

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch – June 16th, 6:30 p.m.**

- I. Regular Session
 - a. Call to order by President Steve Griffith 6:33 p.m.
 - b. Members present: Lee Templeton, Mike Jenkins, Laura Holliday, Kim Radant, Steve Griffith
 - c. Members absent: Gregory Goff, Emily Beechler
 - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director) Amy Wolfe (Bookkeeper)

- II. Review Agenda [Exhibit #1, Pages 1-2]
 - a. Review of Agenda by President Steve Griffith

- III. Minutes – May 19, 2016 [Exhibit #2, Pages 1-7]
 - a. **Discussion:** none
 - b. **Motion** to approve minutes with edits for May 21st, 2016
 - i. Motion made by Kim Radant
 - ii. Seconded by Mike Jenkins
 - iii. Motion carried by vote of 5/5 (All vote AYE)

- IV. Public Participation
 - a. None

- V. Financial Reports for May 2016 [Exhibit #3, Pages 1-29]
 - a. Review of May report
 - i. \$24,775 personal services, \$1,282 supplies, \$6,726 Other Services & Charges \$5,193 Capital Outlays, \$37,976 total expense for month. Run rate 41.7%, 41.3% of total budget used.
 - ii. Motion to pay May bills
 - a. Motion made by Laura Holliday
 - b. Seconded by Kim Radant
 - c. Motion passed by a vote of 5/5 (All vote AYE)
 - d. All signed registers of claims
 - iii. **Discussion:** none
 - iv. **Action item:** none

- VI. Department Reports [Exhibit #1, Pages 3-13]
 - A. Director – Ann Hoehn
 - The June 1st Art Reception for the Collaborative Community art project was small but enthusiastic. Deanna Leonard indicated several times that she really enjoyed working on the project.
 - Summer Reading started June 2nd and has gone very smoothly. Registration to date is:
 - Preschool 27
 - K-5 125
 - Grades 6-12 68
 - Adults 119

- We received a fair number of donations to be used as Summer Reading prizes. Two donations of note: a new American Girl Doll (retail price over \$200) and a Trader Joe's gift bag (\$45 value).
- Helping the middle school with their summer reading program is going well.
- We have started, or will start, tracking the following:
- Mandatory community service hours
 - Volunteer hours
 - Number of times the year books are used
 - Study room use
 - Book and movie recommendations to patrons
 - Door count (hand-tallied)
 - Directional questions vs. reference questions vs. instructional questions
 - Disk cleaning for patrons
 - Laminating for patrons
 - Outside group meeting room attendance
 - Public faxes
- In celebration of the Indiana bi-centennial, I've scheduled 4 book discussions (in Aug, Sept, Oct, Dec) to discuss books written by Indiana authors Vonnegut, Tarkington, and Karen Joy Fowler.
- Previously, maintenance supervisor Mike Hiatt assigned the part-time custodian to clean Atlanta Library once a week. Mike has decided to clean Atlanta himself, and when he is there he works on special projects to get Atlanta ready for the August centennial celebration. Mary and I have started decluttering Atlanta Library as part of the sprucing up process. Elaine Eastman has agreed to help decorate Atlanta for the celebration.
- 2017 Budget Preparation has begun—already!
- I met with Jae Ebert several times (on phone and in person) to work on our "Request for Qualifications," and other capital project components. Jae will be at the June board meeting to update the board on our progress.
- Staff meetings were held on May 17 and 18. The primary topic was Summer Reading.
- I helped the Friends collect and enter recipes online at typensave.com for the Atlanta Library Centennial Cookbook.
- I attended the final meeting of the 2015-2016 Middle School Improvement Team.
- I took a May 24 webinar on how to use infographics to better tell the library's story to the community. The information conveyed will be useful when planning and executing our capital project "Get Out the Vote" marketing campaign.
- I took a Library Card Sign-up Month (Sept) webinar. Snoopy is the official national "spokesperson"—an outstanding choice!
- Karen from Circ has a journalism background, so she interviewed me about the SRP and wrote and submitted a corresponding press release to local media.
- I attended one of the Wednesday sessions of the Free Collaborate Community Art Project at Cicero Library.
- A local 9 year old has written 2 book reviews for the library to use in upcoming newsletters. I've been trying to get a young person to write for us for a while. Her reviews are very cute!

Coming up:

- Friends of the Library meeting June 15 at Atlanta and July 20 at Cicero, both at 6:30 p.m.
- Centennial Planning meetings at Atlanta in July
- Meeting with Jae Ebert, local attorney, bond council, financial advisor
- Staff meetings on June 21 & 22.

