

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

- I. Regular Session
 - a. Call to order by President Steve Griffith at 6:33 p.m.
 - b. Members present: Steve Griffith, Lee Templeton, Mike Jenkins, Emily Beechler, Kim Radant, Gregory Goff, Laura Holliday
 - c. Members absent: Noah Mangas (ACTS student board member)
 - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Amy Wolfe (Bookkeeper).

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

- III. Minutes – February 18, 2016 [Exhibit #2, Pages 1-10] & Capital Planning Meeting – February 24, 2016 [Exhibit #3, Pages 1-5]
 - a. **Discussion:** none
 - b. Motion to approve minutes as is for February 18st, 2016
 - i. Motion made by Mike Jenkins
 - ii. Seconded by Emily Beechler
 - iii. Motion carried by vote of 6/6 (All vote AYE)
 - e. Motion to approve Capital Planning minutes as is for February 24th, 2016
 - i. Motion made by Mike Jenkins
 - ii. Seconded by Emily Beechler
 - iii. Motion carried by vote of 6/6 (All vote AYE)

- IV. Public Participation
 - a. None

- V. Financial Reports for February 2016 [Exhibit #4, Pages 1-27]
 - a. Review of February report
 - i. \$24,844 personal services, \$1,301 supplies, \$5,817 Other Services & Charges \$3,031 Capital Outlays, \$34,994 total expense for month. Run rate 16.7 %, 17.8 % of total budget used.
 - ii. Motion to pay February bills
 - a. Motion made by Laura Holliday
 - b. Seconded by Emily Beechler
 - c. Motion passed by a vote of 6/6 (All vote AYE)
 - d. All signed registers of claims
 - iii. Resolution Authorizing Electronic Funds Transfers [Exhibit #5, Pages 1]
 - a. Motion made by Laura Holliday
 - b. Seconded by Greg Goff
 - c. Motion passed by a vote of 6/6 (All vote AYE)
 - iv. **Discussion:** none
 - v. **Action item:** none

VI. Department Reports [Exhibit #1, Pages 4-14]

A. Director – Ann Hoehn

- As of this writing, 92 patrons have registered for Hoopla.
- Laura Holliday will be going off the Board at the end of December. We should start thinking about a replacement.
- Employee evaluations have been given, and employees have received their raises, retroactive to the first of the year.
- I met with Mary several times and attended a HHMS School Improvement Team meeting.
- Friend of the Library Pat Berry has submitted another article about the library to “Our Town Cicero” for inclusion in their next newsletter.
- Our Capital Asset report has been updated, and the changes are reflected in the 2015 Annual Financial report, which has been submitted to the State Board of Accounts.
- The Library Centennial Planning Committee met on March 3. Things are really coming together! A Centennial Cookbook Subcommittee has been formed. As previously reported, Emily Pearson sent me the following updated on March 11:

Roberta is checking to get someone to do hay rides but we are not sure when we check on the insurance if we will be able to do it. Gary Roush is going to do food (hot dogs, tacos, lemon shake ups, & popcorn). David Heighway is going to be the speaker. Pat has booked the barber shop quartet. I am going to check on a tent, and Centennial Train/train rides. The Church is going to pay for the Gospel singers and have a free will chicken & noodle dinner on Sunday.

- Even though the library’s employee payroll direct deposits, payroll tax payments, and 457 retirement account contributions are made electronically, it would appear we do not have the necessary board resolution authorizing these electronic fund transfers. To remedy this, the board will be asked to approve such a resolution at the March board meeting.
- Evergreen Indiana now has in place a new “Clean Slate” Procedure which allows member libraries to create new accounts for young cardholders on turning 18 where their existing accounts have bills owned that are the legal responsibility of the co-signing parent or guardian. “Clean Slate” is on the March agenda so board members can discuss whether they are interested in implementing “Clean Slate.”
- Walker & Associates Insurance has been notified that Emily Holt is no longer on the board and that Emily Beechler, the new treasurer, needs to be bonded.
- Since we are interested in perhaps obtaining certificates of deposit, or some alternative, Aaron Culp from Church Church Hittle & Antrim is preparing summary information pertaining to

financial institution account requirements for public funds. I should receive it by Thursday afternoon, prior to the board meeting.

- Hamilton Heights Elementary School would like HNPL’s help with the school’s own Summer Reading program. I’ll share details at the board meeting so we can discuss the level of support the library should provide the school. It’s on the agenda.
- The special March book sale at Cicero Library is in progress. We have a nice selection at reduced prices. Thanks, Friends, for organizing the sale!
- Lynda.com, our online learning platform, is now available through the library’s website.

