

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
Cicero Branch – April 21, 6:30 p.m.**

- I. Regular Session
  - a. Call to order by President Steve Griffith at 6:41 p.m.
  - b. Members present: Steve Griffith, Lee Templeton, Emily Beechler, Gregory Goff, Kim Radant (in 30 minutes late).
  - c. Members absent: Mike Jenkins, Laura Holliday
  - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director)
- II. Review Agenda [Exhibit #1, Pages 1-2]
  - a. Review of Agenda by President Steve Griffith
- III. Minutes – March 17, 2016 [Exhibit #2, Pages 1-9]
  - a. **Discussion:** none
  - b. Motion to approve minutes as is for March 18<sup>st</sup>, 2016
    - i. Motion made by Gregory Goff
    - ii. Seconded by Emily Beechler
    - iii. Motion carried by vote of 4/4 (All vote AYE)
- IV. Public Participation
  - a. None
- V. Financial Reports for March 2016 [Exhibit #3, Pages 1-27]
  - a. Review of March report
    - i. \$26,752 personal services, \$457.00 supplies, \$7,426.00 Other Services & Charges \$3,346.00 Capital Outlays, \$37,982.00 total expense for month. Run rate 25 %, 25. 5% of total budget used.
    - ii. Motion to pay March bills
      - a. Motion made by Emily Beechler
      - b. Seconded by Lee Templeton
      - 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 4-14]
  - A. Director – Ann Hoehn
    - Emily Beechler is now bonded as the treasurer.
    - I am working on developing Internal Financial Controls, as required by the State. We have learned that staff training must be completed by the end of 2016, not by the end of June as previously indicated.
    - The Friends raised approximately \$600 during the March Madness book sale at Cicero Library. Well done!

- Friend of the Library Pat Berry has submitted another article about the library to “Our Town Cicero” for inclusion in their next newsletter.
- I attended a Friends meeting, a bicentennial meeting, several Summer Reading meetings, and a few marketing committee meetings. I met several times with Jae Ebert and met regularly with everyone who reports directly to me. I attended a HH Middle School Improvement meeting. I worked at Atlanta one day this month.
- Atlanta’s Centennial Celebration preliminary schedule:

Sat., Aug. 27

- 3-6 p.m.
  - Atlanta Library will be open
  - Musical entertainment including barbershop quartet & local talent
  - Children’s activities
  - Food vendors
- 6 p.m. – Pie and ice cream social
- 7 p.m. – Street dance

Sun., Aug. 28

- 1-2 p.m. -- Open House at library
- 2 p.m. -- Speeches
- 3 p.m. -- Live music
- 4 p.m. -- Free will offering chicken & homemade noodle dinner with beverage and dessert at Atlanta Christian Church
- Exciting programs coming up: “Free Community Collaborative Art Project” – Cicero Library, Wednesdays, May 4, 11, 18, 25, 6:30-7:30 p.m. “In celebration of the Atlanta Library Centennial, create art that exemplifies local landmarks and will be part of the Nickel Plates Arts Trail.” The selected landmarks are Atlanta Library, Arcadia train depot, and Morse Reservoir. Deanna Leonard will be leading the charge. HNPL will pay her directly, so the project is free to all. Children under 12 must be accompanied by an adult. The completed project will be on display at Cicero Library in June and at Atlanta Library in July and August, including the dates of the Atlanta Centennial Celebration. If proper arrangements can be made, the exhibit will also be on display outside under a park shelter during some portion of the Lights Over Morse Lake celebration.
- I mailed/e-mailed 67 Summer Reading donation request letters to local, regional, and national businesses and organizations. The themes for 2016 Summer Reading (June 2-July 20) are a nice lead-up to the Summer Olympics in August:

Adult – *Exercise Your Mind, Read*

Teen – *Get in the Game, Read*

Children – *On Your Mark, Get Set...Read*

- All public libraries in Hamilton County are participating in *Bicentennial 2016 Library Summer Reading in Hamilton County*, a collaborative effort organized by Hamilton County Tourism, Inc. People are invited to visit pre-selected local areas of interest throughout Hamilton County to learn more about Indiana's rich history. Collect a stamp from the local libraries for each place visited this summer. The destinations in North Hamilton County are: Strawtown Koteewi Park; Arcadia Arts & Heritage Depot; Boxley Cabin & Veteran's Park; and virtual Roberts Settlement at [RobertsSettlement.org](http://RobertsSettlement.org).
- HNPL will be assisting HH Middle School with their Summer Reading program in much the same way we helped last year. Additional workload should be minimal, and the partnership can lend itself to increased circulation for HNPL.