- At the pavilion June 18, Friends of the Park Concert; 5K walk; Friends of Library selling strawberry short cake to raise money.
- Lights Over Morse Lake Meeting at Cicero Library, 6 p.m. on June 20.
- Annual Budget Webinar, June 21 (for planning 2017 budget)
- 2017 Budget Workshop, July 19 (annual meeting with DLGF rep)
- “Twitter for Your Library” Webinar, June 28
- Helping Deb give a library tour and do story time/craft for Hamilton Heights Elementary School Summer Reading participants on June 30.
- Friends of the Parks are showing the movie Hoosiers at the pavilion on July 1.
- Small outdoor Friends Book Sale at Cicero Library on July 2, weather allowing
- July 1-31 Friends Books Sale at Cicero Library
- Library closed 4th of July
- I’ll be a judge at the LOML Talent Show on July 4.
- Working at Atlanta on July 6
- Centennial Planning Meeting at Atlanta Library on July 7
- Giving a Lynda.com presentation to Kiwanis at Cicero Library the morning of July 9

Note: In July the board will be presented with draft of the 2017 budget, August the board will be asked to approve the budget, and September will be the public hearing for it.

Website Audience Overview

	06/15	07/15	08/15	09/15	10/15	11/15	12/15	01/16	02/16	03/16	04/16
Sessions	2,982	3,018	1,865	1,505	1,666	1,864	1,568	1,840	1,436	1,692	1,686
Users	1,671	1,927	1,139	864	861	1,116	950	1,013	791	965	1,003
Pageviews	5,153	5,237	3,361	2,693	3,258	3,094	2,478	3,663	2,330	2,767	2,723
Pages/Session	1.73	1.74	1.80	1.79	1.96	1.66	1.58	1.99	1.62	1.64	1.62
Ave. Session Duration	1:34	1:27	1:25	1:15	1:37	1:05	1:08	1:31	1:13	1:16	1:17
Bounce Rate	70.22%	69.25%	68.20%	67.11%	65.01%	75.11%	71.94%	67.93%	67.93%	71.81%	70.40%
% New Sessions	49.90%	55.37%	49.76%	43.99%	39.62%	49.25%	48.34%	44.08%	70.75%	45.92%	48.16%

Action Item:

Note:

Note:

B. Assistant Director – Kate Marshall

GENERAL

- Retrospective comparison of circulation stats
- Finalized Technology Competencies non-quiz draft
- 6 notary events
- 2 capital planning meetings with Jae Ebert & Ann

- Follow up work from capital planning meetings
- Infographics & Deweyless Library webinars + other professional development

INVENTORY - 23+ hours including:

- Pulling books for weeding
- Shifting weeded areas
- Editing materials with missing call numbers
- Editing excel spreadsheets
- Creating front-facing displays on non-fiction top shelves
- Running lost/missing/claimed returned lists
- Editing action checklists for Lost/Missing/Claimed Returned procedures

TECHNOLOGY - 12+ hours including:

- General updates, quick fixes, and troubleshooting on technology
- Replacing monitors
- Coordinating with Gordon Flesch & RICOH
- 4 Ask-A-Librarian technology sessions
- VOIP research; vendor q&a's, reference checks, research

MARKETING - 17+ hours including:

- Marketing for Get Caught Reading Month
- Creating Pinterest boards for various events & holidays
- Summer reading planning & promotion
- Creating flyers for multiple events
- Lots of Facebook posts created
- Notifying other Hamilton County libraries about our Centennial Celebration
- Created documentation for using cardstock on RICOH machine 5/13
- Summer reading parameters editing meeting with Sarah Wallace
- Database marketing
- Editing website for Summer Reading
- Take down of Get Caught Reading blue wall display, put up Summer Reading Bicentennial display

Looking Forward: More research on upcoming Tech Plan projects. Further marketing efforts on our electronic resources. Finishing coordination of Summer Reading children's skills programming. Continuation of weeding project. Collaborating on structuring internship outline.

C. Circulation – Cindy Ritter

- a. The **circulation stats** for May were 7,544 compared to May of last year at 7,672 and a three year average of 7,182. Atlanta had 284 circulations and Cicero had 6,442 + Overdrive eBooks 670 + Hoopla 148 for a branch total of 7,260. In-house use for Atlanta was 29 and Cicero had 329. Sent out 110 holds from Atlanta and 279 from Cicero. Atlanta received 20 holds from other libraries and Cicero received 291. Top selections for patrons in May were DVD, 1878; Children, 618; Adult Fiction, 1328; Computer, 541; Juvenile Fiction 708; Adult Non-Fiction, 372; J Non-Fiction, 342; YA Fiction, 228. **Subscription Databases Usage:** Freegal 85; Ancestry.com 6 searches.
- b. 38 new cards were issued in May
- c. Circulation is down slightly from last year. I have left book displays up that still seem popular. Patrons still seem to like Top Circulating Titles of the Past Year – 116 books checked out so

far (40 this month) – Goodreads Choice awards and nominees – 78 books checked out (12 the past month). Goodreads will be coming down shortly. Other displays we’ve had or currently have are Celebrate Father’s Day – 3 books checked out so far – These Books Blue Us Away – 8 books checked out. “Don’t Judge a Book by Its Cover, But What About the First Line” is a display put up recently. Only 3 books have been checked out from that display. The Recently Added to Our Collection display for DVDs that were donated to us is still doing well. Thus far 150 DVDs have been checked out (72 this month).