Coming up:

- Lights Over Morse Lake planning meeting, March 21, 6PM, location to be determined.
 - Friends of the Library meeting at Atlanta, March 16, 6:30 p.m.
 - Working at Atlanta Library on March 30.
 - Evergreen Indiana Annual Conference, March 31 – April 1 in Indianapolis.
 - Staff meetings on April 12 & 13.
 - Centennial Planning meeting at Atlanta, April 7, 6:30 p.m.
 - National Library Week – April 10-16.
- **Discussion:** Possibly include a permanent glassed-in display for more fragile Indiana antiques.

Website Audience Overview

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	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16
Sessions	2,215	2,982	3,018	1,865	1,505	1,666	1,864	1,568	1,840	1,436
Users	1,564	1,671	1,927	1,139	864	861	1,116	950	1,013	791
Pageviews	4,272	5,153	5,237	3,361	2,693	3,258	3,094	2,478	3,663	2,330
Pages/Session	1.93	1.73	1.74	1.80	1.79	1.96	1.66	1.58	1.99	1.62
Ave. Session Duration	1:18	1:34	1:27	1:25	1:15	1:37	1:05	1:08	1:31	1:13
Bounce Rate	66.28%	70.22%	69.25%	68.20%	67.11%	65.01%	75.11%	71.94%	67.93%	70.75%
% New Sessions	68.82%	49.90%	55.37%	49.76%	43.99%	39.62%	49.25%	48.34%	44.08%	59.1%

Action Item:

B. Assistant Director – Kate Marshall

General

- Grant research and summary for Feb board meeting.
- Research and analysis for Ann re: board retreats
- Staff evaluation
- Summer Reading County Special Interest mtg @ Fishers
- Scheduled an hour at the desk with Cindy on Thursdays to help get better feel for circulation
- Finished some professional development reading
- Updated New Books checkout time in Circ policy on staff drive
- Capital Planning meeting prep
- 5 notary jobs

Inventory

- Atlanta has finished all their inventory scanning! I have sent Mary the last of missing reports.
- 4.5 hours of weeding and shifting the adult non-fiction
- Put in some time on inventory scanning
- Sent Amy weeding numbers for the fixed asset report
- Editing weeding lists and missing sheets based on finished reports
- Atlanta now has shelf lists for all major areas to complete internal cataloging editing
- Emailed Jason Boyer about possibility of creating a new Evergreen report to help with inventory & selection

Technology

- RICOH installed new Atlanta 250SF machine. Had one follow up visit regarding wireless set-up; conclusion was that a staff wireless network is necessary to add public computers to the server/domain (and facilitate easier printer networking). About 3 hours.
- Updated address for 250SF machine to the Atlanta branch.
- New C3003 RICOH machine installed. Training completed and backup toner ordered per technician.
- RICOH techs came out to update the new machine for wireless capability.
- Staff RICOH machine finisher broke this month. RICOH was able to repair it after 2 days of intensive work.
- 3+ hours to install new drivers for the C3003 on all public and some staff machines
- 2 hours installing new drivers for the 250SF at Atlanta on public machines. Our GF tech is scheduled to help us properly connect the 250SF within the next five days.
- Fiber installation at Atlanta complete
- Follow up on the wireless project
- The ongoing issue with Deep Freeze causing computers to seize was tackled several more times this month. It was finally resolved by upgrading to the newest version of the Deep Freeze software.
- 7 Book-A-Librarian appointments
- 18+ hours on re-imaging, troubleshooting, updating, & installing new hardware (which includes setting up the new Children's tablets at both branches)
- Purchased new computers per refresh plan based on final Dell quote from CDW-G.
- Contact Lynda.com to get subscription paperwork started!!

Marketing

- Set up Lynda.com Electronic Resources link and FAQ section
- Updated website with new board member information and "New Books" checkout limits
- Wireless Printing Project
 - Create cheat sheet: Andriod
 - Create cheat sheet: Apple
 - Create cheat sheet: Laptop
 - Create Flyer: "Wireless Printing Available. See Desk for Instructions + Price List" (5 copies/ 1 WIDI)
 - Download RICOH print app to Android for testing
 - Tested printing process on iPhones
 - Tested printer driver process on laptop
- Created email for staff regarding new key features of RICOH machine
- Sent Karen information to write lead story on Lynda.com for April Newsletter

Looking Ahead

- Finishing inventory & continuing weeding
- March Magic of Tidying Up Class
- Upcoming documentation creation & marketing
- Marketing
- Finishing new computer roll-out
- Setting up new wireless access point for Cicero

