

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch – June 18, 2020 at 6:30 p.m.**

- I. Call Meeting to Order
 - A. Called to order by President Lee Templeton at 6:35 p.m.

- II. Take Board Roll Call
 - A. Board Roll Call:
 - 1. **Steve Griffith, Yes (on-site) (Arrived at 6:47 pm)**
 - 2. **Lee Templeton, Yes (on-site)**
 - 3. **Emily Pearson, Yes (remote) (Departed early, just before adjournment)**
 - 4. **Julie Davis, Yes (remote)**
 - 5. **Beth Roberts, Yes (on-site)**
 - B. Members absent: Kelly Wuerch, Kini Magdun

- III. Identify Other Participants

Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Natalie Strader (Bookkeeper); Jae Ebert (V&J Consulting); Ian Wooten (Hagerman); Tara Anker (Peterson Architecture); Jennifer Roberts (Elements Engineering)

- IV. Request for Motion to allow remote, real-time participation of board members
 - A. **Motion to allow remote, real-time participation of board members.**
 - 1. Motion made by Emily Pearson
 - 2. Seconded by Julie Davis
 - 3. Motion carried by a vote of 4/0 (all vote AYE)
 - a. **Lee Templeton, Yes (on-site)**
 - b. **Emily Pearson, Yes (remote)**
 - c. **Julie Davis, Yes (remote)**
 - d. **Beth Roberts, Yes (on-site)**

- V. Review Agenda [Exhibit #1, Pages 1-2]
 - A. Agenda was reviewed.

- VI. Approve May 21, 2020 Minutes [Exhibit #2, Pages 1-8]
 - A. **Discussion:** Correction needed--partial paragraph appeared twice, so second iteration needs to be deleted.
 - B. **Motion to approve minutes for May 21st, as corrected.**
 - 1. Motion made by Emily Pearson
 - 2. Seconded by Julie Davis
 - 3. Motion carried by vote of 4/0 (All vote AYE)
 - a. **Lee Templeton, Yes (on-site)**
 - b. **Emily Pearson, Yes (remote)**
 - c. **Julie Davis, Yes (remote)**
 - d. **Beth Roberts, Yes (on-site)**

- VII. Public Participation
 - A. None

VIII. Financial Report – May 2020 [Exhibit #3, Pages 1-16]

A. Review of May report

1. Motion to pay May bills and approve financial report

- a. Motion made by Emily Pearson
- b. Seconded by Julie Davis
- c. Motion carried by a vote of 4/0 (All vote AYE)
 - i. Lee Templeton, Yes (on-site)**
 - ii. Emily Pearson, Yes (remote)**
 - iii. Julie Davis, Yes (remote)**
 - iv. Beth Roberts, Yes (on-site)**
- d. Board members present signed voucher register summary; the rest of the signatures will be obtained at a later date.

2. Action Item: none

- 3. Notes:** Slightly below run rate. Gift funds were combined, per May board meeting approval. Each future restricted gift will require its own gift fund. Sold 1 non-resident card.

IX. Director's Report [Exhibit #4, Pages 1-3]

- A.** Per Board approval last fall, a portion of the Cicero sidewalk along Pearl St. has been replaced. It looks good.

Based on my conversation with the School Superintendent, I anticipate that Beth Roberts will be appointed to the Library Board at the June 17th School Board Meeting. If she is appointed, my goal will be to have the paperwork signed by all parties before Thursday's Library Board meeting; this will enable Beth to vote at Thursday's meeting.

Lights Over Morse Lake organizers have asked if the library would serve as a severe weather shelter for vendors during the 4th of July Celebration (July 4-5). I indicated that I would discuss the matter with the Library Board. I would be interested in providing this service if satisfactory terms could be agreed upon. This topic is on Thursday's agenda.

