

- I. Regular Session of the HNPL Board Meeting was **called to order** by President Stephen Griffith at 6:32p.m.
 - A. Members present: Stephen Griffith, Laura Holliday, Emily Holt, & Emily Beechler
 - B. Members absent: Sharon Bislich, Melissa Martin, Mike Jenkins
 - C. Others present: HNPL Director, Ann Hoehn; HNPL Assistant Director, Katherine Marshall; HNPL Bookkeeper, Jillian Stambaugh
- II. Review of the **Agenda** (meeting packet pages 1-2)
- III. **Minutes** from July 17, 2014 (meeting packet pages 3-6)
 - A. Motion to approve regular meeting minutes from July 17, 2014 as submitted was made by Laura Holliday.
 - B. Motion was seconded by Emily Beechler.
 - C. Motion carried 4/0.
- IV. Review of July 2014 **Financial Report** (meeting packet pages 7-37)
 - A. HNPL Bookkeeper, Jillian Stambaugh gave a report summary. Run rate is 58.3% with HNPL percentage of the budget dollars used at 53%; well below the run rate. July expenditures totaled \$42569.12 and the bank balance total from all accounts was \$582897.84. No notable expenditures reported.
 - B. The \$15.28 account discrepancy reported during the June meeting was further investigated and reconciled to within approximately \$6.00. This amount was written off to balance the ledger.
 - C. Motion:
 - i. Motion to pay the bills was made by Emily Holt.
 - ii. Second to motion was made by Emily Beechler.
 - iii. Motion carried 4/0.
 - D. Additional financial discussion:
 - i. Community Bank sold to First Merchants
 - ii. Jillian discovered during updating our Edward Jones MasterCard account that she would need to give her personal information and be held personally responsible for any non-payment of the account. The ensuing discussion and consensus of the Board was that Jillian research corporate charge accounts and present her findings during our next meeting.
- V. **Department Reports** for July 2014 (meeting packet pages 38-45)
 - A. Director's report consisted of Web Stats.
 - B. Assistant Director Kate reported that she and Director Ann are reviewing the resumes for the open position of the Children's Department Manager as they are received. Lots of research has been going on in her area to help us become a first class institution!
 - C. Circulation was down in July and well below the 3 year average. Emily Dickos reported that she felt this was in part due to the changes in the Children's Department and some of the programming being on hold until positions are filled. On a positive note, 53 new cards were issued in July 2014. It was mentioned that we should do another program involving Ancestry.com. It should also be noted that Ann and Kate are working on some ideas to boost our circ stats.

- D. On the Atlanta report, submitted by Mary Palmerio, stats showed 65 participants in 3 programs during July 2014. Mary also noted that she was leading “Drop In” activities for the children coming into the Atlanta facility. This included reading, writing activities, and crafts. The Root Beer Float party to end Summer Reading and kick off the beginning of a new school year was a success.
- E. The Adult Department report was submitted by Emily Dickos. The rescheduled Poison River Boys concert had around 40 attendees.
- F. The Children’s Department report consisted mostly of the report out of the conclusion of Summer Reading 2014. Total programming expenditures in July were \$376 (\$250 for Minnetrista Theatre). Summer Reading had 401 participants, just 35 less than 2013.
- G. The YA report was prepared by Emily Dickos. She reported that we had 72 teens registered for Summer Reading and 48 of those completed the program.
- H. The Maintenance Department Report, prepared by Jim Roy, noted that the issue with the new restroom countertops had been corrected and the corresponding invoice was released for payment. Also of note, the parking lot will be filled, sealed and striped over the upcoming Labor Day weekend. Jim also noted that to keep our asphalt from deteriorating in the back lot, we need to reposition the trash access doors to face the West. Board President, Steve Griffith, suggested that Ann instruct Jim to procure quotes to pour a concrete pad in the access area so that the heavy trash trucks are not maneuvering on asphalt. Quotes should be presented at the September Board Meeting. Jim reported that he is also in the process of screening area contractors for the repositioning of the access.

VI. Old Business

- A. 2015 Proposed Budget:
 - 1. Director, Ann Hoehn, Assistant Director, Katherine Marshall, and Bookkeeper, Jillian Stambaugh attended the DLGF workshop to prepare the 2015 budget. The DLGF representative at the meeting noted that we had not spent enough of the budgeted money in our LIRF account. Ann pointed out to the Board that if we do not have plans for these funds, we will not be able to include this in our 2015 budget. Discussion followed, and the Board’s tentative plans for the remaining funds is to potentially use this account for the parking lot re-paving and concrete pad, office space planning, and/or technology upgrades.
- B. Marketing/Repositioning:
 - 1. Ann will invite Richard Parker to attend our September Board meeting so that she and Kate can get up to speed with the plans for the rebranding. We can set a timeline for roll-out after his presentation.
- C. Terminal Server:
 - 1. Ann and Kate have scheduled a meeting with Sim-2-K on Tuesday, August 26th to discuss the necessary upgrades and pricing.
- D. Standards of Conduct Policy:
 - 1. Ann is reviewing and comparing conduct policies from area libraries. Ann will prepare and present a draft for the Board’s perusal at the September 2014 regularly scheduled meeting.
- E. Emergency Plan:
 - 1. The Cicero Branch currently has no emergency plans/exits posted. Ann will check, but assumes that this is the same for Atlanta. Ann will contact the School Safety Specialist with the Hamilton Heights School District to see if they can offer some assistance with plan development.
- F. Library as a Polling Place:

1. The necessary paperwork has been submitted.
- G. Skateboard Theft:
- H. The juvenile suspect that was identified has been banned from the HNPL system for a period of one (1) year. A registered letter was also sent to his mother explaining the situation. Since Ann could not obtain enough information on the other two boys involved in the theft to warrant sending letters, this is considered closed at this time.
- I. Friends of the Library Review:
 1. HNPL received a warrant for taxes owed. Upon investigation the State of Indiana officials, it was determined that HNPL needs to file a form for the year 2013 to zero out this claim. This will not be an issue in the future, as former director, Sam Mitchel, submitted a form that will be on-going. Thus eliminating the need to file yearly.
 2. Director Ann made the suggestion that HNPL not keep funds for or write checks to the Friends group. Book sale monies will be put in a strong box for the Friends Treasurer to retrieve and deposit. Ann and Kate are discussing ways to bolster the support of the Friends group to help it become a better asset to HNPL.
- J. HSA:
 1. This item was on the agenda for clarification. As previously agreed upon by the HNPL Board of Trustees, if Ann Hoehn, Director, or Katherine Marshall, Assistant Director, opt out of the HSA offered by HNPL, a taxable stipend is added to their income. This is to be offered only to the Director and the Assistant Director.

VII. New Business

- A. Need to spend 2014 LIRF
 1. See previous discussion (VI-A)
- B. New Toilet
 1. The staff toilet that was previously repaired is still not functioning properly. It was discussed and determined that new toilet needed to be installed. Motion
 - i. Emily Beechler made the motion.
 - ii. Laura Holliday 2nd.
 - iii. Motion carried 4/0.
- C. Non-Resident Library Card Fees
 1. Director Ann Hoehn reported that we are not permitted to issue family non-resident cards as HNPL has allowed in the past. Ann will research this agenda item further and present a resolution to the Board of Trustees at the next meeting.
- D. Vacation Policy Clarification
 1. It was discussed that the vacation policy for HNPL staff needs to be more clearly defined in the employee handbook. It was noted that the Board interpreted that vacation for new hires was to be prorated from the date of employment. We will discuss handbook at a later date.
- E. Purchasing Policy
 1. Director Ann Hoehn opened a discussion that HNPL does not have a standard purchasing policy on file. Ann handed out 2 examples of policies that she felt would offer good guidelines for HNPL. For example, we need standards set for pre-approvals of certain purchases, submission of receipts, and spending limits. Ann will draft a policy for the Board's perusal at the next stated meeting.
- F. Add Assistant Director Position to Staff Handbook
 1. To be presented to the HNPL Board of Trustees at the next meeting by Director, Ann Hoehn, and Assistant Director, Katherine Marshall, for review and discussion.
- G. Resolution to join E-Rate, July 1, 2015 – June 30, 2016

1. Resolution was read by Emily Beechler and signed by the Trustees present with Laura Holliday signing as the Acting Secretary.
- H. 1997-98 Anthem Health Membership Refund
 1. Does not pertain to HNPL, as we have not ever retained Anthem Health services.
- I. Sales Tax Owed
 1. See discussion under "Old Business" H.2
- J. Property/Liability Insurance
 1. HNPL was notified that a new carrier may need to be retained. This was for information only, no action needed at this time.
- K. Public Service Update
 1. Our Director, Ann Hoehn, is currently handling Children's Story Times until a new Children's Department Head is employed. The various age brackets were also discussed for Children (under 12), and Young Adult. Assistant Director, Kate, is actively working with Hamilton Heights Middle and High School staff to determine reading and program needs.
- L. Space Planning
 1. In order to better utilize our current office space, our Director, Ann, and Assistant Director, Kate, will begin researching area space planning firms and work to get some free quotes for discussion at our next stated meeting.
- M. Staffing Update
 1. Ads for the Children's Department Head have been placed in the standard Library communications and resumes are beginning to be received. Ann and Kate will report the progress at the next meeting.
- N. Mobile Apps and Website Redesign
 1. Assistant Director, Katherine Marshall, presented the HNPL Board with a handout listing various websites to visit and she explained the functionality of Mobile Apps and the versatility it offers to those wanting to search from mobile devices such as smart phones and tablets. Kate is currently preparing a price comparison worksheet along with scheduling an in-house demo for September.
 2. Assistant Director, Kate, also updated the Board concerning ongoing research for Website Redesign. There is one firm that is a front runner at the present time and Kate showed us an example of their work on the Anderson Library page. Everyone present was very impressed and Kate will have more information at our next meeting.

With no further business to be discussed, the August 21, 2014 meeting of the Hamilton North Public Library Board of Trustees was adjourned at 8:05 p.m.

Our next meeting will be at the Cicero branch on September 18, 2014.

Budget presented to the Public 6:30 p.m.

Regular Meeting 6:40 p.m.

Respectfully submitted,

Laura Holliday, Acting Secretary
Hamilton North Board of Trustees