C. Circulation – Cindy Ritter

- a. The **circulation stats** for February were 7,677 compared to February of last year at 8,263 and a three year average of 7,573. Atlanta had 323 circulations and Cicero had 6,579+ Overdrive eBooks 619 + Hoopla 156 for a branch total of 7,354. In-house use for Atlanta was 34 and Cicero had 537. Sent out 98 holds from Atlanta and 299 from Cicero. Atlanta received 7 holds from other libraries and Cicero received 281. Top selections for patrons in February were DVD, 1770; Children, 1299; Adult Fiction, 1098; Computer, 463; Juvenile Fiction 448; J Non-Fiction, 430, Adult Non-Fiction, 388; YA Fiction, 223. **Subscription databases Usage:** Freegal 90; Ancestry.com 0 searches.
- b. 38 new cards were issued in February
- c. We have finished the shifting project in the DVD section so the shelves are now easier for our patrons to browse. We are also working on weeding and straightening the music CD section.
- d. Our Winter Reading Program was a success with patrons filling out 862 raffle tickets to win prizes.
- e. **Discussion:**

D. Atlanta – Mary Palmiero

We have been working with the Friends of the Library in planning the centennial of the library. The main celebration will be toward the end of August. Mike has started doing things to “spruce up” the building. The basement floor looks almost like new since he stripped and cleaned it.

We have a memory book dedicated to the centennial for individuals to contribute stories and/or pictures. A gentleman stopped in today and promised to help with the project. He

visited the library extensively during the 1940's and 1950's as he was growing up. One of his hobbies is writing. We have invited him to the writing group which he promised to attend.

We have a new printer but ran into some problems. It was networked to the patron computers, but not to the staff computer. However, the problem has been solved. It should be fully operational in a day or two.

Although we have finished the inventory, there have been a few records that needed to be corrected. Our next step will be to weed out some of the older material.

Computer usage this month: approximately 27. I noticed that computer usage has declined, but I think that is because I see more people using our Wi Fi on their personal computers, tablets, and phones.

Discussion:

Statistics

NAME OF EVENT	NUMBER OF EVENTS	ATTENDANCE	COST
Creative Writing	2	9	0
Crochet & Quilt	4	19	0
Adult Coloring Books	1	5	0
Homework Help	As needed	6	0
Afternoon Movie	2	10	0
Kids Crafts	3	15	0
Totals	12	64	0

E. Adult – Cindy Ritter

a. February Programs: 11; Attendance, 63; Cost: \$16. There were 6 non-library uses of rooms.

b. **Action Item:**

c. Coming Up:

- The Magic of Tidying Up, March 20 at 2 p.m.
- Brown Bag Reading Group – Still Life with Bread Crumbs *by* Anna Quindlen, March 25, 11:30 a.m.
- Not Real Mystery Book Group – *The Burglar Who Counted the Spoons* by Lawrence Sanders, March 28 at 6:30 p.m.
- Hamilton North Classic Film Society – *Harvey*, March 25 at 5:30 p.m.
- Tuesdays with Friends— George Crenshaw discusses his security experiences with NASCAR and Indy Car, April 12 at 6:30 p.m.

F. Children's – Debra Brown

a. February Programs: 28; Attendance, 310; Cost: \$9.50

b. Library Collection – A display promoting our Valentine's Day Books was put up and lasted about a day and a half. The Winter Reading Program meant that patrons were looking to check out children's books in increments of 5, so we had to get creative in keeping displays stocked. The Newbooks section also circulated very well this month. Book collection

inventory is on the home stretch – many thanks to Colleen who has concentrated her efforts on the Nonfiction section.

Programs – We had some great children’s programs during the month. February 17th was our biggest story time yet and featured a local author/illustrator team along with reading companion dogs from Woofs and Books. An afterschool craft program was held on the 9th for students to make cards in time for Valentine’s Day. The Hoosier Homeschoolers had a great time with an education trunk sent from the IN State Museum. Included within were two complete Covered Wagon replica sets and more than enough tiny pieces to keep them occupied for hours. They worked in teams to discuss wants/needs and which items were “wagon-worthy” and which should be left behind. This group ended the month with an Underground Railroad lesson about Levi Coffin and escape routes from the Ohio River northward.

Winter Reading Program – February saw a successful Winter Reading Program, and everyone seemed to like the popcorn theme. We awarded 7 prizes in a random drawing. 267 pieces of popcorn adorned the wall compared with 430 entries from last year. The difference is explained by the new 5-book checkout criteria as opposed to 3 books previously. Though we had fewer entries, book circulation through the program went up from 1,290 in 2015 to 1,335 in 2016.

