

- I. Regular Session of the HNPL Board Meeting was called to order by President Stephen Griffith at 6:34 p.m.
 - A. Members present: Stephen Griffith, Laura Holliday, Mike Jenkins, and Sharon Bislich.
 - B. Members absent: Emily Beechler, Melissa Martin and Emily Holt.
 - C. Others present: HNPL Director, Sam Mitchel; Sherry Wallace, Children’s Director (out 6:48 p.m.); and Bookkeeper Amy Wolfe
- II. Review of the Agenda (Exhibit # 1, page 1) by President Stephen Griffith with no corrections.
- III. January 16, 2014 Minutes. (Exhibit # 2, pages 1-4.)
 - A. Discussion: As presented tonight, no corrections are needed.
 - B. Motion:
 - i. Motion to approve the minutes for January 16, 2014 was made by Sharon Bislich.
 - ii. Second to said motion was made by Laura Holliday.
 - iii. Motion carried by a vote of 4/0.
- IV. January, 2014 Financial Report (Exhibit # 3, pages 1-)
 - A. Discussion: January financial report summary in Handout #1, page 1, given by HNPL Bookkeeper, Amy Wolfe. Run rate is at 8.3 %, with the percentage of budget used at 9.2%. January expenditures were \$42,901. Bank balances totals for December were \$514,230.30. Deposits for January were \$23,419.07. (This is the 2014 monthly COIT amount which is \$2954 more per month than for 2013 or \$35,448 more in the annual amount.) Received \$3,000 for 2014 programs for Library (\$2,500 Summer Reading, \$250 for Fall Programs). This is the money we received for bond refinancing in 2013. It was also determined that HNPL needs to add a survey question asking patron satisfaction levels with the number of books the library has available.
 - B. Motion:
 - i. Motion to pay the bills was made by Laura Holliday.
 - ii. Second to said motion made by Sharon Bislich.
 - iii. Motion carried by a vote of 4/0.
- V. Department Reports (Exhibit # 4.)
 - A. Department Reports for January, 2014 (Exhibit # 4, pages 1-10.)
 - 1. Director, Samuel Mitchel, page 1. (See report on file) Tech. I.

	Page Loads	Unique Visits	First Time Visits	Returning Visits
Total	3,291	2,031	1,086	945
Average	106	66	35	30

- A. Ancestry.com Library edition has been ordered; it should begin early February.
 - 1. Sarah Bourg will plan genealogy/Ancestry.com programs. C. Evergreen Indiana catalog. 2. Upgrade in mid-February. II. Facilities. A. Atlanta. 1.Front steps will need repair this spring. Looks as if the harsh winter has paid its toll on them. B. Cicero. 1. HVAC-after some tweaking from Comfort Systems USA, the heating system seems to be acting more stable. III. Staff. A. Elaine Eastman (Acquisitions) has been working for HNPL for 19 years. B. Samuel Mitchel (Director) has been working for HNPL for 6 years. IV. Looking Forward. A. Marketing Survey going out in the mail. B. Finishing up LSTA 2013 Technology Grant (patron computers Cicero/Atlanta)

2. Circulation, Emily Crickmore: pages 2-3. (See report on file) The circulation stats for January were 7824 compared to 9042 for January of last year and a three year average of 8983 or the month of January. Atlanta had 618 circulations and Cicero had 7206. Sent out 422 holds (127 from Atlanta and 295 from Cicero), and received 373 holds from other libraries (26 for Atlanta, and 374 for Cicero.). In-House use for Cicero was 148 and for Atlanta, 14, for a total of 162. Top selections by patrons in January are: DVD, 2328; Adult fiction, 1306; Adult non-fiction, 758; Children, 820; Junior Fiction, 537; J. Non-fiction, 311; Young Adult Fiction, 280; and Computer, 677. Subscription Databases Usage: Tumblebooks, 27; Overdrive, 449; Freegal, 61; World Book, 40. (HHSC has World Book.) We issued 38 new cards in January. The weather had a huge impact on our circulation, but it was better than last month's. We're looking forward to Winter Reading.
3. Atlanta, Mary Palmerio, page 4. January Programs, 9; Attendance, 34; Cost, \$0.0. This month we were closed for two days and were partially closed for two more days because of the snow. We had very little damage due to the conditions, however the top step at the front doors has crumbled some due to the ice melt we've had to use. Will look to see if it needs to be repaired. We did not have many patrons attend the Potluck Dinner, but I think that the cold weather played a part in it. It was also on Martin Luther King, Jr. Day and many people thought we would be closed.
4. Adult, Sarah Bourg, page 5-7. January, Programs, 16; Attendance, 68; Costs- \$ 19.38; Cost per person: \$ 0.29. January was a very difficult month for patron attendance at programs.

Inclement weather forced cancellation of a few programs this month. The majority of cancelled programs have been rescheduled for next month. We had our first family game night this month and had a nice little turnout. Domino's was generous enough to donate the pizza, so the program didn't cost us anything.

The Atlanta branch continued with our "Knitting with Purpose" group and had our second potluck. Unfortunately, we didn't have as good a turnout for this potluck, but that could have been due to weather. Our next Atlanta potluck will be on St. Patrick's Day. **Coming up:** Our First Indoor Garage Sale, Winter Reading 2014, Valentine's Day Cards, Passport to the World: Russia, and the Roberts Settlement Program

5. Young Adult, Sarah Bourg, page 8. (See report on file.) January Programs, 3; Attendance, 17; Costs, \$ 9.63; Attendee per person costs-\$ 0.57.