Coming up:

- Lights Over Morse Lake planning meetings, dates to be determined
  - Friends of the Library meeting at Cicero, May 18, 6:30 p.m.
  - Centennial Planning meeting at Atlanta, May 5, 6:30 p.m.
  - Marketing Committee meetings, dates to be determined
  - Summer Reading Committee meetings, dates to be determined
  - School Improvement Committee meeting, April 25
  - Instagram webinar, April 27
  - May staff meetings, dates to be determined
  - Election Day – Cicero Library is a polling location.
- **Discussion:** Possibly include a permanent glassed-in display for more fragile Indiana antiques.

**Website Audience Overview**

	05/15	06/15	07/15	08/15	09/15	10/15	11/15	12/15	01/16	02/16	03/16
<b>Sessions</b>	2,215	2,982	3,018	1,865	1,505	1,666	1,864	1,568	1,840	1,436	1,692
<b>Users</b>	1,564	1,671	1,927	1,139	864	861	1,116	950	1,013	791	965
<b>Pageviews</b>	4,272	5,153	5,237	3,361	2,693	3,258	3,094	2,478	3,663	2,330	2,767
<b>Pages/Session</b>	1.93	1.73	1.74	1.80	1.79	1.96	1.66	1.58	1.99	1.62	1.64
<b>Ave. Session Duration</b>	1:18	1:34	1:27	1:25	1:15	1:37	1:05	1:08	1:31	1:13	1:16
<b>Bounce Rate</b>	66.28%	70.22%	69.25%	68.20%	67.11%	65.01%	75.11%	71.94%	67.93%	67.93%	71.81%
<b>% New Sessions</b>	68.82%	49.90%	55.37%	49.76%	43.99%	39.62%	49.25%	48.34%	44.08%	70.75%	45.92%

**Action Item:**

B. Assistant Director – Kate Marshall

**General**

- Staff training held about new wireless printing, Lynda.com, new public RICOH machine features
- Social Media webinar attended
- Webinar on Executive Reporting
- Professional development reading
- Meetings with Ann & Jae Ebert about Capital Planning
- Set up next Hamilton County Collaborative summer reading group meeting
- Started working on editing Technology Competencies, per Tech Plan goals
- 7 notary

**Inventory**

- Still pitching in with a few hours of scanning in the children's section when I can -- we are only 11 shelves away from being done with the scanning portion of inventory!
- Weeding and shifting the adult nonfiction section is still going well -- we are up to the 590's
- The Juvenile Non-Fiction scanning has been finished, as well as the editing on the large number of items whose call #'s were incomplete or wrong.
- All weeding reports have been run for Atlanta, so they're hard at work again over there
- As we wrap up the scanning portion of inventory, Cicero is slowly moving into the next inventory phases of weeding and the hunt for missing/lost items. We're looking forward to hopefully finding more missing items (we've recovered a handful already!) and cleaning up the catalog

**Technology**

- 2 Ask a Librarian appointments
- 32+ hours managing technology (with occasional help from Gordon Flesch), including:
  - Imaging all the new computers
  - Adding printer drivers
  - Installing surge protectors
  - Swapping computer monitors
  - Ironing out wireless issues at Atlanta
  - Ironing out domain issues at Atlanta
  - Physically swapping out the replaced computers
  - Picking up our new public Wi-Fi device for Cicero
  - Finishing set up & training on new RICOH machine at Atlanta
  - General troubleshooting
  - Editing technology inventory tracking sheets
- Usual monthly updating of the website, re: board meeting minutes, newsletter archive, etc.

**Marketing**

- Completed a book review or two for newsletter
- Cindy is now tracking book display turn over to gauge effectiveness of displays
- Attempted to hold a Medicare information night. Unfortunately we had no response, will be trying again in the Fall at a more appropriate time
- Created the Call to Action for Lynda.com on the website
- Summer Reading planning meeting(s)

**Looking Ahead**

- Installing new Cicero public wireless unit
- Shifting more fully into the weeding stage of inventory
- Finalizing our Technology Competencies
- Working on next stage Technology Goals
- Starting our new marketing plans

**Special Thanks** this month to Mike, who did all the heavy lifting (and wire labeling!) when we shifted the technology cabinet at Atlanta

