

**Hamilton North Public Library
Board of Trustees Meeting Minutes
December 17, 2020 at 6:30 p.m.
Cicero Branch, Jenkins Meeting Room**

- I. Call Meeting to Order
 - A. Called to order by President Lee Templeton at 6:31 p.m.
 - B. Members present: Kini Magdun, Lee Templeton, Emily Pearson, Kelly Wuerch, Julie Davis, Beth Roberts
 - C. Members absent: Steve Griffith
 - D. Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Natalie Strader (Bookkeeper)

- II. Review Agenda [Exhibit #1, Pages 1]
 - A. Agenda was reviewed; resignation letter from Steve Griffith

- III. Approve November 19, 2020 Board Meeting Minutes [Exhibit #2, Pages 1-10]
 - A. **Notes:** Sentence clarified in Old Business A. 1. a We are still waiting on carpet tiles; Old Business B. 2 a: clarified abstention vote per regulations; B 4 a : removed excess detail for clarity & brevity.
 - B. **Motion to approve November 19, 2020 regular meeting minutes as amended.**
 1. Motion made by Kini Magdun
 2. Seconded by Emily Pearson
 3. Motion carried by vote of 6/0 (All vote AYE)

- IV. Financial Reports – November 2020 [Exhibit #3, Pages 1-18]
 - A. Review of November report
 1. **Motion to pay November bills and approve financial reports**
 - a. Motion made by Kini Magdun
 - b. Seconded by Julie Davis
 - c. Motion carried by a vote of 6/0 (All vote AYE)
 - d. All Board members present signed voucher register summary.
 2. **Action Item:** none
 3. **Notes:** Still below run rate. Sold 4 non-resident cards.
 4. **Motion to approve Bookkeeper moving around money to balance out line items at the end of the fiscal year as usual**
 - a. Motion made by Kini Magdun
 - b. Seconded by Julie Davis
 - c. Motion carried by a vote of 6/0 (all vote AYE)

- V. Public Participation
 - A. Jim Hunter, potential future board member
 1. **Discussion:** none

2. **Action Item:** none

VI. Director’s and Department Reports [Exhibit #4, Pages 1-8]

Employee 2021 compensation is on this month’s agenda. As briefly discussed in November, I will ask the Board at the December meeting to approve a 1.3% cost of living increase for all employees. This percent equals the 2021 COLA set by the federal government. Also, I will ask the Board to approve 2021 employee merit increases ranging from 0-3% based on employee annual evaluation ratings, with the average merit increase to be around 1.5 – 2.0%.

Finally, I will ask the Board to approve *pay range* increases of 4.3% on the upper end of the range for all library job titles; no increases on the low-end of pay ranges are being requested. To clarify, in this paragraph I am referring *pay ranges* for library job titles, not raises for individual employees.

Notes: Ann has sent Emily Pearson’s reappointment letter to appointing body; they will likely address the reappointment in January 2021. Invoicing for Ann’s annual money handling bond did not get renewed as expected last year. Insurance agreed to retroactively reinstate bond and have properly sent renewal for 2020 & 2021. However, there is a chance it might be an issue at audit time; we will have proper paperwork trail available, however, if it is needed.

Action Item: none

Statistics

2019-2020 Cicero Stats	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
Number of Visits	3645	3409	2811	2975	1571	--	--	1756	1819	1834	1699	1750	1515
Directional Questions	111	106	139	178	64	9	15	167	108	102	82	62	110
Reference Questions	231	175	231	192	98	--	7	200	116	104	64	100	41
Book & Other Recommendations	33	27	50	53	20	--	--	22	15	27	30	18	11
Scanned Pages	70	72	166	122	98	--	--	121	93	48	26	101	16
Volunteer Hours	12	17	10	15	6	--	--	0	0	0	0	0	0
Study Room Use	23	28	23	35	17	--	--	20	22	20	25	30 est.	30 Est.
Yearbook Use	67	46	62	81	29	--	--	11	19	34	38	10	8
Mandatory Service Hours	0	0	0	0	0	--	--	0	0	0	0	0	0