Aaron Culp recommends keeping the *Library State of Emergency* in place for the time being. Similarly, at Thursday's Board meeting, I will ask the Board to extend, until rescinded, the following rules that were approved last month:

- Continue temporary hours.
- Continue to restrict access to the two branches, as social distancing requires.
- Limit study room use to two persons at a time.
- Require meeting room users to social distance six feet or more and to limit meeting room groups to 25 persons.
- Only *meetings* are allowed in the meeting rooms; *parties and celebrations* are not allowed.
- Meeting rooms may be used by the public only during open hours. (New Rule: Exceptions may be made only by special arrangement when the Director agrees in advance to remain in the building until after meeting room occupants have left the building.)

- No on-site programs and events are allowed. Public art displays will be allowed at the Director's discretion.

2019-2020 Cicero Stats	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Number of Visits	2931	3658	3774	2993	3235	3082	3645	3409	2811	2975	1571	---	---
Directional Questions	101	165	148	145	105	163	111	106	139	178	64	9	15
Reference Questions	210	274	192	272	219	204	231	175	231	192	98	---	7
Book & Other Recommendations	40	57	43	37	45	48	33	27	50	53	20	---	---
Scanned Pages	69	106	45	103	77	126	70	72	166	122	98	---	---
Volunteer Hours	26	2	5	3	20	21	12	17	10	15	6	---	---
Study Room Use	27	32	36	37	40	41	23	28	23	35	17	---	---
Yearbook Use	26	27	33	43	62	79	67	46	62	81	29	---	---
Mandatory Service Hours	0	0	0	0	0	0	0	0	0	0	0	---	---

HNPL Website Audience Review

	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20
Sessions	1,713	2,164	1,882	1,589	1,513	1,550	1,286	1,177	1,520	1,553	1,725	688	1,262
Users	1,010	1,510	1,223	975	923	907	822	754	912	967	1,214	462	796
Pageviews	3,168	3,790	3,810	2,972	2,773	2,858	2,373	2,197	2,732	2,807	3,216	1,435	2,440
Pages/Session	1.85	1.75	2.02	1.87	1.83	1.84	1.85	1.87	1.80	1.81	1.86	2.09	1.93
Avg. Duration	1:15	0:54	1:11	1:17	1:11	1:20	1:17	1:05	1:11	1:01	2:31	1:18	1:18
Bounce Rate	67.48%	72.23%	66.21%	66.71%	64.71%	67.68%	66.80%	68.39%	68.36%	69.29%	59.13%	60.32%	62.60%
Sessions/User	1.70	1.43	1.54	1.63	1.63	1.71	1.56	1.56	1.67	1.61	1.42	1.49	1.59
New Users	840	1316	1047	825	782	762	689	659	783	830	1086	389	706

May 2020 circulation was **2,644** compared to May 2019 of **9,006** and a three year average of **6,398**. Atlanta had **0** circulations and Cicero had **759** + Overdrive eBooks **1,082** + Hoopla **803**. In-house use for Atlanta was 0 and Cicero was 1. Sent out 0 holds from Atlanta and Cicero. Atlanta and Cicero received 0 holds from other libraries. Online resources continue to thrive during the closure.

Looking forward: Getting parking lot asphalt spec test results. Also, in the coming months, I will be seeking board approval for new or revised policies pertaining to “bad debt”, credit card usage, and electronic fund transfers to pay bills, and criminal background checks for adult volunteers.

Notes: We've extended card expiration dates by 2-3 months for a handful of at-risk patrons who are staying home.
Action Items: Ann to find out if the state moving to Stage 5 would negate our emergency declaration.

X. Old Business

A. COVID-19 Safety Measures – Updates and Requests

1. Revised Safety Protocol

a. Discussion: Initially we were going to quarantine materials, but we changed the safety procedure to wiping down/sanitizing all returned materials.

b. Action Item: none.

2. Golf Cart Poker Run

a. Discussion: Cicero Library will participate this year with Ann in attendance.

b. Action Item: none.