C. Circulation – Cindy Ritter

- a. The **circulation stats** for March were 8,119 compared to March of last year at 9,298 and a three year average of 8,250. Atlanta had 297 circulations and Cicero had 7,017 + Overdrive eBooks 672 + Hoopla 133 for a branch total of 7,822. In-house use for Atlanta was 13 and Cicero had 583. Sent out 96 holds from Atlanta and 330 from Cicero. Atlanta received 14 holds from other libraries and Cicero received 364. Top selections for patrons in March were DVD, 1869; Children, 1325; Adult Fiction, 1176; Computer, 547; Juvenile Fiction 511; Adult Non-Fiction, 426; J Non-Fiction, 348; YA Fiction, 243. **Subscription databases Usage:** Freegal 73; Ancestry.com 304 searches.
- b. 38 new cards were issued in March
- c. Circulation continues to be down from a year ago but is holding with our normal trend. Overdrive use continues to rise every month and Hoopla use helps with the Circ numbers. Lisa Alvey, Elaine Eastman, Cameron Turney, and I have all been working very hard to set up book displays that are fresh and interesting. Hopefully these will help our numbers go up. I started tracking each adult display to see how many books were being checked out while they have been up. Some of our recent displays have been:
  - The Series Starts Here (1<sup>st</sup> books in a number of series) – 21 books checked out from it so far.
  - Spring into a Good Book (nonfiction gardening books) – 5 books checked out.
  - Books From the Bottom Shelf – 23 books checked out.
  - Goodreads Choice Awards (Best of 2015 winners and nominees) – 46 books checked out so far.
  - Did These Pass You By? (Top circulating books of the past year) – 26 books checked out so far.
  - April Showers, Read for Hours (Book with “spring” or “rain” in the title) – 2 books checked out so far.
  - Celebrate National Poetry Month in April – No books checked out thus far.
- d. Cameron has come up with many good displays but I haven’t tracked actual numbers on them. They include:
  - Read in a Winter Wonderland (books all had snow on the cover)
  - Martin Luther King Day (books were Coretta Scott King Award Winners)
  - Fall in Love at the Library/Love Stinks (Love Stinks had books with no romance and it did well)
  - Spring Forward March 13<sup>th</sup> (Books about time travel)
  - March Madness (Books with a basketball theme)
  - April is National Poetry Month (YA poetry books)

- e. **Discussion:** Talk to Karen about scheduling the library at a Kiwanis meeting.
- f. **Discussion:** How do we count people? General feeling that Circulation numbers are not telling our best story/are not a primary data point for us anymore. Physical use of the library is likely primary.
- g. **Action Items:** Ask outside users that book A/B Room to self-report estimated number of attendees to events. Start reporting usage numbers on public copier?

D. Atlanta – Mary Palmiero

We have been busy preparing for the centennial which we will tie in with Indiana's bi-centennial and the summer reading program. We have deleted outdated books and items to make room for new material. Ann and I have compiled a list of jobs which will "spruce up" the building.

Having Our Say, the creative writing group, has been very steady. Ages range from nine to seventy-something. Everyone seems to enjoy the group and makes the effort to attend. Two members live in Tipton. Sometimes we incorporate art with the writing. Computer usage this month: 25+

**Discussion:**

**Statistics**

NAME OF PROGRAM	NUMBER OF EVENTS	ATTENDANCE	COST	COST/PERSON
Stitch Crafters	5	25	0	0
Having Your Say	5	26	0	0
Student Crafts	5	15	0	0
Movie	1	3	0	0
Homework Help	3	6	0	0
<b>Totals</b>	<b>19</b>	<b>75</b>	<b>0</b>	<b>0</b>

E. Adult – Cindy Ritter

- a. March Programs: 11; Attendance, 45; Cost: \$11. There were 10 non-library uses of rooms.
- b. **Action Item:** none
- c. Coming Up:
  - The Magic of Tidying Up, April 16 at 2 p.m.
  - Brown Bag Reading Group – *Brooklyn* by Colm Toibin, April 22 at 11:30 a.m.
  - Hamilton North Classic Film Society – *Hitchcock's Rope*, April 24 at 2 p.m.
  - Not Real Mystery Book Group – *The Black Echo* by Michael Connelly, April 25 at 6:30 p.m.
  - Tuesdays with Friends- Master Gardener Laurie Greenlee, May 10 at 6:30 p.m.

F. Children's – Debra Brown

- a. March Programs: 29; Attendance, 405; Cost: \$30.91
- b. Library Collection – March book circulation certainly followed our big themes of Dr. Seuss, St. Patrick's Day and Easter. When these books were gone, picture books that had a "Spring" theme were pulled and put faceout so they could have exposure as well. Many thanks to Circulation staff members who help in this book display effort. Book collection inventory is

nearly complete – just T-Z left to go in the Picture Books. Thanks to all who helped scan in the children's book collection.

Programs – Kindergarten Roundup at the Primary School was a nice afterschool/evening - more people to talk with this year. The Afterschool Easter Egg Decorating Program was very well attended. We had 5 craft stations, and 4 dozen eggs were just barely enough. The story time room was very full because adults stayed and crafted as well. The large meeting room will need to be booked if we try this again next year. The Hoosier Homeschoolers explored themes of Indiana Basketball and our state during the Civil War. The Tuesday afternoon homeschoolers completed science projects and crafts about weather, and we explored a new book entitled The Tree in the Courtyard which discussed Anne Frank and the view from her attic window.

