

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
Cicero Branch – November 16<sup>th</sup>, 2017 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, Emily Pearson, Mike Jenkins, Kim Radant, Gregory Goff
  - c. Members absent: Emily Beechler
  - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Amy Wolfe (Bookkeeper), Jae Ebert (V&J Consulting), Darren Peterson (Peterson Architecture), Mike Hiatt (Maintenance Manager), Matthew Schmitz (Hagerman), Kini Magdun (future board member)
  
- II. Review Agenda [Exhibit #1, Pages 1]
  - a. Review of Agenda by President Steve Griffith
  
- III. Minutes – October 19th [Exhibit # 2, Pages 1-7]
  - a. **Discussion:** none
  - b. **Motion: to approve minutes for October 19<sup>th</sup>**
    - i. Motion made by Kim Radant
    - ii. Seconded by Lee Templeton
    - iii. Motion carried by vote of 6/6 (All vote AYE)
  
- IV. Public Participation
  - a. None
  
- V. Financial Reports for October 2017 [Exhibit #3, Pages 1-30]
  - a. Review of October report
    - i. \$26,350 personal services, \$876 supplies, \$21,120 Other Services & Charges \$3,285 Capital Outlays, \$51,631 total expense for month. Run rate 83.3%, 84.6% of total budget used.
    - ii. **Motion to pay October bills and bond-related invoices**
      - a. Motion made by Gregory Goff
      - b. Seconded by Emily Pearson
      - c. Motion passed by a vote of 6/6 (All vote AYE)
      - d. All signed registers of claims
    - iii. **Note:** We are over run rate due to bond project costs. Once we reimburse ourselves in November we will go back to just under or at run rate.
    - iv. **Action Item:** Ann to transfer money and pay bond bills
  
- VI. Department Reports [Exhibit #4, Pages 1-9]
  - A. Director – Ann Hoehn

<b>2016-2017 Cicero Stats</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>
Number of Visits	3550	3112	3340	3172	3343	3886	2921	3139	4085	3780	3519	3201	3279
Directional Questions	115	131	123	107	157	145	131	120	93	125	201	111	106
Reference Questions	59	134	108	118	104	105	100	109	50	136	167	126	135
Book & Other Recommendations	18	36	16	46	52	54	42	39	13	43	56	43	60

Scanned Pages	180	240	199	144	185	238	118	72	239	85	104	108	95
Volunteer Hours (not including Friends)	12	9	16	17	10	12	9	9	3	2	1	22	16
Study Room Use	57	58	15	40	42	45	40	30	19	22	25	24	37
Yearbook Use	1	6	13	16	8	7	20	39	14	23	30	19	26
Mandatory Service Hours	4	0	0	0	0	0	0	0	0	0	0	0	18

#### HNPL Website Audience Review

	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	9/1- 10/25	10/ 26-31
<b>Sessions</b>	1,689	1,381	1,942	1,657	1,805	1,690	1,727	2,004	1,985	1,912	NA	312
<b>Users</b>	938	819	1,136	985	919	854	909	1,023	984	1,009	NA	208
<b>Pageviews</b>	2,900	2,348	3,242	2,917	3,394	2,974	2,946	3,340	3,629	3,340	NA	531
<b>Pages per Session</b>	1.72	1.70	1.67	1.76	1.88	1.76	1.71	1.67	1.83	1.75	NA	1.70
<b>Avg. Duration</b>	1:27	0:57	1:10	1:04	1:41	1:46	1:30	1:36	1:42	1:38	NA	0:54
<b>Bounce Rate</b>	62.58%	67.41%	70.70%	69.64%	66.32%	67.40%	70.30%	68.01%	69.47%	71.76%	NA	71.79%
<b>% New Sessions</b>	42.69%	45.91%	48.35%	45.62%	37.89%	37.51%	39.72%	39.42%	37.18%	40.53%	NA	46.79%

#### Looking Forward:

- Holiday Marketplace and Santa Visit--Saturday, Dec. 2
- Holiday Party for the Staff, Board and Friends--Thursday, Dec. 7

**Action Item/Notes:** Gregory Goff will be leaving the board due to moving out of district. Board needs to look for a new person, preferably from Atlanta. We had a thank you from the Harvest Food Bank re: food collection at the library. Deborah Brown returned to work as well.

