

- I. Regular Session of the HNPL Board Meeting was called to order by President Stephen Griffith at 6:30 p.m.
- A. Members present: Laura Holliday, Stephen Griffith, Sharon Bislich, Emily Holt, Emily Beechler, and Mike Jenkins.
- B. Members absent: Melissa Martin
- C. Others present: Jillian Stambaugh, HNPL bookkeeper (out at 7:55 p.m.), Ann Hoehn, HNPL Director, Katherine Marshall, HNPL Assistant Library Director, patrons Sandy Castor and Nancy Hartley (out at 6:45); and HNPL Maintenance manager, Jim Roy (out at 7:28 p.m.)
- II. Review of the Agenda (Exhibit # 1, page 1-2) by President Stephen Griffith
- III. November 20 Minutes (Exhibit # 2, pages 1-7 )
  - A. November 20, 2014
    1. Discussion: No corrections seen.
    2. Motion:
      - i. Motion to approve the minutes for November 20, 2014 was made by Sharon Bislich.
      - ii. Second to said motion was made by Laura Holliday.
      - iii. Motion carried by a vote of 6/0.
- IV. Public Participation: Guests Sandy Castor and Nancy Hartley.
  - A. Request for reconsideration of placing the 1958 Jackson Central Yearbook in the library.
  - B. Patrons offered to assist in filing data in the Indiana Room cabinet.
  - C. Post presentation decisions.
    1. It is approved to place the 1958 Jackson Central Yearbook in the libraries Indiana Room cabinet.
    2. The Friends of the Library will be asked to assist in filing data and bring order to the Indiana Room cabinet.
    3. The library will report this information to patron Sandy Castor and Nancy Hartley.
- V. November 2014 Financial Report (Exhibit # 3, pages 1-29)
  - A. Discussion: financial report summary in Handout #3, page 1, given by HNPL Bookkeeper, Jillian Stambaugh. Run rate is at 91.67 %, with the percentage of budget used at 79.3%. November expenditures were \$36,753. Bank balances totals for November were \$ 564,684.42. (The monthly COIT amount is \$2954 more per month than for 2013 or \$35,448 more in the annual amount.) CompuTran double positing will be corrected. Deposit of \$11,007.04. Property tax; \$4524.50. Expenditure of \$2,500 on Spin Web website blueprint. \$148,500 Lease Rental payment will be paid before the end of 2014.
    - B. Motion:
      - i. Motion to pay the bills was made by Laura Holliday.
      - ii. Second to said motion made by Emily Beechler.
      - iii. Motion carried by a vote of 6/0.
    - C. Motion:
      1. Discussion: A resolution to repay a temporary loan from the Rainy Day Fund was read stating that pursuant to the requirements of I.C. 36-1-8-4, the money borrowed from the Rainy Day Fund on February 20, 2014 will be returned to the Rainy Day Fund on December 19, 2014, such date being within the budget year in which the transfer occurred. Therefore HNPL Board does resolve that \$100,000 be transferred from the Operating Fund into the Rainy Day Fund
        - i. Motion made by Sharon Bislich to approve the above stated resolution.
        - ii. Second to said motion made by Emily Beechler.
        - iii. Motion carried by a vote of 6/0.
    - D. Public Scanning Policy. (Handout 3-A.)
      1. Policy statement is: For purposes of this policy, a single side of a sheet of paper is considered one page; two sides of a sheet of paper are considered two pages. Ten or fewer pages will be scanned for free and done on a walk-in basis or by appointment. Eleven to fifty pages will be

scanned for free and by appointment only. Document (s) of more than fifty pages must be approved by HNPL Director.

2. Motion

- i. Motion to approve the above policy statement was made by Sharon Bislich.
- ii. Second to said motion made by Emily Beechler.
- iii. Motion carried by a vote of 6/0.

VI. Department Reports (Exhibit # 4, pages 1-10)

A. Department Reports for November, 2014 (Exhibit # 4, pages 1- ) (see report on file)

1. Director Anne Hoehn, page 1-2. (See report on file)

Web Statistics:

	<b>Page Loads</b>	<b>Unique Visits</b>	<b>First Time Visits</b>	<b>Returning Visits</b>
<b>Total</b>	2780	1717	1010	707
<b>Average (daily)</b>	93	57	34	24

Looking Forward:

Launching the rebranding project in January; mailing HNPL Christmas cards; hosting the monthly Hamilton County public library directors' luncheon on December 22; helping Jim assemble the new adult fiction bookshelves during winter break; planning our Winter Reading Program; attending another 4<sup>th</sup> of July Celebration Committee meeting; ordering office furniture for Kate and the new bookkeeping; seeing Kate settled into her new office; and hiring a new bookkeeper and a new cataloger.

