

**Hamilton North Public Library
Board of Trustees Meeting Minutes
November 18, 2021 at 6:30 p.m.
Cicero Branch, Jenkins Meeting Room**

- I. Call Meeting to Order
 - A. Called to order by President Kini Magdun at 6:30 p.m.
 - B. Members present: Kini Magdun, Michael Morris, Julie Davis, Kelly Wuerch, Jim Hunter, Emily Pearson, Beth Roberts
 - C. Members absent: none.
 - D. Others present: Ann Hoehn (Director); Natalie Strader (Bookkeeper); Mike Hiatt (Maintenance)

- II. Review Regular Agenda
 - A. Agenda was reviewed. Kini to add Ann's evaluation under "Old Business, 2022 Employee Compensation".

- III. Approve October 21, 2021 Board Meeting Minutes
 - A. **Notes:** none.
 - B. **Motion to approve October 21, 2021 regular meeting minutes.**
 1. Motion made by Emily Pearson
 2. Seconded by Michael Morris
 3. Motion carried by vote of 7/0 (All vote AYE)

- IV. Financial Reports – October 2021
 - A. Review of October report
 1. **Motion to pay October bills and approve financial reports**
 - a. Motion made by Julie Davis
 - b. Seconded by Michael Morris
 - c. Motion carried by a vote of 7/0 (All vote AYE)
 - d. All Board members present signed voucher register summary.
 2. **Action Item:** none.
 3. **Notes:** Natalie gave her report. We are still awaiting our final budget for 2022 from the State.

- V. Public Participation
 - A. None.

- VI. Director's and Department Reports
 - Ann--Holiday Market Place, Sat. Dec 4, 10 a.m.-3p.m. Mr. and Mrs. Claus, from 1-3pm; crafts, wreath auction, toy drive, bake sale, etc. They are still looking for vendors. Forms for sign up are available on the website.
 - Kate is absent tonight. She reports business as usual and no concerns.
 - Circulation is up compared to this time last year.

- Atlanta--Ann hasn't received any complaints about the hours at Atlanta.
- Children's--story time numbers are still down somewhat. There will be a reception to meet the new Youth director, Bailey.
- Maintenance--blinds are put up in maker space. Once again, looking for a janitor.

| 2020-2021 Cicero Stats | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct |
|-----------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|-------------|------------|-------------|------------|
| Number of Visits | 1750 | 1515 | 1382 | 1571 | 1504 | 1720 | 1600 | 1601 | 2606 | 2369 | 2339 | 1959 | 2307 |
| Directional Questions | 62 | 110 | 78 | 104 | 60 | 94 | 85 | 114 | 196 | 90 | 88 | 70 | 94 |
| Reference Questions | 100 | 41 | 81 | 115 | 72 | 157 | 175 | 186 | 206 | 113 | 108 | 137 | 141 |
| Book & Other Recommendations | 18 | 11 | 14 | 22 | 8 | 34 | 31 | 23 | 41 | 25 | 15 | 15 | 24 |
| Scanned Pages | 101 | 16 | 76 | 62 | 79 | 199 | 30 | 9 | 64 | 85 | 59 | 139 | 23 |
| Volunteer Hours | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Study Room Use (est.) | 30 | 30 | 20 | 20 | 0 | 0 | 0 | 15 | 60 | 64 | 53 | 67 | 92 |
| Yearbook Use | 10 | 8 | 12 | 30 | 35 | 23 | 17 | 27 | 31 | 46 | 27 | 19 | 12 |
| New Wing Tours (persons) | | | | 7 | 4 | 4 | 7 | 8 | 14 | 9 | 9 | 6 | 4 |

| Activities for Adults, Families, and Teens | Dates | # of Times | Attendance | Cost |
|---|--------------|-------------------|-------------------|-------------|
| Flu Shot Clinic by Hope Clinic | 10/5 | 1 | 33 | 0 |
| David Heighway Speaks! | 10/7 | 1 | 20 | 0 |
| Friends Community Halloween Party | 10/14 | 1 | 47 | 0 |
| Classic Movie – Incredible Shrinking Man | 10/23 | 1 | 5 | 0 |
| Mystery Book Club – The Bricklayer | 10/25 | 1 | 6 | 0 |
| Total | | 5 | 111 | 0 |
| Non-Library Room Use | | 7 | 102 est. | 0 |

Top Facebook Posts:

| Post Description | Reach | Post Engagements | Reactions | Comments | Shares |
|-----------------------------------|--------------|-------------------------|------------------|-----------------|---------------|
| Reduced Hours, Oct 6 | 2667 | 83 | 40 | 0 | 13 |
| Halloween Party, Oct 13 | 1503 | 35 | 16 | 0 | 6 |
| Reduced Hours, Oct 25 | 1362 | 49 | 5 | 3 | 8 |
| Spaghetti Luncheon, Oct 30 | 1194 | 34 | 14 | 3 | 9 |
| Board Mtg Location Update, Oct 12 | 1145 | 16 | 3 | 0 | 3 |

Top Instagram Posts:

| Post Description | Reach | Likes | Comments |
|---|--------------|--------------|-----------------|
| Thank you for attending our Halloween Party, Oct 18 | 57 | 6 | 0 |
| Reduced Hours, Oct 6 | 43 | 2 | 1 |
| “Bird Report,” Oct 9 | 38 | 1 | 0 |
| Halloween Party, Oct 3 | 35 | 3 | 0 |
| Thank you, David Heighway, Oct 11 | 33 | 1 | 0 |

Notes: none.