#### B. Assistant Director – Kate Marshall

##### **GENERAL - 37+ hours, highlights include:**

Collection development  
 Met with State Library for our site visit  
 Long range planning meeting  
 Cataloging project planning/coordination  
 1 Ask a Librarian tech session and 1 notary event  
 E-Learning Day event and HHPS Community Night event  
 Completed One State / One Story: Frankenstein grant  
 Little Free Library event

##### **INVENTORY/WEEEDING - 5+ hours, highlights include:**

Coordinating cataloging clean-up work leftover from weeding  
 Weed and refresh graphic novel collection

**TECHNOLOGY - 12 + hours, highlights include:**

Coordinating fix for email server shutdown  
RBdigital & RBdigital Magazines on-boarding  
Technology hardware refresh/capital bond project research

**MARKETING - 29+ hours, highlights include:**

Prep and flip circulation displays  
Create Facebook posts for October  
Little Free Library event planning  
Update department page website headers  
RBdigital marketing

**LOOKING FORWARD:** Quarterly Business Review with Gordon Flesch; Webinars; Capital project technology refresh planning

**Action Item:** none

**Discussion:**

- C. Circulation – Cindy Ritter
- a. The **circulation stats** for October were **8,157** compared to October of last year at **8,449** and a three year average of **8,353**. Atlanta had 388 circulations and Cicero had 6,599+ Overdrive eBooks 703 + Hoopla 467. In-house use for Atlanta was 50 and Cicero had 358. Sent out 102 holds from Atlanta and 345 from Cicero. Atlanta received 24 holds from other libraries and Cicero received 346. Top selections for patrons in October were DVD, 1195; Children, 1230; Adult Fiction, 1108; Computer, 403; Juvenile Fiction, 592; Adult Non-Fiction, 407; J Non-Fiction, 468; YA Fiction, 300. **Subscription Databases Usage:** Ancestry.com 32 searches, Lynda.com 25 hours
  - b. 44 new patron cards were issued in September
  - c. Our display checkouts for October were as follows: Halloween – 35; Author Birthdays – 14; Computer Literacy – 7; Fall into a Good Book – 21; Comfort Food cookbooks – 56; Julia Roberts DVDs – 42; Nobel Prize winner for Literature, Kazuo Ishiguro – 6. It's interesting that a year ago the Fall Cooking display had only 10 checkouts, and the Halloween display had only 29.
  - d. Circulation numbers are continuing along the trend of the three year average.
  - e. **Action Item:** none
  - f. **Discussion:** none

D. Atlanta – Mary Palmiero

I know we have mentioned how nice the basement looks now with the new wall, but there is another good point about it. The staff has noticed that it feels warmer now. This is an added bonus! Patrons have been using the Little Free Library. We have added new books to it a few times. Patrons have expressed their appreciation for the library on a regular basis, but yesterday Karen and I were particularly moved by the statement of one patron, an older, very quiet teenager who has never given us a bit of trouble. He said that he didn't know what he would do if he weren't able to come to the library to hang out. He said he knows all of us so well [all three of us] and feels comfortable being here. He wasn't trying to impress us—the comment was heartfelt. Linda has said that he doesn't like to go home after school—that's why he comes here. He's not very talkative, and I was surprised at his statement, but I am very happy that he feels safe here and trusts us.

**Action Item:** none

**Statistics**

Name of Program	# of Events	Attendance	Cost	Cost/ Person
Stitch Crafters	4	18	0	0
Having Your Say	4	27	0	0
Kids Crafts	4	17	0	0
Movie	1	6	0	0
Trick or Treat	1	29	0	0
Little Library Unveiling	1	12	\$10	83 cents
<b>Total</b>	<b>15</b>	<b>109</b>	<b>\$10</b>	<b>9 cents</b>

### Other Statistics

2016-2017	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct
Number of Visits	305	243	260	203	225	309	223	322	310	271	386	347	339
Directional Questions	45	44	29	35	38	45	39	59	49	46	72	59	46
Reference Questions	37	45	24	47	49	45	46	55	49	35	61	43	42
Recommendations	32	48	10	56	59	69	53	67	97	65	71	42	44
Volunteer Hours	3	4	2	4	4	5	4	5	0	0	25	2	5
Scanned Pages	0	0	0	0	0	1	0	0	1	0	0	0	0
Computer Usage	42	83	33	33	37	75	48	71	143	87	66	53	75

#### E. Adult – Cindy Ritter

- a. October Programs: 5; Attendance, 82; Cost: \$30.00. Cost Per: \$0.35. There were 11 non-library uses of rooms & gazebo; Attendance, approx. 162
- g. **Action Item:** none
- h. **Discussion:** Friends of the Library spoke with approximately 90 people at the OTC Fall Festival on 10/28. Thanks Friends!
- i. Looking Forward:
  - Tuesdays with Friends, Candy Making with Auntie Em, Nov. 14, 6:30 p.m.
  - Classic Film – Letter to Three Wives, Nov. 18, 2 p.m.
  - Mystery Book Club – Gallows View by Peter Robinson, Nov. 27, 6:30 p.m.
  - Brown Bag Reading Group – Christmas in Paris by Anita Hughes, Dec. 1, 11:30 a.m.
  - Classic Film – The Man Who Came to Dinner, Dec. 9, 2 p.m.