- d. Summer reading has begun and business at the desk has been brisk! Hopefully this will transform into good numbers next month.
- e. **Discussion:** none

D. Atlanta – Mary Palmiero

This was the month we prepared and planted the garden. Linda Whitlock and Karen Allen planned the layout and collected plant donations. Several children of varying ages helped with the planting and watering. We do not have a hose so it takes several trips with the watering cans. The children are learning the names of the plants and are learning how to care for them. The best part is that all of the plants are native to Indiana and were donated.

On May 23, a retired couple from Greenfield visited the library. They were teachers and now like to visit Carnegie libraries. They were impressed with the building and its condition. The man took several pictures. I invited him and his wife to come back for the centennial celebration.

Deanna Leonard conducted Collaborative Art project sessions in Cicero every Wednesday for the Centennial. She came on the 26th for a program in Atlanta. Patrons of all ages and abilities attended and expressed how much fun it was. We had 52 computer sign-ups in May.

Statistics

Program	Times	Attendance	Cost
Garden Help	3	16	0
Afternoon Movie	1	5	0
Stitch Crafters	4	13	0
Having our Say – Writing Group	4	19	0
Collaborative Art Project	1	8 Included in Adult report,too.	See Adult report
TOTALS	13	61	0

Looking Forward:

- Stitch Crafters, Wednesdays, 2-4 p.m.
- Writing/Journaling, Wednesdays, 5-6:30 p.m.
- Adult Coloring, Mondays, 6-7 p.m.

E. Adult – Cindy Ritter

- a. May Programs: 13; Attendance, 66; Cost: \$575.75. There were 16 non-library uses of rooms; Attendance, approx. 450
- f. **Action Item:**
- b. Coming Up:
 - Classic Movie – The Lady Eve, June 17 @ 5:30 p.m.
 - New—Adult Coloring Club @ 6:30 p.m. on June 20, 28 and July 5, 11, 18
 - Brown Bag Reading Group – Works of James Whitcomb Riley, June 24 @ 11:30 a.m.
 - Mystery Book Club – The Bone Garden by Tess Gerritsen, June 27 @ 6:30 p.m.
 - Tuesdays with Friends – Bob Daugherty: Recent Photographs from Cuba, July 12 @ 6:30 p.m.

F. Children's – Debra Brown

- a. May Programs: 24; Attendance, 311; Cost: \$14.67
- b. Library Collection – New book ordering will begin again in June and July as plans for Summer Reading Program 2016 have been in the forefront. The youth Graphic Novels collection has been inventoried, checked and weeded. Reports have been run for the Board Books section as well as the READER section. These shelves are ready to be organized and checked in June.

Programs – The Woofs and Books story time on May 24th was the highlight of the month with 45 attending plus 3 canines. Author Susan Juergensen was our guest author with her dog, Boots. They had travelled from Phoenix to Indiana in order to film a segment on Pet Pals TV. Boots, a Hurricane Katrina survivor and pet shelter volunteer, was also featured nationally on the NatGeo channel in early May – truly a pet celebrity! The month of May also saw us celebrating Mother's Day and Children's Book Week in big ways. Baseball was also a fun theme this month, and sports books were very popular as many of our young readers start their seasons in baseball, softball, summer soccer, etc.

Looking Ahead – June's library forecast will be for more people, especially children, to be physically in the building. In addition to the summer skills classes on Tuesday afternoons, the Professor Steve evening event should have strong attendance. Cicero Christian School will be walking over summer camp kids on Tuesday mornings and Wednesday afternoons. The Little Husky Camp will bus in approx. 25 students every Tuesday afternoon. Word of mouth is spreading about our Friday movies, and we are hoping for some solid numbers this summer

Discussion: none

G. Young Adult – Ann Hoehn

- a. May Programs: 5; Attendance, 11; Cost \$1.00 ; Cost per person: \$.09
- b. **Action Item:** none
- c. Coming up:
 - Jurassic Park, rated PG-13, June 23 @ 2 p.m.