Looking Ahead – Three main themes will occupy our children's programming in April. First, we will be profiling the 5 Firefly Book Award Nominees during our weekly story time programs. The Indiana Early Literacy Firefly Award is promoted through the Indiana Center for the Book at the State Library. At month's end, our HNPL story time participants will vote for their favorite and our results will be tallied and emailed to the State Library. Butterflies will be our story time theme during National Library Week. Children will have a chance to make 2 tie-dyed butterflies – one to take and one to leave in order to decorate our NLW display. Earth/Arbor Day is the final big theme for the month and includes our older homeschoolers as they explore lessons in wildlife habitats and the "3 R's".

G. Young Adult – Ann Hoehn

- a. March Programs: 7 ; Attendance, 25; Cost \$ 1 ; Cost per person: \$ 0.4
- b. A big thanks to Alex for helping Debra select movies to show this summer. Good choices!
- c. **Action Item:**
- d. Coming up:
  - Deanna Leonard Teen Art Classes – April 6, 13, 20, 27
  - Teen Advisory Board Meetings – April 20

H. Maintenance – Mike Hiatt/Ann Hoehn

- Circulating pumps have been repaired. Now running properly.
  - Flower beds around the Cicero Library have been cut back and cleaned out.
  - Lawn around Cicero Library has been pretreated for weeds.
  - Estimate for replacing exhaust fan in main restroom is \$1280.00.
  - Striped and cleaned the Atlanta basement floor.
- a. Looking Forward:
    - Started cleaning out under pine trees on east of Cicero building. Should be done by middle of April.
    - Started working on Atlanta clean-up for celebration in August. Hope to have all but last minute items completed by end of July.
  - b. **Action Item:** Double-check that Atlanta gutter is cleaned out.

VII. Old Business

I. Logo

- **Action Item:** Lee to submit final option soon.
- **Motion** to approve the logo that Lee creates
  - i. Motion made by Emily Beechler

- ii. Seconded by Kim Radant
- iii. Motion carried by a vote of 5/5 (All vote AYE)

J. Banking Update

- **Discussion:** Trust Indiana – a common investment pool for governmental units. One of the main goals is liquidity. Deposits & withdrawals same day before 2 p.m. There is a small user fee of .10%. Some libraries already use this, per their fiscal reports.
- **Action Item:** We must find out how much money we have to keep in the two banks we're legally required to do business with. Ann will ask our lawyer.
- **Action Item:** Board would prefer we ask to waive the base fee if we decide to go with Trust Indiana.
- **Note:** 1<sup>st</sup> Merchants has concluded that unless we can tie up our money in CD's for at least 15 months, it's not worth it and the Money Market account would be better. If we take out money before term is up on their CD's, we'll most likely lose principal.
- **Note:** With Forum's CD's, if we close out we'll never lose principal.

K. Capital Plans

- **Discussion:** Travel time for Jae – we'll be driving to him because reimbursing staff for gas is cheaper. Ann is revising the HEPL's Request for Services document for our own use.
- **Action Item:** none

L. "Clean Slate" Procedure

- **Action Item:** none
- **Discussion:** Total number of kids/parents that would be affected by this procedure is 34. Overall consensus is that implementation may accrue negative public feedback. HNPL will not be implementing this option.

VIII. New Business

M. Technology Update –

- a. **Notes:** ENA has replaced a fan that was going out on the Atlanta router. New receipt printers have been installed at Atlanta—working without issue so far!

N. Atlanta Centennial Spruce-Up – Request for Services [Exhibit #5, Pages 1]

- a. **Discussion:** Board agrees for us to get a quote from Carrie for another round of cleaning.
- b. **Discussion:** Board agrees for us to get a quote for fixing front step at Atlanta
- c. **Discussion:** DeVol Custom Iron suggested as someone who could fix the railing on Atlanta's basement door.

O. Cell Phone for Library

- a. **Discussion:** TracPhone Pay As You Go approved for purchase.
- b. **Action Item:** Kate will buy the \$10.00 phone + first minute card.

P. Library Sponsorship for Lights Over Morse Lake

- a. **Action Item:** Yes to sponsorship
- b. **Discussion:** none

IX. Looking Ahead: May 19, 2016 Board Meeting at Cicero Library at 6:30 p.m.

X. Meeting Adjournment

- a. Motion to adjourn



- i. Motion made by Gregory Goff
  - ii. Seconded by Emily Beechler
  - iii. Motion carried by a vote of 5/5 (all vote AYE)
- b. 8:30 PM meeting adjourned.

**XI.** Executive Session – No