3. Lights Over Morse Lake –Severe Weather Shelter (July 4-5)

a. Discussion: If the board approves, and satisfactory arrangements can be made, Ann is happy to be on-call in case we need to open up the building. It cannot just be for vendors; as a public entity, we'd need to allow the general public inside, too. Ann suggests using the new wing, perhaps with chairs placed at social distancing levels. Ideally, a volunteer who is known to Ann will work with her so that she isn't alone in the building. Lee Templeton may be available to assist. If the bad weather is already terrible, Ann will not travel to the library.

b. Action Item: To work out arrangements, as needed.

c. Motion to approve opening the library in event of severe weather during Lights Over Morse Lake, provided agreeable arrangements can be made.

i. Motion made by Emily Pearson

ii. Seconded by Steve Griffith

iii. Motion carried by a vote of 5/0 (All vote AYE)

i. Steve Griffith, Yes (on-site)

ii. Lee Templeton, Yes (on-site)

iii. Emily Pearson, Yes (remote)

iv. Julie Davis, Yes (remote)

v. Beth Roberts, Yes (on-site)

4. Request to Extend Temporary Measures Until Rescinded

a. Discussion: Ann went over list with the board during the Director's report:

i. Continue temporary hours.

ii. Continue to restrict access to the two branches, as social distancing requires.

iii. Limit study room use to two persons at a time.

iv. Require meeting room users to social distance six feet or more and to limit meeting room groups to 25 persons.

v. Only *meetings* are allowed in the meeting rooms; *parties and celebrations* are not allowed.

vi. Meeting rooms may be used by the public only during open hours. (New Rule: Exceptions may be made only by special arrangement when the Director agrees in advance to remain in the building until after meeting room occupants have left the building.)

- vii. No on-site programs and events are allowed. Public art displays will be allowed at the Director's discretion.

b. Action Item: Ann to follow up where needed.

c. Motion to approve extension of temporary measures until rescinded

- i. Motion made by Julie Davis
- ii. Seconded by Emily Pearson
- iii. **Motion carried by a vote of 5/0 (All vote AYE)**
 - i. **Steve Griffith, Yes (on-site)**
 - ii. **Lee Templeton, Yes (on-site)**
 - iii. **Emily Pearson, Yes (remote)**
 - iv. **Julie Davis, Yes (remote)**
 - v. **Beth Roberts, Yes (on-site)**

XI. New Business

A. Capital Projects

1. General Updates

Ian notes Exterior punch list was complete. A final walkthrough identified a few things that needed to be corrected; 2 of 3 issues remedied. Threshold replacement is recommended. Doorstops also replaced.

- a. **Action Item:** Ann will contact Mike to see about getting access to Mike's computer so that the next set of HVAC datum can be pulled.

2. Exterior Doors of New Wing

- a. **Discussion:** An awning was previously suggested to help preserve the exterior doors. Tara Anker has awning color suggestions. The library, however, is not interested in the awning at this time.
- b. **Action Item:** none.
- c. **Motion to hold off on making the decision on the awning.**
 - i. Motion made by Emily Pearson
 - ii. Seconded by Steve Griffith
 - iii. Motion carried by a vote of 5/0 (All vote AYE)
 - i. **Steve Griffith, Yes (on-site)**
 - ii. **Lee Templeton, Yes (on-site)**
 - iii. **Emily Pearson, Yes (remote)**
 - iv. **Julie Davis, Yes (remote)**
 - v. **Beth Roberts, Yes (on-site)**

3. Asphalt Sampling

- a. **Discussion:** Four bores taken. They are being analyzed and data should be available by late next week at the earliest. The depths are not where they should have been. Overview of situation and visual (not lab) core results was discussed.
- b. **Action item:** none

4. Pay App 15 [Exhibit #5, Pages 1-5]

- a. **Discussion:** Jae Ebert, consultant, recommends we do not pay this app until the parking lot situation is resolved. Ian asked for the remaining retainage on Bond 2. Ian suggested that redoing the parking lot would be about \$20,000; Jae thinks that figure is too low. We want a cost estimate for removal and repavement.