- After-Hours Mini Golf Night, June 24 @ 6-9 p.m.
- Tabletop Gaming, June 29 @ 6-8 p.m.
- Taffy Pull, July 7 @ 2 p.m.
- Humans vs. Zombies, July 14 @ 2- 4 p.m.

H. Maintenance – Mike Hiatt/Ann Hoehn

- Finished cleaning grout in entryway and bathrooms.
- Received estimates for concrete and outdoor paint work at Atlanta.
- Trimmed bushes by flag pole and weeded.
- Planted flowers at entryway.

Looking forward:

- Sprucing up tree area near chain link fence on east side and on the north side by the street
 - Starting list of repairs and cleaning at Atlanta Building for centennial
- a. **Action Item:** we need to replace grout on the red tiles in the entryway at Cicero

VII. Old Business

I. Banking Options [Exhibit #4, Pages 1]

- **Discussion:** Looking to deposit \$313,543.79 into TrustIndiana. Suggested that maybe move more money out of checking into TrustIndiana.
- **Action Items:** none
- **Motion** to move money into Trust Indiana
 - a. Motion made by Kim Radant
 - b. Seconded by Lee Templeton
 - c. Motion carried by a vote of 5/5 (All vote AYE)

J. Capital Plans – Project Lists to be Included in “Request for Qualifications” [Exhibit #5,6 Pages 1-2, 1-3]

- **Discussion:** Board to start thinking about prioritizing items on wish list—no action taken at this time as the weeding of the list will start to evolve naturally later in the process.
- **Note:** Ring Central mentioned as a local VoIP provider
- **Action Items:** none

VIII. New Business

K. Jae Ebert, V&J Consulting - Progress Report

- a. **Discussion:** Board is fine with Aaron Culp’s suggestion of getting bids for financial advisor & bond council. The State Board of Accounts notes that we can’t use tax funds to do any marketing for the ‘get out the vote’ campaign unless we give the opposition (e.g. the public) direct access to the resources we use to campaign --so if staff computers are used they would need to be wide open to the public, etc. So we may need to use Friends of the Library funds to fund any marketing efforts or strictly keep marketing work to public computers.
- b. **Note:** Marketing campaign for bond issue probably will not start until about 3 months before the general election in November 2017.
- c. **Action Items:** Ann to email electronic copy of RFQ to board.
- d. **Motion** to form committee to be involved with short list & selection of architect
 - a. Motion made by Laura Holliday
 - b. Seconded by Kim Radant
 - c. Motion carried by vote of 5/5 (All vote AYE)

L. Technology Update –

- a. **Notes:** VoIP research is starting, current data points to needing replacements for both switches to support a VoIP system properly.

M. InfoExpress Annual Renewal

- a. **Discussion:** Same price as last year. \$1,250.00 minus subsidies = of out of pocket \$300.00 for 2x weekly delivery.
- b. **Motion:** Move to renew InfoExpress contract for 2016-2017.
 - 1. Motion made by Laura Holliday
 - 2. Seconded by Lee Templeton
 - 3. Motion carried by vote of 5/5 (All vote AYE)

N. Estimates: Atlanta Outdoor Painting & Step Repair [Exhibit #7&8, Pages 1-4]

- a. **Discussion:**
- b. **Action Item:** Need to get a revised written invoice with equivalent itemized work to second quote and less deposit to First Impressions. Must have a response within a week of board meeting in order to award contract.
- c. **Motion** to approve Prater & Sons quote for concrete work:
 - i. Motion made by Mike Jenkins
 - ii. Seconded by Laura Holliday
 - iii. Motion carried by a vote of 5/5 (All vote AYE)
- d. **Motion** to accept First Impressions contract under stipulation of a revised itemized invoice matching Freeland quote and removal of deposit produced within seven days
 - i. Motion made by Laura Holliday
 - ii. Seconded by Kim Radant
 - iii. Motion carried by a vote of 5/5 (All vote AYE)

O. "Materiality Thresholds"

- a. **Discussion:** Currently looking at \$500 for cash assets and \$1000 for non-cash assessments as starting directive.
- b. **Action Item:** Ann will type up and bring resolution based on above figures to next board meeting.

P. Children's Department Intern

- a. **Discussion:** Board agrees to an internship. Possibly of offering mileage at Federal Mileage allowance but not to exceed set cap. Board would prefer hourly paid internship at \$8.00. 3 months guaranteed with possibility of extension to full academic year.
- b. **Action Item:** Kate to revised internship description with new data.

IX. Looking Ahead: July 21, 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 Laura Holliday
 - iii. Motion carried by a vote of 5/5 (all vote AYE)
- b. 8:21 PM meeting adjourned.

XI. Executive Session – No