Looking Ahead – March will be a mixed bag of author and holiday-themed programs. Currently, the children’s room is decorated for Dr. Seuss, St. Patrick’s Day and Easter and we will follow these themes accordingly. A week devoted to clouds and rainbows will round out the month as we look at Spring Weather. An afterschool program will be held on 22nd which will feature Easter Egg crafting stations

G. Young Adult – Ann Hoehn

- a. February Programs: 6 ; Attendance, 11; Cost \$ 1 ; Cost per person: \$ 0.09
- b. A big thanks to one of our local teens who taught me to play chess during our Feb. 9 meeting!
- c. **Action Item:** none
- d. Coming up:
 - Deanna Leonard Teen Art Classes – March 2, 9, 16, 23, 30
 - Teen Advisory Board Meetings – March 23

H. Maintenance – Mike Hiatt/Ann Hoehn

- a. Touched up stain on doors, trim, and baseboards.
- b. Fixed ceiling fan motor.
- c. Striped and cleaned the Atlanta basement floor.
- d. Looking Forward:
 - Cleaning out flower beds.
 - Cleaning Atlanta gutters.
- e. **Action Item:** Double-check that Atlanta gutter is cleaned out.

VII. Old Business

I. Logo

- a. **Action Item:** Lee to send around new design combos via email.

J. Prospective Banks & Credit Union Accounts

- a. **Discussion:** We already meet the requirement for working with two banks within our service area. We can now use any bank or credit union outside of Cicero as long as they are on the approved list of institutions from the State Board of Accounts. The banks & credit unions that we decided to investigate ARE on that list. The institutions that Ann called/emailed told us that they do not work with public funds at the local branch level. The banks & CU's are not legally allowed to give us suggestions about what to do with our money, we should talk to a licensed financial planner for serious advice. They are able to explain their services in detail to us though. Our lawyer provided further guidelines regarding our investment (*see: Email from Aaron P. Culp regarding banking laws*)
- b. **Action Item:** find out what the penalty will be for withdrawing money early from CD, etc. from institution of interest. As a public institution, are we even allowed to pay a penalty?
- c. **Action Item:** follow up with Aaron about the \$100k maximum daily account limit mentioned previously.
- d. **Action Item:** Need to find out how we should tweak our current investment policy. Needs updating and likely some revising.
- e. **Note:** If clarification/opinions are needed on banking questions, check with Greg Goff.

K. Capital Plans

- a. **Action Item:** Ann to take our meeting notes to Jae Ebert to find out where we go now. Ask Jae about ADA regulation on changes to Atlanta re: historical designation of the building.
- b. **Discussion:** Definitely a big focus on water tightness of Atlanta.
- c. **Note:** focus on soundproofing current Cicero building.

VIII. New Business

L. Technology Update –

- a. **Note:** New wireless device has been picked up, looking forward to install.

M. Quote for New Exhaust Fan

- a. **Discussion:** Currently suspect that the broken fan may have been main source of smell?
- b. **Motion** to approve quote \$1,280 as is:
 - i. Motion made by Laura Holliday
 - ii. Seconded by Emily Beechler
 - iii. Motion carried by a vote of 6/6 (All vote AYE)

N. "Clean Slate" Procedure

- a. **Discussion:** Evergreen Indiana is now offering a policy option where children who turn 18 are able to get a new library card, free of childhood fines on any previous cards. Board expresses some reservation, but is interested in learning more about how this would impact our library.
- b. **Action Item:** Ann to research impact, run reports to get numbers on scope of teens/families that would be affected. How many kids would be turning 18 in a year? (Re: scope/impact of fine forgiveness).

O. Hamilton Heights Elementary School Summer Reading Program

- a. **Discussion:** School wants to use our A/B meeting room to have a weekly 1hr program (the last Thursday in June, and the 4 in July) to do some kind of book-related event. Proposed that for the first event we would give a tour and promote our own program.
- b. **Action Item:** Board wonders - could we stick them into the Storytime Room to help get participants further into the library? (Will be dependent on the size of crowd).
- c. **Suggestion:** We should maybe try to schedule our own programming to fit back to back with theirs to try to capitalize on people already being in the building.

- IX.** Looking Ahead: April 21, 2016 Board Meeting at Atlanta Library at 6:30 p.m.

- X.** Meeting Adjournment
 - a. Motion to adjourn
 - i. Motion made by Emily Beechler
 - ii. Seconded by Laura Holliday
 - iii. Motion carried by a vote of 6/6 (all vote AYE)
 - b. 8:00 PM meeting adjourned.

- XI.** Executive Session – No