

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

- I. Regular Session
 - a. Call to order by President Steve Griffith 6:30 p.m.
 - b. Members present: Lee Templeton, Kim Radant, Steve Griffith, Gregory Goff, Emily Beechler, Laura Holliday
 - c. Members absent: Mike Jenkins
 - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director) Amy Wolfe (Bookkeeper), Jae Ebert (V&J Consulting), Aaron Culp (Library Legal Counsel)

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

- III. Minutes – July 21, 2016 [Exhibit #2, Pages 1-8]
 - a. **Discussion:** no edits found/needed
 - b. **Action Item:** Need to appoint acting Secretary for the evening.
 - c. Motion to approve Emily Beechler as temporary Secretary in absence of Mike Jenkins
 - i. Motion made by Laura Holliday
 - ii. Seconded by Kim Radant
 - iii. Motion carried by vote of 6/6 (All vote AYE)

- IV. Public Participation
 - a. none

- V. Financial Reports for July 2016 [Exhibit #3, Pages 1-27]
 - a. Review of July report
 - i. \$25,246 personal services, \$517 supplies, \$3,516 Other Services & Charges \$2,488 Capital Outlays, \$31,767 total expense for month. Run rate 58.3 %, 57.5% of total budget used.
 - ii. Motion to pay July bills
 - a. Motion made by Emily Beechler
 - b. Seconded by Kim Radant
 - c. Motion passed by a vote of 6/6 (All vote AYE)
 - d. All signed registers of claims
 - iii. **Discussion:** Amy confirmed that we have moved the money from First Farmer's into Trust Indiana.
 - iv. **Action item:** none

- VI. Department Reports [Exhibit #1, Pages 3-15]
 - A. Director – Ann Hoehn
 - The Financial Advisor Search Committee interviewed reps from three firms. The committee will make its hiring recommendation to the Board on Thursday.
 - Our attorney, Aaron Culp, has received bond counsel proposals, so we'd like to form a Bond Counsel Search Committee on Thursday. The Committee would review proposals, interview as necessary, and make a hiring recommendation to the Board at the September Board meeting. Both Aaron and Jae Ebert will attend Thursday's meeting.

- Additional Stats for Cicero Library:

Number of Visits	3731
Directional Questions	216
Reference Questions	159
Book & Other Recommendations	74
Volunteer Hours (not including Friends)	8
Study Room Use	64
Yearbook Use	3
Mandatory Community Service Hours	4

- I met with Mary at Atlanta three times in July.
- I attended a Lights Over Morse Lake meeting.
- The library participated in the July 2nd Golf Cart Run. We passed out giveaways.
- I was one of three judges at the 4th of July LOML Talent Show. The library was closed on the 4th of July, of course.
- As approved by the Board, \$313,543.79 was transferred from our checking account to our Trust Indiana investment account. The Trust Indiana Director, Cindy Barger, paid me a visit recently.
- I gave a presentation on Lynda.com to the Kiwanis on July 9.
- I worked the Library/Friends of the Library table at the July 23rd Hope Family Care Center Health Fair with Emily Pearson. We passed out information and giveaways.
- It was stated at the July Board meeting that we should each try to think of people who might be interested in serving on the Board. Please bring your ideas to Thursday's meeting.
- I attended a Centennial Planning meeting, and hired Deanna Leonard to create our Centennial Poster.
- I worked with Amy in preparing the 2017 proposed budget.
- The Friends Annual Photo Contest entries are on display at Cicero Library. Take a look.
- I attended a library Marketing Committee meeting.
- I had the fish tank professionally cleaned. (The fish always seem a little worse for the wear when the tank is cleaned in-house.)
- I ordered new letterhead, envelopes, and business cards with our new logo. They look nice.
- Tornadoes were seen in or around Atlanta last night, the 15th. When the tornado warning expired, I drove to Atlanta. I found no damage to the library.
- We filled the vacant cataloger position internally. Cameron is the new cataloger.

