

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch – November 19, 6:30 p.m.**

- I. Regular Session
 - a. Call to order by President Steve Griffith at 6:39 p.m.
 - b. Members present: Steve Griffith, Laura Holliday, Lee Templeton, Sharon Bislich, Emily Holt
 - c. Members absent: Emily Beechler, Mike Jenkins
 - 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 – October 15, 2015 [Exhibit #2, Pages 1-10]
 - a. **Discussion:** location, January, Motion to approve GF all edited.
 - b. Motion to approve minutes as amended for October 15th, 2015
 - i. Motion made by Sharon Bislich
 - ii. Seconded by Laura Holliday
 - iii. Motion carried by vote of 5/5

- IV. Public Participation
 - a. None this month.

- V. Financial Reports for October 2015 [Exhibit #3, Pages 1-29]
 - a. Review of October report
 - i. \$24,871 personal services, \$1336 supplies, \$16,268 Other Services & Charges \$4,396 Capital Outlays, \$46,871 total expense for month. Run rate 83.1%, 83.3 % of total budget used.
 - ii. Motion to pay October 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:** Ann will check if Key Bank would charge us a fee for Money Market & Checking Accounts. Fees are being re-applied by 1st Merchants again. We also need to find out if there is a penalty for withdrawing from Money Market account early. Will also find out how much it costs per check if we were to switch.

- VI. Department Reports [Exhibit #1, Pages 3-14]
 - A. Director – Ann Hoehn

Prospective Board member Greg Goff has sent a letter to the Hamilton County Council stating that he is interested in serving on the library Board. It would appear that the appointment is on the Council's December 2 meeting agenda.

Lee Templeton has been reappointed to the library Board.

The February 2016 art display at Cicero Library will be titled, "In Good Hands: The Artistic Side of HNPL." Everything on display will be the creation of library staff, Friends, and Board members. Please let me know if you would like to participate. All sorts of arts and crafts are welcome!

The Riverview Health Fair at Cicero Library is scheduled for January 16. Mindi Matthews, the Director of Health & Wellness at Riverview Health, and I are meeting on 11/18 to work out details.

The November Casserole Contest went well. About 26 contestants, diners, and judges attended. Eleven casseroles were entered. First, second, and third place prizes were awarded.

The Friends are considering a Soup Contest in February.

The new Maintenance Supervisor, Mike Hiatt, started work on 11/16. Jim Roy will remain at the library another day or two to help Mike settle in.

In your Board packet you will find information about a streaming service for public libraries called "hoopla." Hoopla is on the November agenda. I will be asking the Board to approve a 2-year contract.

The problem with the Friends online banking records being attached to the Library's online banking service has been resolved.

Ginny Cain, Central Indiana Regional Director for U.S. Senator Dan Coats, was at Cicero Library from 1:00-3:00 p.m. on Friday, October 23 for an "open time" when people could stop by to discuss concern or issues to any federal agency. A couple people stopped by.

Lee Temple was kind enough to design and order special coffee mugs for focus group participants. The mugs are fun and attractive, and I think the recipients appreciate being given a little "thank you."

I have started submitting HNPL art exhibit information for inclusion into the Nickel Plate Arts monthly newsletter. It's good publicity.

I received a letter yesterday from the Indiana State Library about a new program that has been named the Indiana Statewide Remote Circulation System (SRCS). The purpose of SRCS is to offer a virtual union catalog for participating libraries through which patrons can directly request materials from other participating library systems and have them delivered via InfoExpress, our normal courier. Public libraries are being asked to join SRCS. SRCS is currently free to member libraries. I'll review the information sent to me, and later put SRCS on the December agenda so we can discuss possible membership.

Website Audience Overview

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

Coming up:

- Completing Focus Groups and reviewing results
- Attending Friends meeting at Atlanta – Nov 18
- Planning Winter Reading
- Holiday Marketplace & Parade – Dec 5
- Holiday Open House – Dec 10
- Planning January 16 Health Fair

Action Item: Red Bridge sign, post office, hope clinic, Cicero market, and maybe school?
Basically, everyone we can think to flyer for Health Fair.

Action Item: Will need to call the electrician to address the lights in the YA section.

B. Assistant Director – Kate Marshall

GENERAL

Professional development, including three webinars and signing up for several free Lynda.com courses via State Library

Continued editing of Technology Plan draft (10+ hours)

Several notary jobs

Attended IPLA Leadership Conference

Board report and attendant editing of meeting minutes.

Continued inventory work: editing incorrect basic cataloging, scanning, and running reports

TECHNOLOGY

3 Book a Librarian Tech Appointments

Acquired a free older PC, speakers, mouse, keyboard from a local donation

Updated technology documentation and database tracking chart

10+ hours dedicated to troubleshooting various computer issues, updating computer settings.

Talked with Endeavor about the copper to fiber optics transfer going on in Atlanta. We are unable to schedule our transition yet.