ACTIVITY	DATE	NUMBER OF TIMES	ATTENDANCE	COST
Mystery Book Group – <i>The</i>	11/23	1	4	0

<i>Mystery of the Blue Train</i> by Agatha Christie				
Non-Library Room Use		8	340 est.	0

HNPL Website Audience Review

	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20
Sessions	1,286	1,177	1,520	1,553	1,725	688	1,262	1,656	1,449	1,354	1,177	1,348	1,262
Users	822	754	912	967	1,214	462	796	923	871	795	800	890	773
Pageviews	2,373	2,197	2,732	2,807	3,216	1,435	2,440	2,903	2,463	2,262	2,042	2,191	2,186
Pages/Session	1.85	1.87	1.80	1.81	1.86	2.09	1.93	1.75	1.70	1.67	1.73	1.63	1.73
Avg. Duration	1:17	1:05	1:11	1:01	2:31	1:18	1:18	1:28	1:11	1:12	1:05	1:07	1:00
Bounce Rate	66.80%	68.39%	68.36%	69.29%	59.13%	60.32%	62.60%	65.16%	68.25%	71.42%	72.22%	74.04%	71.00%
Sessions/User	1.56	1.56	1.67	1.61	1.42	1.49	1.59	1.79	1.66	1.70	1.47	1.51	1.63
New Users	689	659	783	830	1086	389	706	786	732	679	694	772	675

Upcoming:

- A. Working to stay COVID-free at HNPL.

Assistant Director – Kate Marshall

GENERAL

98+ hours, highlights include:

- Collection development & maintenance
- Acquisitions
- 6 notary events
- Professional development; webinars, Evergreen updates
- Nature & STEM donation project
- School Improvement Committee meeting; virtual
- Annual self-assessment

TECHNOLOGY

5+ hours, highlights include:

- Following up with Brightworks on projects
- Technology troubleshooting & maintenance
- Installing new scanners at front desk

Prepping RICOH paperwork for new lease

MARKETING

5+ hours, highlights include:

Marketing for FB

Marketing meeting prep & follow up

CATALOGING & ACQUISITIONS

Acquisitions has been wrapping up end of year purchases as well as identifying new materials for our Nature & STEM related donation. Cataloging is working on adding parts to all our DVDs, per Evergreen mandate.

LOOKING FORWARD

Marketing

Technology & Technical Services projects

Circulation – Ann Hoehn/Jenn Crusenberry

November 2020 circulation was **6,417** compared to November 2019 of **7,749** and a three-year average of **7,118**. Atlanta had **180** circulations and Cicero had **5,096** + Overdrive eBooks **606** + Hoopla **535**. In-house use for Atlanta was 8 and Cicero was 320. Sent out 100 holds from Atlanta and 304 from Cicero. Atlanta received 2 holds and Cicero received 499 holds from other libraries.

16 new patron cards were issued in November.

November's *Christmas Movies* and *Gratitude* displays produced 23 and 36 circulations, respectively. We continue to clean and disinfect all incoming materials, and we clean the study rooms and frequently touched surfaces throughout the day

Notes: none

Action Items: none

Atlanta Report – Mary Palmiero/Ann Hoehn

Our short story contest was successful in several ways. Over thirty patrons entered stories. Participants ranged in age from five or six to 80. Many patrons who didn't participate in the contest took time to read the entries which were on display in the Atlanta basement. New patrons visited this library for the first time to see contest entries. Several of them promised to come back. I also heard comments like, "I can't wait until we do this again." This was a fun activity worth repeating.