- Emily Beechler reported that HNPL checked out 118 HHMS books this summer in support of the school's own Summer Reading Program.
- I attended a webinar, "Ten Practical Tips for the New Rural Library Director." Though I am not a new director, I thought I could pick up some tips.
- At the Board meeting I will be asking for approval to have an HVAC controller replaced. The quote is \$2,392.
- As a point of interest, the Indiana Department of Transportation is using our meeting room the evening of August 23rd for a public hearing on preliminary plans for installing a roundabout on SR37 and Strawtown Avenue.
- Mary discovered a broken storm window at Atlanta. We have our suspects. I'll explain the situation on Thursday.
- We just ordered fall flowers for the front of the library.

Coming up:

- August 27-28 Atlanta Library Centennial Celebration!

Action Item: We need Lynda.com bookmark or flyer for the board members (and library) to hand out around community.

Discussion: Asked if we can waive the \$2 library card replacement fee in honor of National Library Card Sign Up month. **Board approved!**

Discussion (Summer Reading): A lot of parents found logging books and/or signing up kids for summer reading too burdensome, per stats and conversations with parents.

Action Items (Summer Reading): We will be looking for new software for next year or switching to manual tracking to ease participation. Next year it's suggested we pursue sending home a separate sheet of summer reading info for Heights send-home folders—is possible that our blurb in the newsletter was overlooked.

Note: Lynda.com stats overview given, monthly stats will start appearing on next month's report.

B. Assistant Director – Kate Marshall

GENERAL

14+ hours, highlights include:

- Editing Acquisitions workflow documentation
- Library internship follow-up
- Professional development
- 10 notary events
- Corrected old board meeting minutes per note from last meeting
- Hiring and training processes

WEEDING

21 + hours, highlights include:

- Fixed several incorrectly located books
- Ran audiobook shelf list, created display list
- Finished weeding adult non-fiction
- Finished weeding adult biographies
- Checked YA circ stats for last 2.5 years
- Shifted all of YA fiction-- everything fits properly onto shelves now!
- Scanned entire Indiana Room and ran shelf list

- Run shelf list barcodes back through Item Status so I can fix all the cataloging mistakes in Indiana Room
- Shifted large print, reference, and audiobooks based on feedback from staff survey; had some immediate positive feedback from patrons.
- Working with Mike to shore up lower shelves in Juvenile Fiction with piping for better look and access.

TECHNOLOGY

4+ hours, highlights include:

- Requested quotes for replacement monitors; purchased 2
- General updates and troubleshooting
- Sorting out some RICOH billing
- 2 Ask-a-Librarian sessions (Nook & Overdrive)

MARKETING

21 + hours, highlights include:

- Display creation
- Facebook posts created and scheduled
- Finalized crochet event details and purchased supplies
- Wrap up of summer reading
- Advertising available library jobs
- Review of marketing group staff survey and data compilation
- Marketing meeting(s) + follow up

Looking Forward:

- More Facebook marketing
- Complete review of staff surveys; creation of action plan
- Capital planning
- More research on Technology Plan items
- Finishing weeding in Adult Large Print, moving to next section
- Interviewing for potential library intern

Action Item: Create consolidated electronic resource info brochure that we can handout with Friends of the Library book sales.

C. Circulation – Cindy Ritter

- a. The **circulation stats** for July were 8,991 compared to July of last year at 10,171 and a three year average of 9,167. Atlanta had 411 circulations and Cicero had 7,651+ Overdrive eBooks 738 + Hoopla 191 for a branch total of 8,580. In-house use for Atlanta was 25 and Cicero had 612. Sent out 83 holds from Atlanta and 287 from Cicero. Atlanta received 10 holds from other libraries and Cicero received 297. Top selections for patrons in July were DVD, 2151; Children, 1328; Adult Fiction, 1366; Computer, 551; Juvenile Fiction 709; Adult Non-Fiction, 428; J Non-Fiction, 422; YA Fiction, 240.
Subscription Databases Usage: Freegal 67; Ancestry.com 3,545 searches.
- b. 50 new cards were issued in July
- c. Circulation is continuing along the yearly trend and is down. Both Overdrive and Hoopla use have risen.
- d. We are continuing to put out fresh displays and are having success with both the book and DVD displays. Top Circulating Books of the Past Year has checked out 218 total books (51 this month). Librarian Favorites has checked out 100 books (35 this month). The Tom Hanks DVD display has checked out 154 DVDs (65 this month). Our Recently Added DVD display has checked out a total of 332 DVDs (78 this month). We put up a display of audiobooks that had not circulated in three years.