Discussion: none.

Upcoming: Further discussions and decisions on how to cut spending in 2022

Assistant Director – Kate Marshall

GENERAL - 125+ hours, highlights include:

Collection development & maintenance

Acquisitions

Transit

6 notary events

Professional development

Cataloging (~21 hrs)

TECHNOLOGY - 2+ hours, highlights include:

Monthly alignment mtg w/Brightworks

Technology troubleshooting & maintenance

Tech documentation updates

CATALOGING & ACQUISITIONS - Acquisitions has been working on prepping purchasing carts for all shelving locations. Continued to work with new Youth Services person on their first rounds of acquisitions work. Cataloging concentrated on processing new materials this month and continues working on some minor catalog maintenance and donation processing.

LOOKING FORWARD

- Providing cataloging cross-training
- Evergreen 3.7 training

Notes: none.

Circulation – Ann Hoehn/Jenn Crusenberry

October 2021 circulation was **7,682** compared to October 2020 of **7,038** and a three-year average of **8,015**. Atlanta had **246** circulations and Cicero had **5,794** + Overdrive eBooks **877** + Hoopla **765**. In-house use for Atlanta was 35 and Cicero was 532. Sent out 86 holds from Atlanta and 392 from Cicero. Atlanta received 20 holds and Cicero received 442 holds from other libraries.

Circulation opened 39 new accounts in October. We continued to inform customers about our electronic resources by holding a small, related contest, having a display, and providing patron education at the desk. We had several families come in to get library cards for their children to be able to get onto our electronic resources.

Notes: none.

Action Items: none.

Atlanta Report – Mary Palmiero/Ann Hoehn

We have continued to see new people coming to the library for the first time. Several of them registered for cards. It is my belief that the majority of patrons view the reduced hours as a mild, temporary inconvenience. Only a few patrons seemed concerned that this could lead to further reductions. Games and puzzles are still available for children.

Statistics for 2020-2021

| ACTIVITY | NUMBER OF EVENTS | ATTENDANCE | COST |
|-----------------|------------------|------------|----------|
| Stitch Crafters | 2 | 7 | 0 |
| Having Your Say | 4 | 16 | 0 |
| Story Time | 1 | 6 | 0 |
| Total | 7 | 29 | 0 |

| 2020-2021 | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct |
|-----------------------|-----|-----|-----|-----|-----|-----|-----|-----|------|------|-----|------|-----|
| Number of Visits | 141 | 161 | 143 | 121 | 118 | 180 | 158 | 144 | 178 | 164 | 216 | 186 | 190 |
| Directional Questions | 18 | 31 | 27 | 16 | 18 | 31 | 29 | 31 | 31 | 41 | 35 | 48 | 42 |
| Reference Questions | 13 | 19 | 21 | 14 | 10 | 25 | 19 | 28 | 28 | 40 | 27 | 34 | 35 |
| Recommendations | 23 | 28 | 35 | 25 | 20 | 33 | 32 | 38 | 33 | 39 | 29 | 41 | 42 |
| Volunteer Hours | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 21 | 39 | 36 |
| Scanned Pages | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Computer Usage | 15 | 15 | 15 | 15 | 5 | 15 | 9 | 27 | 12 | 19 | 16 | 18 | 19 |

Discussion: none.

Action Item: none.

Children's – Bailey Shrewsbury and Ann Hoehn

| Program Type | Age Group | Number of Programs | Attendance | Cost |
|---------------------|------------------|---------------------------|-------------------|-------------|
| Story Times | Preschool | 12 | 61 | \$ 0.00 |

