

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch – December 17, 6:30 p.m.**

- I. Regular Session
 - a. Call to order by Secretary Emily Beechler at 6:30 p.m.
 - b. Vote on Pro-Tem Chair [Emily Beechler] in absence of Steve Griffith:
 - i. Motion made by Laura Holliday
 - ii. Seconded by Emily Holt
 - iii. Motion carried by vote of 5/5
 - c. Members present: Laura Holliday, Lee Templeton, Mike Jenkins, Emily Holt, Emily Beechler
 - d. Members absent: Steve Griffith, Gregory Goff
 - e. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Amy Wolfe (Bookkeeper). Jae Ebert & Ray Beaufait of V & J Consulting.
- II. Review Agenda [Exhibit #3, Pages 1-2]
 - a. Review of Agenda by Secretary Emily Beechler.
- III. Minutes – November 19, 2015 [Exhibit #4, Pages 1-8]
 - a. **Discussion:** none
 - b. Motion to approve minutes as amended for November 15th, 2015
 - i. Motion made by Laura Holliday
 - ii. Seconded by Mike Jenkins
 - iii. Motion carried by vote of 5/5
- IV. Public Participation
 - a. None
- V. Financial Reports for November 2015 [Exhibit #5, Pages 1-28]
 - a. Review of November report
 - i. \$25,067 personal services, \$941 supplies, \$3,568 Other Services & Charges \$7,195 Capital Outlays, \$36,770 total expense for month. Run rate 91.7%, 90.6 % of total budget used.
 - ii. Motion to pay November bills
 - a. Motion made by Emily Holt
 - b. Seconded by Laura Holliday
 - c. Motion passed by a vote of 5/5 (All vote AYE)
 - d. All signed registers of claims
 - iii. **Discussion:** none
 - iv. Resolution to Repay Temporary Loan [Exhibit #6, Pages 1]
 - a. Motion made by Mike Jenkins
 - b. Seconded by Laura Holliday
 - c. Motion passed by a vote of 5/5 (All vote AYE)
 - v. Resolution to Reduce LIRF [Exhibit #7, Pages 1]
 - a. Motion made by Mike Jenkins
 - b. Seconded by Laura Holliday
 - c. Motion passed by a vote of 5/5 (All vote AYE)

VI. Department Reports [Exhibit #3, Pages 3-14]

A. Director – Ann Hoehn

Greg Goff has been appointed to the Library Board by County Council.

This is Emily Holt's final Board meeting. Her term is up at the end of the month, and she is not seeking reappointment. The County Commissioners will be notified.

Noah Mangas is our new student Board member. He will be with us for a year. He is a student at HHHS.

Mike Hiatt, our new maintenance manager, is settling in.

I attended the Friends meeting on 11/18.

Elaine Eastman, Adult Materials Selector, will report directly to Kate starting the first of the year. This move will free up a little of my time so I can concentrate on capital plans.

Focus Groups have been completed, and Richard Parker will send me a report/summary which I will share with the Board on Thursday. (If I receive his written report prior to Thursday night, I will email it to the Board.)

A family friend of Kate's, Jae Ebert, President of V&J Consulting, will be at the Board meeting to explain services he may be able to offer the library during our capital project.

I invited Steve Holt to attend the Board meeting and be part of the discussion on our capital project plans. I think it would be useful for him, among other things, to explain the role of bond counsel.

I contacted Herschel Frierson from Crowe Horwath and asked him what the role of a financial advisor is in a bond project such as ours and if a financial advisory is necessary. I asked if bond counsel could also serve as the financial advisor. This is Herschel's response in its entirety:

The role of the financial advisor is very important in the process of any taxing unit looking to issue debt. The financial advisor is used to structure the deal, which includes determining how long the debt should be issued for, reviewing revenue options for the debt, sizing the debt, gathering all costs of issuance information and determining call provisions. The financial advisor is used to keep the taxing unit update to date on current interest rate market conditions. The financial advisor is used to analyze various bonding scenarios and what impact it may have on taxpayers, for example what would the tax payment impact be for a home owner with a net assessed value of \$124,000 if the taxing unit were to issue debt. The financial advisor is used to prepare as needed RFP's for registrar and paying agent and underwriter (if required). The financial advisor prepares the preliminary official statement and the final official statement (please see the attached sample) which includes all statistical information about the taxing unit. The financial advisor also holds the bond sale either competitive or negotiated. The financial advisor also provides information to bond counsel to be included in all legal documents. The financial advisor also assists with closing of the bonds and gateway information.