- Of the 17 audiobooks we put on display 11 have been checked out. We also have a large print book display, a romance display, and a Rio Olympics display. These displays have checked out a few books
- e. Christy Fulton has resigned, and we are currently interviewing candidates for the circulation desk. We have hired Nancy Redd as our new Page
 - f. **Action Item:** none
 - g. **Discussion:** Phil Cline wrote the book on genealogy, lives in Sheridan. Ron Stone would also be a good potential speaker for a Friends event.

D. Atlanta – Mary Palmiero

For the end of summer reading we had a root beer float party which was popular with all ages. The vintage games weren't very popular, but we had a few participants. We have been collecting comments and stories about the library for the centennial. Patrons have been very interested in the event.

Note: A volunteer is hanging posters for Atlanta's Centennial around town.

Statistics

NAME OF EVENT	NUMBER OF EVENTS	ATTENDANCE	COST
Vintage Games	5	18	0
Movie	2	7	0
Tutoring	3	5	0
Root Beer Float	1	21	Food was donated
Stitch Crafters	4	13	0
Having Your Say	4	13	0
TOTALS	19	77	0

Number of Patrons	269
Directional Questions	42
Reference Questions	26
Recommendations	16
Volunteer Hours (garden & book sale)	10
Computer Use	55

E. Adult – Cindy Ritter

- a. July Programs: 12; Attendance, 110; Cost: \$28.00. There were 10 non-library uses of rooms & gazebo; Attendance, approx. 210
- h. **Action Item:**
- b. Coming Up:
 - Classic Movie – The Philadelphia Story, Sept 23 @ 5:30 p.m.
 - Brown Bag Reading Group – An Irish Country Doctor by Patrick Taylor, August 26 @ 11:30 a.m.
 - Indiana Authors Reading Group – *The Magnificent Ambersons* by Booth Tarkington, Aug. 25 @ 6 p.m.

F. Children's – Debra Brown

- a. July Programs: 24; Attendance, 345; Cost: \$538.22

- b. Library Collection – Popular book displays this month included sports, ocean life, and books about our 50 states. The children’s magazine collection has been organized thanks to a teen volunteer. The Children’s section played host to library scavenger hunt on the evening of the 28th. This hunt was part of the HHPS/HHES summer reading club that met at our library on Thursday evenings this summer.

Programs – The two Friday afternoon movies scheduled in July were very well attended by all ages looking for indoor options to beat the heat. We hosted Conner Prairie again on the afternoon of Tuesday, July 5th to a large crowd comprised of 2 summer camp groups plus regular public. They came prepared to keep large groups of kids busy with various hands-on activity stations – this program will never disappoint. The SRP Pool Party was a little less-attended this year, but the evening was beautiful and the children present were very appreciative at the idea of having “the whole pool to themselves.” The final summer skills workshop, crochet, was split into 2 sessions and as many boys as girls from the Little Husky Camp chose to participate.

SRP – We had 454 total participants registered – (455 in 2015, 401 in 2014, 436 in 2013). There were 40 registrants in the preschool category and 170 in the k-5 group.

Looking Ahead – August is take a deep breath month as the story time schedule returns to normal and school year program planning begins again.

Action Item: We will investigate whether summer reading programs were starting early due to day camps arriving ahead of schedule.