ACTIVITY	NUMBER OF TIMES	ATTENDANCE	COST
Writers' Group	3	14	0

Statistics for 2019-2020

	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
Number of Visits	207	154	187	139	92	--	--	143	178	132	124	141	161
Directional Questions	37	29	25	16	4	--	--	16	8	25	5	18	31
Reference Questions	27	15	25	25	9	1	1	21	13	12	7	13	19
Recommendations	25	26	31	19	4	--	--	19	6	31	29	23	28
Volunteer Hours	0	0	0	0	0	--	--	0	0	0	0	0	0
Scanned Pages	0	0	0	0	0	--	--	0	0	0	0	0	0
Computer Usage	12	11	12	9	5	--	--	17	15	10	10 est.	15	15

Discussion: We are looking at potentially running the next writing contest in March 2021.

Action Item: none.

Children's – Debra Brown

Library Collection – We did not wait for December—all holiday books went on display by mid-November and the children's section looked like a hybrid of Thanksgiving and Christmas. A book display table went up at the entrance to the Children's Department (in front of the wall turkey), and these Thanksgiving books circulated well. New Books from July and August stayed on display until the third week of the month, and then they were transitioned out to make room for the new Christmas books. Wonderbooks (books with an audio component) continued to circulate well, and their promotional display was often empty. We look forward to adding more Wonderbooks in 2021.

Library Programs – November Story Time program themes included leaves, owls, turkeys and Thanksgiving. We learned a new song each week from our November song sheet and practiced a turkey

dance that included cute arm motions for *wobble* and *gobble*. Our story time patrons also participated in the decoration of our communal wall turkey – they took home paper feather templates one week and brought them back decorated the next. The theme for Children’s Book Week (Nov. 9 – 15) was *Every Child a Reader*.

Spatial Changes in the Children’s Department – A quick transition from autumn to Christmas theming was completed on Wednesday, November 25th. Seasonal book titles on face out comprised most of the holiday theming in the book stacks, and we have started a book display table at the entrance to the children’s section to promote circulation. Altrusa Foundation has donated a new activity table, a toy building brick set, and a selection of board books for the play area. These new items will debut when it is deemed safe to do so.

Looking Ahead – December Story Time program themes will include Jan Brett’s *Gingerbread Friends*, woodland animals Christmas, and a week devoted to various Christmas picture books from our New Books collection. A Homeschool session, (*Art of the Christmas Season*), is planned for Friday, December 4th and will involve study of folk & religious art, stained glass technique and winter landscapes. In addition, we will look at book illustration styles of holiday picture books and complete a cut/collage activity with recycled Christmas cards. The book display table at the entrance to the children’s section will remain stocked all season, and a family “take-home” craft will also be available for pickup at that location.

Maintenance – Mike Hiatt/Ann Hoehn

- Reattached loose front door trim at Atlanta Library.
- Replaced seal on kitchen faucet at Atlanta.
- Reglued vandalized wallpaper in one of the Cicero Library study rooms.
- Repaired kitchen doorknob at Cicero Library.
- Replaced light ballasts at Cicero Library.

Notes: Doors to Makerspace have been replaced.

Looking Forward: Getting replacements for water-damaged makerspace doors and having new exterior doors replaced.

VII. Old Business

A. Capital Project Updates

1. Flood Damage and Related Insurance Claim

a. Discussion: Review of flood damage situation. Everything pertaining to insurance claim has been completed except for the arrival of the replacement carpet tiles. Ian from Hagerman said that one type of tiles have been delivered to them, the second type they are still waiting for but think they will come soon. We would like to approve the insurance claim and receive the check, so we can then pay Bolden's for the cleanup and Hagerman for the tiles. Per Hagerman, there will be no charge for carpet tiles, only cost will be the number that was supplied to insurance.

b. Action Item: Requesting permission to sign insurance release; Permission received—Ann & Natalie to deal with paperwork.

c. Motion for Ann to sign insurance release

- i. Motion made by Beth Roberts
- ii. Seconded by Kelly Wuerch
- iii. Motion carried by a vote of 6/0 (all vote AYE)

d. Motion to approve authorization to cut a check to Bolden's for amount due

- i. Motion made by Julie Davis
- ii. Seconded by Kini Magdun
- iii. Motion carried by a vote of 6/0 (all vote AYE)

e. Motion to approve cut a check to Hagerman once carpet tiles are received

- i. Motion made by Kini Magdun
- ii. Seconded by Emily Pearson
- iii. Motion carried by a vote of 6/0 (all vote AYE)

2. Exterior Doors

a. Update: Someone from door company contracted by Hagerman came out to look at them.