Website Audience Overview

	May-15	Jun-15	Jul-15	Aug-15	Sept-15	Oct-15	Nov-15
Sessions	2,215	2,982	3,018	1,865	1505	1666	1864
Users	1,564	1,671	1,927	1,139	864	861	1116
Pageviews	4,272	5,153	5,237	3,361	2693	3258	3094
Pages/Session	1.93	1.73	1.74	1.80	1.79	1.96	1.66
Average Session Duration	1:18	1:34	1:27	1:25	1:15	1:37	1:05
Bounce Rate	66.28%	70.22%	69.25%	68.20%	67.11%	65.01%	75.11%
% New Sessions	65.82%	49.90%	55.37%	49.76%	43.99%	39.62%	49.25%

Coming up:

- Winter Reading Program
- Launching Hoopla
- Mass mailing to advertise digital services
- Capital Project – tasks are quickly escalating

Action Item:

B. Assistant Director – Kate Marshall

GENERAL

Much time spent with inventory; ran all of the Adult, YA, & Media sections
 Started looking for items on the inventory missing lists
 Spent many hours editing incorrect cataloging caught thanks to the inventory reports
 Ran weeding reports on all Adult & YA book sections
 Pitched in on scanning, logging several hours in YA & Adult Biographies
 Priced out replacement volumes of manga; turns out replacing on a one-to-one basis nearly impossible, almost all out of print
 Continued working with Ann on weeding project
 Edit final dates into Technology Plan
 Preliminary review & research on Long-Range Plan/Strategic Plan
 Updated the database tracking sheet
 Webinar follow up to IPLA leadership conference
 2 notary jobs
 Edited & created "Useful Atlanta Knowledge" document and put it on staff drive
 Now reviewing newly processed books as part of the processing-to-shelf pipeline
 Created board report; transferred October minutes into PDF and added them to website
 Helped Debra with Charlie Brown Thanksgiving event

TECHNOLOGY

Maintenance & updates on website

Received final quote on RICOH replacement machines

Spent time with Tim Eller at Gordon Flesch working on getting our last few aspects of on-boarding taken care of.

4 book-a-librarian tech appointments

Spent many, many hours troubleshooting staff computers as well as coordinating with Gordon Flesch for overnight and on-site repairs.

Created Hoopla summary for board meeting

Investigate Niche Academy as patron learning tool/advertising tool

Checked on Endeavor fiber optic switch out procedure at Atlanta. We're still waiting for them to reach out to us, should hear by right after the first of the year

Tested and updated new Presentation laptop

MARKETING

Priced out Noblesville Media Lab

4 marketing flyers/posts created for Children's Dept.

Looking Ahead

- More inventory & weeding
- Upcoming documentation creation & marketing
- Hoopla roll-out
- Refresh plan starting on computers

C. Circulation – Cindy Ritter

- a. The **circulation stats** for November were 6,914 compared to November of last year at 8,566 and a three year average of 7,709. Atlanta had 378 circulations and Cicero had 6,371+ Overdrive eBooks 543 for a branch total of 6,914. In-house use for Atlanta was 29 and Cicero had 406. Sent out 98 holds from Atlanta and 285 from Cicero. Atlanta received 8 holds from other libraries and Cicero received 283. Top selections for patrons in November were DVD, 1659; Adult Fiction, 1278; Children, 750; Juvenile Fiction 674; Computer, 420; Adult Non-Fiction, 345; YA Fiction, 252; Juvenile Non-Fiction, 248. **Subscription databases Usage:** Freegal 53; Ancestry.com 157 searches.
- b. 39 new cards were issued in November.
- c. Circulation numbers are down, possibly due to the extended road closure the month of November
- d. We are currently doing a third patron count for 2015 as the last count occurred during the road closure.