Scheduled with Gordon Flesch to have them install all the new monitoring and anti-virus software

Let Sim2K know that we're officially transitioning IT providers.
Unpack & set up new dedicated presentation laptop

MARKETING

Organized and hosted Canva for Work brand kit meeting
Created documentation about how to edit sizes of images in Canva for replacing department header images on website
Watched a few Canva for Work/Design tutorials, experimented more with Canva
Created Facebook posts for several events
Followed up with other marketing research
Tweaked website to reflect changes to content
Checked all links on website, made sure they work
Created list of alternative places that have notary services in case no one is on-site to provide notary services
Create Excel spreadsheet for circulation category stats from 2013-2015.
Added the monthly e-newsletter to our website

Looking Ahead

- More inventory work
- Upcoming documentation creation & marketing work

Action Item: Ask for documentation that proves updates run on Weds.

C. Circulation – Cindy Ritter

- The **circulation stats** for October were 8,452 compared to October of last year at 10,100 and a three year average of 9,163. Atlanta had 404 circulations and Cicero had 7,408+ Overdrive eBooks 640 for a branch total of 7812. In-house use for Atlanta was 21 and Cicero had 548. Sent out 98 holds from Atlanta and 334 from Cicero. Atlanta received 14 holds from other libraries and Cicero received 368. Top selections for patrons in October were DVD, 2163; Children, 1279; Adult Fiction, 1255; Computer, 530; Juvenile Fiction 479; Juvenile Non-Fiction, 479; Adult Non-Fiction, 459; YA Fiction, 305. **Subscription databases Usage:** Freegal 52; Ancestry.com 119 searches.
- 43 new cards were issued in October.
- Circulation of e-books continues to rise.
- We did a patron count the first week of November. Cicero's total was 875 and Atlanta's was 178. Due to the road closure in Cicero we've decided to do a third count for the year after the road opens.
- Action Items:** Run patron report for those accounts that haven't been accessed in X number of years—market to them, encouraging them to come back to the library, campaign for e-material.

D. Atlanta – Mary Palmiero

This was a typical month in that although we offer some assistance with homework, we seldom get anyone asking for much help. Most of the students visit the library to socialize. I have noticed that they are more likely to ask each other for help though.

Lana Cardwell, a Friends member, contacted a company to pick up old books from the festival book sale. These books had been around for a couple of years with little chance of

being purchased. Several local students helped the driver load the books onto his truck. They seemed to feel good about helping.

The Friends helped with the Halloween party on the 29th. They made some refreshments, judged the costume contest, and bought some supplies.

People signed up to use the computers 95 times during the month.

Discussion:

Statistics

Program	Number of Events	Attendance	Cost	Cost per Person
Book Truck Help	1	6	0	
Crochet/Quilt	4	18	0	
Movie	1	6	0	
Halloween Party	1	32	\$70	\$2.19
TOTALS	7	62	\$70	\$1.13

E. Adult – Cindy Ritter

- a. October Programs: 10; Attendance, 75; Cost: \$22.00. There were 11 non-library uses of rooms.
- b. Coming Up:
 - Casserole Contest – Nov 10
 - Magic of Tidying Up – Nov 15
 - Art Class with Deanna Leonard – Nov 18
 - Classic Movie “The Trouble with Harry” – Nov 22
 - Mystery Book Group – “Listening Woman” by Tony Hillerman – Nov 23
 - Planning the Spring/Summer Line-Up for the Hamilton North Classic Film Society.

F. Children’s – Debra Brown

- a. October Programs: 29; Attendance, 581; Cost: \$36.80
- b. Library Collection – Apart from Halloween, October was Children’s Magazine Month and National Go On A Fieldtrip Month. We celebrated both of these initiatives with various resources from our materials collection. *Babybug* Magazine was incorporated into the Tuesday morning Books and Babies storytime and we used books about Woodland Native American Groups to prepare for our fieldtrip to Koteewi Park on October 30th. Book purchasing for the Youth Services collection is progressing with two very large book orders being placed with Penworthy and Baker & Taylor at mid-month

Programs – Our author/illustrator of the month was David Shannon and preschoolers were treated to a whole week of *NO DAVID!!* stories and crafts. We continued then with weekly themes of pumpkins, bats and general Halloween. A Fall Art Party was held with Deanna Leonard during Fall Break and was well attended. Six art stations were set up and the students stayed busy the entire time.

*10/9 – 2nd Grade Library Tours – six sections of 2nd grade on community walking tours

*10/21 – Fall Break Art Party

*10/30 – Hoosier Homeschoolers Field Trip to Koteewi

*10/31 – Cicero Wicked Walk – great 1st event – treated attendees with candy/hot chocolate. Weather too tricky to read aloud or do craft outdoors. We have ideas for next year, though...

Looking Ahead – November will be full of books about leaves, owls and Thanksgiving. We are hosting an afterschool Peanuts Movie Party on the 5th. Tuesday homeschoolers will use picture books to trace the development of the Thanksgiving holiday and the Hoosier Homeschoolers will be creating shoebox dioramas depicting food/shelter/clothing of our Native Americans. **Action Item:** Debra should consider attending the book fair at HHE/PS and then maybe pick up the books at the warehouse sale.