- b. **Action item:** Need to get a full cost estimate on asphalt replacement before we can release funds. Ian will investigate the cost of removal and replacement and rework the pay app to reflect changes.

5. Where to Hang Dedication Plaque

- a. **Discussion:** Delayed until next month when Board is on-site for the meeting.
- b. **Action item:** none.

B. Semi-Annual Payment to Treasurer

- 1. **Discussion:** The Treasurer is entitled to \$500 payment annually, currently paid in two installments.
- 2. **Action item:** Natalie to cut check.
- 3. **Motion to pay Emily Pearson and allow her to sign her own check.**
 - a. Motion made by Julie Davis
 - b. Seconded by Beth Roberts
 - c. Motion carried by a vote of 5/0 (All vote AYE)
 - i. **Steve Griffith, Yes (on-site)**
 - ii. **Lee Templeton, Yes (on-site)**
 - iii. **Emily Pearson, Yes (remote)**
 - iv. **Julie Davis, Yes (remote)**
 - v. **Beth Roberts, Yes (on-site)**

C. Food Pantry/Blessing Box – White Rock Church in Noblesville

- 1. **Discussion:** During COVID-19, our Little Free Libraries were co-opted into food pantries by the public, and a separate food pantry cabinet was set up next to the Cicero Little Free Library by White Rock Fellowship Church. The church will soon be removing the outdoor pantry, but would like to bring a different food pantry cabinet into Cicero Library. The cabinet would be attached to the wall for support and safety, if approved. Staff would be removing anything perishable, as there are concerns about liability. Board is also concerned about operational strain on staff and has proposed trial run. We will post a sign to accompany the pantry.
- 2. **Action item:** Ann to implement.
- 3. **Motion to approve blessing box for a 3 month trial period and to reevaluate at the end of that time to decide whether to keep the box.**
 - a. Motion made by Emily Pearson
 - b. Seconded by Steve Griffith
 - c. Motion carried by a vote of 5/0 (All vote AYE)
 - i. **Steve Griffith, Yes (on-site)**
 - ii. **Lee Templeton, Yes (on-site)**
 - iii. **Emily Pearson, Yes (remote)**
 - iv. **Julie Davis, Yes (remote)**
 - v. **Beth Roberts, Yes (on-site)**

D. Technology Update

- 1. Brightworks—Request to Modify Agreement (small equipment expense plus an additional \$10/month). \$279 for the smart switch.
 - a. **Discussion:** In order to reduce the number of daisy-chained internet connections upstairs, and also provide a way for Brightworks to remotely

monitor the server peripheral hardware, they have suggested this smart switch.

- b. **Action item:** Ann to sign Brightworks agreement.
- c. **Motion to approve modification to Brightworks Agreement and purchase the equipment.**
 - i. Motion made by Beth Roberts
 - ii. Seconded by Emily Pearson
 - iii. Motion carried by a vote of 5/0 (All vote AYE)
 - a) **Steve Griffith, Yes (on-site)**
 - b) **Lee Templeton, Yes (on-site)**
 - c) **Emily Pearson, Yes (remote)**
 - d) **Julie Davis, Yes (remote)**
 - e) **Beth Roberts, Yes (on-site)**

E. Possible Substantial Gift

- 1. **Discussion:** We were contacted by a gentleman who would like to donate possibly more than \$25,000 to the library on behalf of a mentor. He would like to remain anonymous and would like the library to present him with a list of our top three wishes. There does seem to be a law that would allow him to donate anonymously; Aaron Culp is looking into it. Any donation of \$10,000 or more must be reported to the IRS, but Aaron thinks we might be able to report it anonymously. Aaron will continue to research. We may need to consult a tax attorney or accountant. The donor is interested in holding a public celebration of the mentor, but we're not quite sure yet how to host it while keeping the donor anonymous.
- 2. **Action item:** Ann will present a list of possible items for purchase with donation money at next month's board meeting.