#### F. Children's – Colleen Mann

- a. October Programs: 13; Attendance: 186 Cost: \$0.00  
Otis the Tractor started the month of October in the story time room. We looked at pictures of other farm machinery that is used on the farm. Not to be outdone by Otis, Clifford the big red dog taught us

about fire prevention. You couldn't have October without learning about pumpkins and the month ended reading Halloween stories.

I enjoyed my time helping out with story time while Miss Deb was on medical leave. I remember Miss Deb telling me before she left, you can be totally prepared, but sometimes it just doesn't work. It didn't take me long to remember how you have to be on your toes to outsmart two and three year old children. I often joke that Miss Deb will have to retrain the little ones when she gets back as there were times during story time I thought to myself, there is a lot of chaos going on in this room right now, but it's ok, everyone is having fun time at the library and that's what counts.

### **Looking Ahead – Holiday Themes**

**Discussion:** none

#### G. Young Adult – Ann Hoehn

- a. October Programs: 1; Attendance, 0; Cost \$30.00 ; Cost per person: \$N/A
- b. **Discussion:** Long range plan has efforts to improve teen attendance at the library
- c. **Action Item:** none
- d. Coming up:
  - Middle School E-Learning Camp, Nov. 17

#### H. Maintenance – Mike Hiatt/Ann Hoehn

- Spot cleaned carpet in Cicero.
- Set poles for Little Libraries.
- Set Little Libraries on poles.
- Met with Duke to finalize which bundle was best suited for the job.
- Multiple meetings with contractors for bids on Cicero and Atlanta capital projects.
- Trimmed trees at Cicero along Brinton St.

#### **Looking Forward:**

- Clean carpet in Atlanta; winterize mowers.

**Discussion:** None

**Action Item:** None

## VII. Old Business

#### A. 2018-2022 Long Range Plan, 2<sup>nd</sup> Draft—Request for Approval [Exhibit #5, Pages 1- 12]

- a. **Discussion:** We reworded phasing on budget growth quotient
- b. **Motion to approve 2<sup>nd</sup> Draft as amended:**
  - i. Motion made by Mike Jenkins
  - ii. Seconded by Gregory Goff
  - iii. Motion carried by a vote of 6/6 (All vote AYE)
- c. **Action Item:** none

#### B. Accounting Software Update

- a. **Discussion:** New system is a go! Computrain will be doing a test run with our data soon.
- b. **Action Item:** Coordinate test run with Boyce, sign paperwork. We're slotted to switch over in March 2018.

**VIII.** New Business

C. Capital Project Update

**a. Update**

- i. Most bids on HVAC came in overpriced, but there are several distinct parts of the project that came in at appropriate cost and that we will be going ahead with right away. Next month we hope to come back with clarified sprinkler system bid and in January we hope to have redesigned HVAC bids.

**b. Bid approval to do Atlanta parts of the project not to exceed \$225,000 without another approval**

- i. Motion made by Emily Pearson
- ii. Seconded by Gregory Goff
- iii. Motion carried by a vote of 6/6 (All vote AYE)

**c. Action Item:** none

D. Permission to Close Early for Holiday Dinner for Staff, Board, and Friends

**a. Discussion:** People who were scheduled to work all day on that day will be paid the full day.

**b. Motion to approve early closing at 5:30 p.m.**

- a. Motion made by Kim Radant
- b. Seconded by Gregory Goff
- c. Motion carried by a vote of 6/6 (All vote AYE)

**c. Action Item:** none

E. Technology Update

**a. Notes:** All hardware + project work quotes are in. Still waiting on VoIP & switches quotes.

**b. Discussion:** none

**c. Action Item:** none

F. Staff Evaluations, Pay Ranges and 2018 Raises

**a. Discussion:** Would like to have pay ranges & raises certified at December board meeting.

**b. Action Item:** Ann will bring suggestions for all those things to next board meeting. Steve will try to pass out the director evaluation before next board meeting as well.

**IX.** Looking Ahead: December 21<sup>st</sup>, 2017 Board Meeting at Cicero Library, 6:30 p.m.

**X.** Meeting Adjournment

- a. Motion to adjourn
  - i. Motion made by Kim Radant
  - ii. Seconded by Emily Pearson
  - iii. Motion carried by a vote of 6/6 (all vote AYE)
- b. 7:25 PM meeting adjourned.

**XI.** Executive Session – No