  - a. **Discussion:** We've asked for additional details on the billings due to some questions about the billing of the hours.
  - b. **Action Item:** none
  
- G. Gordon Flesch Contract
  - a. **Discussion:** Realized that revisions were needed due to smaller number of active workstations.
  - b. **Action Item:** Ann to finish paperwork related to updates and refund.
  
- H. Recognition of an Individual Volunteer
  - a. **Discussion:** Kini suggested we hire a special needs person who volunteers who has done a great job for us. We don't feel hiring is appropriate due to elevated requirements that come with employment, but would like to acknowledge her efforts. Ann suggested a small gift card.
  - b. **Action Item:** Board approves gift card.
  
- I. ENA Wireless Quote
  - a. **Discussion:** Overview of key problems with Wi-Fi. Explanation how our expansion will affect the contract; e.g. once we have new AP's installed in expansion areas, the contract will need to be redone and resigned, which will technically expand our years under contract by at least 1 fiscal year. All three quote options presented by ENA all worked out within \$1000 of each other at the end of 5 years. With consideration for how fast technology changes and the close costs, we've suggested that we'd like to go with the Indiana State Library contract, which is a 5 year pure lease of all hardware, inclusive of active management on all items.
  - b. **Action Item:** Ann to sign paperwork re: new ENA Air ISL contract
  - c. **Motion to approve new ENA Wireless contract**
    - i. Motion made by Mike Jenkins
    - ii. Seconded by Emily Pearson
    - iii. Motion carried by a vote of 5/5 (All vote AYE)
  
- J. Hot Air Balloons at Library During 4<sup>th</sup> of July Celebration
  - a. **Discussion:** Lights over Morse Lake asked us to host hot air balloons
  - b. **Action Item:** Board approves of them using the backyard.
  
- K. InfoExpress Renewal
  - a. **Discussion:** Currently paying \$2500 year for 4 day service, upcoming year will be same at \$2500. \$3,125 would be the cost if we're forced to upgrade to 5 days a week.
  - b. **Action Item:** Ann/Amy to pay renewal
  - c. **Motion to approve InfoExpress Renewal at whatever level we're required to be at**
    - i. Motion made by Emily Pearson
    - ii. Seconded by Lee Templeton
    - iii. Motion carried by a vote of 5/5 (All vote AYE)
  
- L. Replacement of Basement Chairs and Bookcases at Atlanta
  - a. **Discussion:** As part of renovation, we'd like to refresh the broken and old furniture in the basement. If possible, we'd like to sell assets in okay shape at yard sale. But most is not in good enough shape to keep or sell.
  - b. **Action Item:** Board approves getting rid of obsolete assets as well as selling what is in good enough shape, should we want to. Ann will present purchase requests for new assets at June board meeting.

**c. Motion to get rid of obsolete assets (e.g. chairs, moldy bookcases, homemade shelving)**

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

**M. Midwest Rail Fest Sponsorship**

**a. Discussion:** Library is already going to be involved, would like to formally invest in the event.

**b. Action Item:** \$100 investment in Rail Fest approved

**c. Motion to sponsor Rail Fest at \$100 level**

- i. Motion made by Lee Templeton
- ii. Seconded by Mike Jenkins
- iii. Motion carried by a vote of 5/5 (All vote AYE)

**IX. Looking Ahead: June 21, 2018 Board Meeting at Cicero Library, 6:30 p.m.**

**X. Meeting Adjournment**

- a. Motion to adjourn
  - i. Motion made by Emily Pearson
  - ii. Seconded by Julie Overton
  - iii. Motion carried by a vote of 5/5 (all vote AYE)
- b. 7:47 PM meeting adjourned.

**XI. Executive Session – No**