D. Atlanta – Mary Palmiero

The new writing class we began this month does not have many participants, but they are enthusiastic about it. We're hoping that more people will be interested and join---maybe after the holidays.

We have been making good progress on the Inventory. I started out correcting any cataloging issues as we go along but realized that would take too long. I'll do any corrections after we finish.

Karen has offered a couple of science experiments recently. However no one seemed interested this month.

Computers were used 199 times.

Discussion:

Statistics

Name of Program	# of Program	Attendance	Cost	Cost Per Person
Crafts	6	21	0	0
Movies	2	10	0	0
Crochet/Quilt	4	15	0	0
Writing Memories	4	16	0	0
Totals	16	62	0	0

Looking forward: Having Your Say – Writing & Journaling Group on Jan 6, 13, 20, 27

E. Adult – Cindy Ritter

- a. November Programs: 8; Attendance, 66; Cost: \$22.00. There were 16 non-library uses of rooms.
- b. Coming Up:
 - Mystery Book Discussion – *Fer-de-Lance* by Rex Stout, Jan. 25 at 6:30 p.m.
 - Classic Movie, *Sorry, Wrong Number* – Jan. 29 at 5:30 p.m.
 - Health Fair – morning of Saturday, January 16.

F. Children’s – Debra Brown

- a. November Programs: 26; Attendance, 257; Cost: \$25.76
- b. Library Collection – November was Native American Heritage month, and the Hoosier Homeschoolers group used the HNPL book collection extensively in researching aspects of Food/Shelter/Clothing/Writing for their shoebox dioramas. The New books display is abundant with new fall and Holiday title as we push to acquire as much as we can with the materials budget. Several new titles were added in the Board Book (baby) area with the future goal of weeding out the worn items after the first of the year.

Programs – Owl week was a big hit in November. We had a special visitor thanks to staff member Karen Allen (stuffed great horned owl affectionately nicknamed “Hoo-Hoo”). Books from author/illustrator Lois Ehlert were also profiled this month (Leaf Man, Red Leaf/Yellow Leaf) and we completed the month with two weeks of Thanksgiving books and turkey crafts. The Hoosier Homeschoolers completed their Native American projects on the 20th, and a good time was had by all earlier in the month on the 5th with the Charlie Brown Thanksgiving after school movie party.

Looking Ahead – In December, we will highlight the holiday books collection of two authors. Week one will profile Jan Brett books and crafts and the month will end with Cynthia Rylant holiday stories. This month will be the first on our new, all-ages, morning story time format. An afterschool craft party will be held on Tuesday the 8th. Upcycle Holiday is the name of the program and we will be using recycled k-cups, drink mix containers, Pringles cans, etc. to create decorative holiday and gift-giving items. Both homeschooling classes will also complete some of these projects.

- G. Young Adult – Ann Hoehn
 - a. November Programs: 7; Attendance, 77; Cost \$44.00; Cost per person: \$0.57
 - b. Coming up:
 - Deanna Leonard Teen Art Classes – Jan 6, 13, 20, 27
 - Teen Advisory Board Meetings – Jan 13, 27

- H. Maintenance – Mike Hiatt/Ann Hoehn
 - a. Koorsen performed yearly inspection of sprinkler system. Everything passed.
 - b. Wallpaper seams in book sale room were repaired. The repairs are expected to hold.
 - c. The NW canopy lights have been repaired; needed new ballast.
 - d. The front SW canopy light was supposed to be repaired on Tuesday, 11/10. However, the electrician discovered that different parts are needed. Repairs are forthcoming.
 - e. The carpet in Meeting Room A/B was spot cleaned and shampooed.
 - f. Looking Forward:
 - Fixing loose gutter at Atlanta
 - Repairing SW wall in Atlanta basement
 - g. **Action Item:** Board suggests Mike come to a board meeting to they can meet him.