Program Details:

| Date | Program | Age Group | Theme | Attendance | Craft |
|-------------|----------------|------------------|--------------|-------------------|----------------------|
| 10/5 | Storytime | Preschool | Storms | 0 | Paper plate umbrella |
| 10/6 | Storytime | Preschool | Storms | 8 | Paper plate umbrella |
| 10/7 | Storytime | Preschool | Storms | 5 | Paper plate umbrella |
| 10/12 | Storytime | Preschool | Mother Bruce | 0 | Circle Teddy Bear |
| 10/13 | Storytime | Preschool | Mother Bruce | 9 | Circle Teddy Bear |
| 10/14 | Storytime | Preschool | Mother Bruce | 6 | Circle Teddy Bear |
| 10/19 | Storytime | Preschool | Ducks | 4 | Paper plate duck |
| 10/20 | Storytime | Preschool | Ducks | 8 | Paper plate duck |
| 10/21 | Storytime | Preschool | Ducks | 10 | Paper plate duck |
| 10/26 | Storytime | Preschool | Creepy | 0 | Spiderweb plate |
| 10/27 | Storytime | Preschool | Creepy | 7 | Spiderweb plate |
| 10/28 | Storytime | Preschool | Creepy | 4 | Spiderweb plate |

This Month

Storytimes continued, and Bailey is getting consistent attendance on Wednesdays and Thursdays with a regular set of caregiver and little ones. We are trying a section just for the who/was/when/where books in nonfiction, with placement for them to be the first thing noticed when entering the department. These books are popular but are fairly small in size and cover a wide range of topics, meaning they are normally scattered throughout the nonfiction section and are hard to spot at a glance. Since moving them to one area, Bailey has heard a few patrons discuss them and head right for them and is excited to see what the circulation numbers will look like in a few months. Nancy and Bailey discussed ideas for moving all the new books to one area to make it easier for patrons to see the entire New collection at once.

Looking Ahead

Storytimes will continue in November with themes including Unicorns, Pirates, Gratitude, and Owls. Storytime will take a break for the week of Thanksgiving. Storytimes have also been rebranded as “Raising Readers.” School age and Young Adult programming begins in November. School age programs include a Dinovember party, with fossil digging and various dinosaur themed literacy activities, and our Bird themed STEM program which will go over why bird’s build nests and challenge the attendees to build the best nest for their bird. School age STEM programs have been branded STEAM Stars. Young adult programming includes a casual game program with printed games and a bath bomb making program, where we will talk about the chemical reaction and make our own bath bombs to take home.

Maintenance – Mike Hiatt/Ann Hoehn

- Rearranged shelving in Cicero teen area.
- Fixed loose faucet in kitchen.
- Striped new handicap parking in front of new addition.
- Replaced lights and ballast in building.
- Replaced ceiling tile in building.
- With Koorsen on testing fire alarm and sprinkler systems. Everything tested well except for low back up batteries that had to be replaced.
- Our new janitor resigned.

Notes: none.

Looking Forward: Hiring a New Janitor

VII. Old Business

A. Atlanta Library--Discussion on Intended Path Forward

1. **Discussion:** Nothing new from the lawyers. If we sell it, the profit will go in our operating fund. If we don't sell Atlanta, then we have to cut more hours. We can transfer 15% from the operating fund to the rainy day fund. We don't know how much the sale would bring. Should we get a local realtor or a commercial realtor? Or would it go up for bid. The board must get two appraisals. Should we get the appraisals now or when we are ready to do something?
2. **Action Item:** Discussion to start the process to sell the Atlanta library. Ann offered to find a commercial realtor by asking the attorney.

B. 2022 Employee Compensation

1. **Discussion:** Kini will send us an email with the document for Ann's evaluation and we will fill it out and send it back to her before the Dec. 16 board meeting. We will meet with Ann at 6:15 on Dec. 16 to go over the evaluation. This is an executive session. Then we would have the regular board meeting. Employee compensation to be voted on in December. Most years there is a merit increase. Given our current situation, Ann suggested a bonus. We have money left over this year that could be used as a bonus in December rather than a merit raise. Natalie explained that we will be approximately \$40,000 under budget as currently projected for 2021. Can we carry the money from 2021 into 2022? It could go into the Rainy Day fund or stay in the operating fund.
2. **Action Item:** \$500 stipend or a merit bonus/increase for part time employees and \$1000 to full time employees. Kini would come up with an amount for Ann. Ann will type up the resolution for next meeting.

C. Draft--Capital Asset Policy--2nd Reading (no changes from last month)

1. **Discussion:** We need to finalize the policy at the December meeting. We will have possible slight changes.
2. **Action Item:** none.

D. ARPA Grant Update

1. **Discussion:** The contracts have been signed and we are authorized to start spending the money. Ann will wait until January to begin spending. We will wait until December for the board to approve an ARPA Fund.
2. **Action Item:** none.

VIII. New Business

A. Technology Update

1. Discussion: None. Status quo.

2. Action Item: none.

IX. Looking Ahead:

A. Next Meeting – December 16th, 2021, at the Cicero Branch. Christmas party on Dec. 2nd; the library will close at 5 pm on Dec 2nd.

X. Meeting Adjournment

A. Motion to adjourn

1. Motion made by Emily Pearson

2. Seconded by Michael Morris

3. Motion carried by a vote of 7/0 (all vote AYE)

B. 7:33 PM meeting adjourned.