B. COVID-19 Review & Updates

1. Review of Overall Safety Protocol

a. Discussion: Current protocol are working well; staff are still heavily cleaning the building.

2. Action Items: none

VIII. New Business

A. 2021 Employee Compensation:

1. Cost of Living Adjustment – 1.3% requested; effective Jan 3rd

- a. Discussion:** none
- b. Action Item:** Ann & Natalie to finalize and apply COLA for employees
- c. Motion to approve cost of living increase of 1.3% to all employees**

- i. Motion made by Beth Roberts
 - ii. Seconded by Julie Davis
 - iii. Motion carried by a vote of 6/0 (all vote AYE)
- 2. Merit Increases for All Employees—0-3% requested; effective Jan 3rd
 - a. **Discussion:** Most will likely be in the 1.5-2% increase.
 - b. **Action Item:** Ann & Natalie to finalize & apply any awarded merit increases
 - c. **Motion to allow merit increases between 0-3%; effective Jan 3rd**
 - i. Motion made by Beth Roberts
 - ii. Seconded by Julie Davis
 - iii. Motion carried by vote of 6/0
- 3. Library Director's Merit Increase
 - a. **Discussion:** none
 - b. **Action Item:** Ann & Natalie to finalize & apply any awarded merit increase
 - c. **Motion to approve 3% merit increase for Ann Hoehn, Director**
 - i. Motion made by Beth Roberts
 - ii. Seconded by Julie Davis
 - iii. Motion carried by a vote of 6/0 (all vote AYE)
- 4. Proposed Pay Range Adjustments – no increase on the lower ends; 4.3% increase on the upper end of all job titles.
 - a. **Discussion:** The only way these will differ from current year is that all of the upper ranges will be increased by 4.3%. No change to lower ranges.
 - b. **Action Item:** Ann & Natalie to finalize adjustment of pay ranges
 - c. **Motion to approve Resolution to Approve 2021 Employee Pay Ranges [Exhibit #5, Pages 1]**
 - i. Motion made by Beth Roberts
 - ii. Seconded by Julie Davis
 - iii. Motion carried by a vote of 6/0 (all vote AYE)
- B. Resolution to Repay Temporary Loan
 - 1. **Discussion:** Temp loan of 100k was approved in May; this is done annually to make sure we have enough cash in the Spring.
 - 2. **Action Item:** Ann & Natalie to finalize paperwork
 - 3. **Motion to approve Resolution to Repay a Temporary Loan From the Rainy Day Fund [Exhibit #6, Pages 1]**
 - a. Motion made by Beth Roberts
 - b. Seconded by Julie Davis
 - c. Motion carried by a vote of 6/0 (all vote AYE)
- C. Resolution to Reduce 2021 Operating Fund Appropriations
 - 1. **Discussion:** Board adopted 2021 at October board mtg; \$15,859 reduction just came through. We need to reduce the adopted budget to match what the state approved. Natalie has identified a few areas; transfer to LIRF, Cicero Electric, Cicero Gas, Salary of Assistants.
 - 2. **Action Item:** Natalie/Ann to adjust where needed.