VII. Old Business

- I. Logo
 - a. **Discussion:** Lee presented his revised and updated selections in a range of color & black-and-white.
 - b. **Action Item:** Lee will send out a proof copy for board to comment on.

- J. Final Reading – Staff Social Media Policy [Exhibit #8, Pages 1-2]
 - a. **Discussion:** none
 - b. **Motion** to approve Staff Social Media Policy
 - i. Motion made by Laura Holliday
 - ii. Seconded by Lee Templeton
 - iii. Motion passed by a vote of 5/5 (All vote AYE)

- L. Final Reading – 2016-2020 Technology Plan [Exhibit #9, Pages 1-25]
 - a. **Discussion:** none
 - b. **Motion** to approve 2016-2020 Technology Plan
 - i. Motion made by Mike Jenkins
 - ii. Seconded by Laura Holliday
 - iii. Motion passed by a vote of 5/5 (All vote AYE)

- N. Banned Patron
 - a. **Discussion:** Per Steve Holt’s advice, patron should not be banned for life. No further action is recommended re: banning.

- N. Focus Group Summary
 - a. **Discussion:** Summary was not available at this time.
 - b. **Action Item:** Will be passed along once received from Richard Parker.

- N. Hoopla Update
 - a. **Note:** Covered during Assistant Director’s Report.

VIII. New Business

N. Capital Project – Guests

- a. Jae Ebert, V&J Consulting; Ray Beaufait, CMTA Consulting
 - i. **Note:** Jae & Ray gave a small presentation talking about who they are and how they might be able to help the library through the capital project. Brought a proposal with hourly rate and not to exceed numbers.
 - ii. **Note:** The Dept. of Energy has a portfolio manager function where we can input 12 months of utility bills and get an Energy Use Index rating for our building.
- b. Steve Holt
 - i. **Note:** Steve confirms that due to federal regulation, we do need a financial advisor.

O. Proposed Copier Replacements (RICOH) [Exhibit #10, Pages 1-2]

- a. **Discussion:** Kate reviewed hand-out explaining basics and perks of our new necessary replacements [re: lease ending on public C3001 machine]
- b. **Motion** to approve 60-month lease contract with RICOH for two machines:
 - i. Motion made by Laura Holliday
 - ii. Seconded by Lee Templeton
 - iii. Motion passed by a vote of 5/5 (All vote AYE)

P. Indiana Statewide Remote Circulation System (SRCS)

- a. **Note:** Ann explains the new state-wide circulation question that works in conjunction with Evergreen. State wants us to vote whether or not we want Evergreen to adopt this wholesale across the Evergreen system.

Q. Water Cooler

- a. **Discussion:** Board thinks we used to have one.
- b. **Action Item:** Board agrees to Ann price-hunting on the cost of one.

R. Snow Removal [Exhibit #11, Pages 1]

- a. **Discussion:** When library asks for estimates, we should ask about 1 in., 2 in. variants in removal costs to comparison shop.
- b. **Action Item:** Board recommends we get several other estimates.

S. Annual Review of By-Laws [Exhibit #12, Pages 1-2]

- a. **Note:** Board has reviewed by-laws.

T. Pay Raises

- a. **Discussion:** Board suggests that Ann bring recommendations on raises, conversation delayed until January.

U. Board member replacement for Emily Holt

- a. **Discussion:** Board will be looking for suggestions regarding possible replacements for Emily's post.

V. Election of Officers

- a. **Discussion:** The following positions have been agreed upon - President: Steve Griffith Vice-President: Lee Templeton Treasurer: Emily Beechler Secretary: Mike Jenkins
- b. **Motion** to confirm the above members to their new roles:
 - i. Motion made by Laura Holliday
 - ii. Seconded by Emily Holt
 - iii. Motion passed by a vote of 5/5 (All vote AYE)

IX. Looking Ahead: January 21, 2016 Board Meeting at Cicero Library at 6:30 p.m.

X. Meeting Adjournment

a. Motion to adjourn

i. Motion made by Emily Beechler

ii. Seconded by Emily Holt

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

b. 8:34 PM meeting adjourned.

XI. Executive Session – No