F. Additional Authorized Check Signers Needed

- 1. **Discussion:** Emily Pearson and Ann are the only two people authorized to sign checks. Mike Jenkins was the second board member approved for signing, but he is no longer on the board. Ann would like Natalie to be approved so that she can work directly with the bank as needed; our previous bookkeeper was given this authorization. Emily nominates Lee Templeton as the second board member. There was discussion about whether it is necessary to have two signatures on library checks. We have a system in place for oversight, and we are audited by the State Board of Accounts.
- 2. **Action item:** Ann to follow up with the bank.
- 3. **Motion to approve Natalie Strader, Lee Templeton, Ann Hoehn, and Emily Pearson as check signers.**
 - a. Motion made by Steve Griffith
 - b. Seconded by Julie Davis
 - c. Motion carried by a vote of 5/0 (All vote AYE)
 - a) **Steve Griffith , Yes (on-site)**
 - b) **Lee Templeton, Yes (on-site)**
 - c) **Emily Pearson, Yes (remote)**
 - d) **Julie Davis, Yes (remote)**
 - e) **Beth Roberts, Yes (on-site)**

G. Senate Enrolled Act 410 Public Law 88

1. **Discussion/Notes:** Indiana passed new laws affecting public libraries, including legislation pertaining to background checks on adult volunteers. Also, public libraries may provide library cards to foster children living in our service area; we may need to modify our policy. The county council now has the option to pass a resolution which would give them binding review of the library's budget, as our tax-derived funds is 150% or more of our budget. According to Aaron Culp, our county council has not yet passed such a resolution, so our 2021 budget will be approved by the Library Board. However, the county council has the option to pass the resolution in the future. Also, the Library Board will need to approve a Declaration of Fiscal Body.
2. **Action item:** Some of these items will be on next month's agenda.

H. InfoExpress Annual Renewal

1. **Discussion:** Five day courier service for inter-library loan distribution. Because of the COVID virus, the State Library is increasing the subsidy for the upcoming service year. The fee will be \$2,984, \$746 less than what we paid last year.
2. **Action item:** Ann to sign annual renewal contract.
3. **Motion to approve annual renewal to InfoExpress**
 - a. Motion made by Julie Davis
 - b. Seconded by Emily Pearson
 - c. Motion carried by a vote of 5/0 (All vote AYE)
 - i. **Steve Griffith, Yes (on-site)**
 - ii. **Lee Templeton, Yes (on-site)**
 - iii. **Emily Pearson, Yes (remote)**
 - iv. **Julie Davis, Yes (remote)**
 - v. **Beth Roberts, Yes (on-site)**

I. 2021 Budget – 1st Draft [Exhibit #6, Pages 1-3]

1. **Discussion:** Preliminary numbers were presented based on 3% growth quotient, previous spending and estimated spending. Categories were split into more discrete line items. "Materials" vs. "Labor" on repairs and maintenance was created. We haven't had our annual DLGF budget workshop yet.
2. **Action item:** Ann and Natalie will continue to develop budget.

XII. Looking Ahead: July 16th Board Meeting at Cicero Library, 6:30 p.m.

XIII. Meeting Adjournment

- A. Motion to adjourn
 1. Motion made by Steve Griffith
 2. Seconded by Beth Roberts
 3. Motion carried by a vote of 4/0 (all vote AYE)
 - a. **Steve Griffith, Yes (on-site)**
 - b. **Lee Templeton, Yes (on-site)**
 - c. **Julie Davis, Yes (remote)**
 - d. **Beth Roberts, Yes (on-site)**
- B. 8:07 PM meeting adjourned.

XIV. Executive Session – No