This Month: This month, we started a new series learning how to make a new Rainbow Loom bracelet without the loom. The young adults are very excited about learning how to make these fun bracelets. We also, restarted our Saturday @ the Movies series. **Coming up:** We will be showing the movie, *Percy Jackson: Sea of Monsters* on the 15th. We will also be having Teen Advisory Board and making hexafish bracelets on the 19th. Finally, on the 27th we will be playing a live version of the game clue, using the library as our mysterious locations.

6.Children, Sheri Wallace, page 9. (See report on file) January Programs, 19; Attendance, 109; Costs, \$ 0.0; Costs per person, \$ 0.0. Sherri was present tonight to give details of her department report with the Board asking how we could help her in the Children's Department. Computer upgrades would be helpful. Sherri will research and get back to the Board.

With the snow and extreme cold this month, 2014 is starting a little slow. We have every confidence things will pick up once we all thaw out. I am starting a new series of American Girl programs beginning next month. Winter reading runs from February 3 through March 1 and is based solely on number of books checked out. Planning has also begun for summer reading. This year's theme Fizz, Boom, Read, is all about science. We are going to have a lot of fun with this starting with our kick off with Professor Steve.

7. Maintenance, Jim Roy, page 10. (See report on file.)

During the severe freeze when the building temp dropped below 50, there were several frozen pipes but none burst as reported last month. However, the freezing apparently caused an elbow and tee fitting on the wet fire system to expand and create a leak in the bathroom in the children's area. The elbow and tee have been replaced and the system is secure. In Atlanta, the January water bill was nearly \$600.00 which is about \$500.00 above the normal level. It appeared that the increase was due to a defective flapper in the main restroom stool. We appealed the bill to the Atlanta utility office, telling them what had caused the spike in the bill and that it had been repaired. After reviewing our appeal they agreed to make a one-time adjustment. The flapper was the cause of the leak and the current bill is within the normal range. The HVAC system has malfunctioned during the severe cold but with some adjustments and close monitoring it has been running normally. The service tech recommended that a backflow valve, which is leaking in the boiler room, be replaced which will be scheduled. Looking Forward: A full-service mechanical marketing representative is scheduled to meet with us to discuss possible options in servicing and maintaining the HVAC system.

VI. Old Business.

A. Market Audit

1. Survey mailer has been mailed and received 1-20-14. Date due in is by March 31 and will be tabulated. Possible speakers for future presentations will be researched by Dr. Mitchel.

B. Atlanta (Historic Registry)

1. Indiana Landmarks' Partners in Preservation program provides matching funds (50% up to \$1500) for professional services to prepare nominations of qualified Hoosier properties to The National Register of Historic Places. HNPL is pursuing with goal of getting on the National Registry, keeping in mind the cost/benefits involved before final decision.
2. Typical single site runs \$1500-\$2500.

VII. New Business.

A. Adopt 2014 Schedule of Salaries (Exhibit # 5)

1. Discussion: Adjustments in pay ranges were reviewed.
2. Motion:
 - a. Motion to adopt 2014 Salary Schedule with reviewed approved ranges of pay made by Sharon Bislich.

- b. Second to said motion made by Laura Holliday.
- c. Motion carried by a vote of 4/0.

B. Review/Approve Classification of Employees (according to the Fair Labor Standards Act) (Exhibit # 6)

1. Discussion: Review of classification conducted.

- a. Director is classified as Exempt.
- b. All other library employees are Non-exempt.

2. Motion:

- a. Motion to Approve Classification of Employees (according to the Fair Labor Standards Act) was made by Laura Holliday.
- b. Second to said motion made by Sharon Bislich.
- c. Motion carried by a vote of 4/0.

C. Resolution to Temporally Transfer funds to the Operating Fund. (Exhibit # 7)

1. Discussion. Details read by HNPL Director Mitchel

2. Motion:

- a. Motion to accept resolution as read transferring \$100,000 from the Rainy Day Fund to the Operating Fund was made by Sharon Bislich.
- b. Second to said motion made by Laura Holliday.
- c. Motion carried by a vote of 4/0.

VIII. Looking Ahead

A. March 20, 2014 Board Meeting in Cicero

B. Lois Costomiris painting unveiling/reception before the board meeting.

IX. Meeting adjourned by President Stephen Griffith at 7:48 p.m.

Hamilton North Public Library
Board of Trustees Executive Session.
Meeting held at Cicero, IN Branch
February 20, 2014 at 7:49 p.m.

- I. An Executive Session of the HNPL Board related to personnel was called to order by President Stephen Griffith at 7:49 p.m.
 - A. Members present: Mike Jenkins, Stephen Griffith, Laura Holliday, and Sharon Bislich.
 - B. Members absent: Emily Beechler, Melissa Martin and Emily Holt.
 - C. Others present: None
- II. Executive Session of the HNPL Board was adjourned by President Stephen Griffith at 7:53 p.m.

Minutes respectfully prepared by HNPL Board Secretary, Mike Jenkins.

2014 Focus:

Goal 1: Provide spectacular, creative programs for selected age groups, addressing this Community's desires and needs.

Goal 2: Create and maintain a strategic financial plan.

Goal 3: Maintain and improve organizational structure and resources.

Goal 4: Create a community interaction plan to increase awareness and build partnerships.

Goal 5: Evaluate all HNPL communities and determine how best to meet facility need.