G. Young Adult – Ann Hoehn

- a. July Programs: 2; Attendance, 9; Cost \$10.00 ; Cost per person: \$1.11
- b. **Action Item:** Request a Pokemon Go stop for the library
- c. Coming up:
 - Teen Advisory meetings on August 17 & 31

H. Maintenance – Mike Hiatt/Ann Hoehn

- Painted front doors at Atlanta.
- Atlanta top step at main entrance has been replaced. It looks good.

Looking forward:

- Painters will start painting Atlanta overhang and side doors on August 8.
- Completion of cosmetic repairs to Atlanta top floor ceiling.
- Completion of repairs to Atlanta basement walls.

a. **Action Item:**

VII. Old Business

I. Materiality Thresholds Resolution and Policy [Exhibit #4 &5, Pages 1, 1]

- a. **Discussion:** no further discussion
- b. **Action Item:** none
- c. **Motion to approve the resolution**
 - i. Motion made by Kim Radant
 - ii. Seconded by Gregory Goff
 - iii. Motion carried by a vote of 6/6 (All vote AYE)
- d. **Motion to approve the Materiality Threshold policy**
 - i. Motion made by Gregory Goff
 - ii. Seconded by Lee Templeton
 - iii. Motion carried by a vote of 6/6 (All vote AYE)

J. Capital Plans Update

- Financial Advisor Search Committee Recommendation
- Formation of Bond Counsel Search Committee

a. **Discussion:** Aaron Culp & Steve Griffith gave overview of the financial advisor pick (Umbaugh). Mr. Culp also gave break down of what the steps to bond approval at the County Council level will be and explained what bond council will be doing for us once we hire them.

b. **Action Item:** The contract with Umbaugh will be ready by the September board meeting.

c. **Motion to approve Umbaugh as financial advisor**

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

VIII. New Business

K. HVAC Controller Replacement Proposal [Exhibit #6, Pages 1]

a. **Discussion:** The controller we have is obsolete and it's hooked up to the Maintenance computer. Every time the computer is turned off, the controller goes on the fritz and needs reset.

b. **Action Items:** none

c. **Motion to approve HVAC Controller Replacement**

- d. Motion made by Emily Beechler
- e. Seconded by Gregory Goff
- f. Motion carried by a vote of 6/6 (All vote AYE)

L. 2017 Budget – Notice to Taxpayers [Exhibit #7 & 8, Pages 1, 1-3]

a. **Discussion:** none

b. **Action Item:** none

c. **Motion to approve Budget Forms 1 & 3 (Notice to Taxpayers)**

- i. Motion made by Emily Beechler
- ii. Seconded by Laura Holliday
- iii. Motion carried by a vote of 6/6 (All vote AYE)

M. Technology Update

a. **Discussion:** INSPIRE is now hosting Rosetta Stone with 30 languages available.

N. Possible New Board Member

a. **Discussion:** Considering potential of having someone from northern end of district and/or with small children.

b. **Action Item:** Board to continue seeking potential members from community

O. Request to Close Cicero during Atlanta Centennial Celebration

a. **Discussion:** Would like to close at 1 p.m. on Saturday and close completely on Sunday. **Board approves closures.**

b. **Action Item:** Signs to be made and posted at doors, website, etc.; note the Atlanta branch will be open during the weekend instead.

P. Possible Procedural Changes for Accepting Book Donations

a. **Discussion:** Library is getting too many donations to handle effectively. From now on, the library would like people dropping off books to make an appointment so staff can pick stuff we think will sell. Board has no objections and suggests we update the policy.

b. **Action Item:** Ann will look at current policy and bring suggestions for new policy text to next board meeting. Will also look into what the use threshold is for us to be getting a check from our paper recycling group.

IX. Looking Ahead: September 15, 2016 Board Meeting at Cicero Library at 6:30 p.m.

X. Meeting Adjournment

a. Motion to adjourn

i. Motion made by Laura Holliday

ii. Seconded by Gregory Goff

iii. Motion carried by a vote of 6/6 (all vote AYE)

b. 7:54 PM meeting adjourned.

XI. Executive Session – No