G. Young Adult – Ann Hoehn

- a. October Programs: 5; Attendance, 46; Cost \$354.00; Cost per person: \$7.70.
- b. Coming up:
 - NaNo Night – 6th graders meet at Cicero Library after school to work on their assignment for NaNoWriMo (National Novel Writing Month) – Nov 17
 - Teen Advisory Board meetings – Nov 4, 18
 - Art Class with Deanna Leonard – Nov 4, 11, 18
 - Book Speed Dating – Nov 9
 - NaNo Reader Meet & Greet – Dec 12
- c. **Action Item:** Bump up the need for more access points on wireless—will explore ASAP.

H. Maintenance – Jim Roy

- a. Using a 3-way call and the internet, Comfort Systems reworked the graphics on our computer to monitor the HVAC system. We are now in sync with the new boiler controllers and able to make certain adjustments and changes in house.
- b. New igniters have been installed on both boilers and system is normal.
- c. Both sets of doors under the rear canopy had broken hinges and would not close. All hinges have been repaired.
- 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. The corner shelving in the Indiana Room was lightly re-stained in an attempt to remove (or hide) several rings and spots in the surface.
- g. One strip of wallpaper in the SE quiet room had come loose and was rolling back. We were able to reattach it by softening the paper with a hair dryer and using border adhesive. It has held and should be no further problem.

VII. Old Business

- I. Banned Patron [5 & 6, Pages 1, 1-12]
 - a. **Discussion:** Director suggests we set a ban limit for patron that accosted one of the workers after hours. Some discussion of banning permanently based on repeated pattern of poor behavior.
 - b. **Action Item:** Ann to consult legal about our options in this matter.
- J. Capital Project [Exhibits #4,5, Pages 1, 1-3]
 - a. **Update/Review**
 - i. Board needs to officially select financial advisor & bond council. IceMiller suggested. Construction Manager group R.L. Turner suggested by InterDesign.
 - b. **Review revised Gantt Chart**
 - c. **Financial Advisor, Bond Counsel, Construction Manager, and Other Key Players**

- i. **Action Item:** Board is interested in talking with Jae Ebert about consulting. Would like to have him at next meeting, plus unofficial chat beforehand.
- ii. **Action Item:** Invite Steve Holt at next meeting to discuss IceMiller.
- iii. Crowe Horwath as financial advisor?
- iv. Board has appointed a committee [Steve Griffith, Ann Hoehn, Lee Templeton] to meet informally with the bond council, potential construction manager, & Jae Ebert as preliminary information gathering.
- v. **Note:** Based on law changes regarding union workers, we may see cheaper construction costs, per lawyers.

L. Logo [Exhibit #6, Pages 1]

- a. **Discussion:** Lee presented sheet of logo options.
- b. **Action Item:** Send Lee the official colors #XXXXXX of website

VIII. New Business

N. Hoopla – Digital Circulation [Exhibit #7, Pages 1-3]

- a. **Discussion:** Board reviewed information sheet in board packet, some discussion of key elements.
- b. **Motion to approve** 2 year contract with Hoopla
 - i. Motion made by Laura Holliday
 - ii. Seconded by Sharon Bislich
 - iii. Motion passed by a vote of 5/5 (All vote AYE)

O. Review Current Long-Range Plan; Discuss Possible Revisions [Exhibit #8, Pages 1-4]

- a. **Discussion:** Plan for editing this further out.
- b. **Discussion:** Board suggests make main editing session a board retreat, have moderator type up draft, do minor edits ourselves.

P. 2016 - 2020 Technology Plan – 2nd Draft [Exhibit #9, Pages 1-25]

- Discussion:** Board will read revisions, approve (or not) at December meeting.

Q. Student Board Members – 4-H Program [Exhibit #10, Pages 1]

- a. Board is favorable to admitting an ACTS student or two to the program. Suggestion to perhaps appoint one member to mentor them a bit.

R. Comfort Systems Contract [Exhibit #11, Pages 1]

- a. Comfort Systems is reorganizing, they are officially transferring our contract to other company, but our reps and people will remain the same.
- b. **Motion to sign** document for accepting Comfort Systems name change
 - a. Motion made by Sharon Bislich
 - b. Seconded by Laura Holliday
 - c. Motion passed by a vote of 5/5 (All vote AYE)

S. Request for Early Closing on Dec 3 for Holiday Gathering

- a. Board amendable to early close at 5:30 p.m. at Cicero Branch

T. Request to Close the Day before Memorial Day, 4th of July, Labor Day in 2016

- a. These holidays are all on Mondays this year, we're looking at requesting the before Sunday off for workers. Board declines to close on Sundays.

U. 1st Draft – Staff Social Media Policy [Exhibit #12, Pages 1-2]

- a. One recommendation to specifically tweak last line of policy draft.

- IX.** Looking Ahead: December 17, 2015 Board Meeting at Cicero Library at 6:30 p.m.

- X.** Meeting Adjournment
 - a. Motion to adjourn
 - i. Motion made by Sharon Bislich
 - ii. Seconded by Laura Holliday
 - iii. Motion carried by a vote of 5/5 (all vote AYE)
 - b. 8:31 PM meeting adjourned.

- XI.** Executive Session – Yes, 8 p.m. or directly following Regular Board Meeting