**3. Motion to approve Resolution to Reduce 2021 Operating Fund Appropriations
[Exhibit #7, Pages 1]**

- a. Motion made by Kelly Wuerch
- b. Seconded by Kini Magdun
- c. Motion carried by a vote of 6/0 (All vote AYE)

D. Resolution for Government Mandated Paid Time Off Policy

1. Discussion: We do have a few employees who need reimbursed for COVID-19 related absences. It acknowledges that we will follow federal policy and authorize a new pay type “Mandated” to cover this category. We have a county contact/grants administrator to discuss potential reimbursement for any hours via government funds.

2. Action Item: Ann will follow up about any potential reimbursement money.

**3. Motion to approve Resolution for *Government Mandated Paid Time Off Policy*
[Exhibit #8, Pages 1]**

- a. Motion made by Julie Davis
- b. Seconded by Emily Pearson
- c. Motion carried by a vote of 6/0 (all vote AYE)

E. Resolution for Addendum to Government Mandated Paid Time Off Policy

1. Discussion: Optional. There are different types of triggering events; in some instances, we’re required to pay up to 2 weeks at 100% of what is normally earned. For categories 4,5, and 6 we have the option of paying only 2/3rds of normal pay for that 2 weeks. We are asking the board to approve 100% for all categories (1-6) instead of splitting them. We are asking this because it would make the payroll aspects cleaner and would be an affordable goodwill gesture to the staff. Under the federal act extension or renewal, employees only two weeks total (e.g. it can be taken in a lump or split).

2. Action Item: Ann to finalize paperwork.

3. Motion to approve Resolution for Addendum to *Government Mandated Paid Time Off Policy* [Exhibit #9, Pages 1]

- a. Motion made by Julie Davis
- b. Seconded by Beth Roberts
- c. Motion carried by a vote of 6/0 (all vote AYE)

F. Employee Survey Results [Exhibit #10, Pages 10]

1. Discussion: Results are included in the board packet. We have 15 employees, received 8 responses. Very encouraging responses—most answers to every question were either “agree” or “strongly agree”. Ann plans to do more surveys, likely quarterly, with questions involving more challenging matters in the future. Board suggests including some open-ended questions in future surveys.

2. Action Item: Ann to create more surveys in 2021.

G. Technology Update, including Video Conferencing

1. Discussion: Due to COVID-19 delays, we are still waiting on proposals for the video conferencing system. Jayson from Brightworks plans to ensure something is available

by the January Board Meeting. The UTM feature package, voted on at the last board meeting, will most likely be installed the first week of January.

2.Action Item: Kate to continue follow up on video conferencing.

H. Employee Credit Cards – Desired Credit Limit by Job Title

1.Discussion: Our policy is old, and Ann would like to update it. Director has \$7,500 dollar limit at the moment. Prefer to remove bookkeeper from the policy; the job has changed greatly over the years and currently the job does not perform tasks that require a credit card. Ann would like to present a revised policy at the January Board meeting. Suggested revised limits include: \$2,000 limit for Director; Assistant Director - \$1,000; Children’s Programmer- \$500; Maintenance-- \$1,000.

2.Action Item: Board agrees suggested limits seem good, Ann to bring policy draft to next board meeting.

I. Cicero Snow Removal

1.Discussion: Snow removal company was supposed to come out for 2 inches of snow; however, they did not come out this week when it snowed at least 2 inches. Looking to get permission from board to call company to modify agreement for around 1.5 inches of snow instead of the current 2 inches.

2.Action Item: Ann to follow up with the snow removal company.

3.Motion to approve Ann to contact snow removal to update our agreement

- a. Motion made by Kini Magdun
- b. Seconded by Emily Pearson
- c. Motion carried by a vote of 6/0 (all vote AYE)

IX. Looking Ahead:

A. Working to Stay COVID free. Next board meeting January 21st, 2021 6:30 p.m. at Cicero Branch.

X. Meeting Adjournment

- A.** Motion to adjourn
- 1.Motion made by Emily Pearson
 - 2.Seconded by Kini Magdun
 - 3.Motion carried by a vote of 6/0 (all vote AYE)

B. 7:43 PM meeting adjourned.