2. Assistant Director, Katherine Marshall, page 3. (See report on file)

Organized and kicked-off the RICOH scanning and weeding project. The bulk of a full technology inventory at both branches has been completed--still working on identifying purchase dates in order to create a new technology plan as well as a technology refresh cycle schedule. I've also continued to evaluate our technology and have it serviced as needed--we made one last use of our service contract on the Sharp multifunction machine at Atlanta, but after 15 years of service it's ready for recycling. We also started researching newer technology options for the Children's Department. Helped several patrons with printing and Overdrive issues as well.

The server project is moving along--the first 2/3rds of the project is finished and if everything goes smoothly, we should have everything up and running by the New Year. The new website is moving along as well. The web committee has had several meetings with SpinWeb and the build is growing! Spent more time researching social media and everyone involved with the Facebook and Twitter has helped grow the weekly posting rates to something manageable, but more active.

Finished weeding the YA section-- the section is looking much healthier, space-wise, and we were able to get several grossly outdated non-fiction books off the shelves.

Community and professional development related events were high this month. Ann and Kate attended a Chamber Lunch as well as the Indiana Library Federation Annual Conference in Indianapolis. I worked two shifts at the Hamilton Heights Middle School Book Fair and had a fantastic time helping out. We were able to see what books were popular with the kids and made sure to have a copy at the library. We also donated a grand prize to the Book Fair raffle. Hosted the November meeting of the Assistant Director's Roundtable here at Cicero. It went very well and thinks everyone was rather impressed with our library as well as the Cicero Coffee Company. I was also able to solicit answers to the board's annual raises question from last time.

3. Circulation, Emily Dickos: pages 4-5. (See report on file) The circulation stats for November were 8159 compared to November of last year at 8597 and a three year average of 8639 for the month of November. Atlanta had 387 circulations and Cicero had 772. Sent out 333 holds (92 from Atlanta and 241 from Cicero), and received 271 holds from other libraries (16 for Atlanta, and 255 for Cicero.). In-house use for Cicero was 230 and 17 for Atlanta, for a total of 247. Top selections by patrons in September are: DVD, 2719; Adult fiction, 1329; Children, 977; Junior Fiction, 607; Junior non-fiction, 432 and Computer, 568. Subscription Databases Usage: Overdrive, 407; Freegal, 58; Worldbook, 0; Ancestry.com, 0.38 new cards were issued in November. Foot traffic is still down, but the Cicero circulation is comparable to that of last November. Jim Roy will be installing the new bookshelves in the adult fiction section.
4. Atlanta, Mary Palmerio, page 6. November Programs, 10; Attendance, 53; Cost, \$ 0.0. (See report on file) In just over a year the Atlanta Library will be one hundred years old. I am asking for suggestions for ways to celebrate the event. Will do research to see what other libraries have done. We also want to advertise this to the community in the coming months. We have had trouble again with the outside lights of the library. At the moment, they are working fine. Not sure if the problem was with the sensors. I think Jim would have record of this in his report. Traffic has been slow lately. Have seen this happen many times during the past few years. Many times we have been very busy with lots of checkouts and at other times not so much. We believe this will change soon, but will keep a watch on it. I plan to emphasize the resources we do have when we advertise.
5. Adult, Emily Dickos, page 7. November programs: 14; Attendance: 162; Cost: \$65, Per person \$0.40. Both reading groups took a hiatus, and will return in early December. Laura Davis is back from surgery, and the yoga/pilates classes are very well-attended. Deanna Leonard's art classes have been very successful, and we hope to continue that success. **Coming up:** gift wrapping, candy making, Christmas @ the Library
6. Children: Debra Brown: pages 8-9. November Programs, 28; Attendance 235; Cost, \$ 0; Cost per person \$ 0. (See report on file) Looking Ahead –My largest children's program, *Christmas Around the World*, will be on December 16<sup>th</sup> and is a collaboration with Deanna Leonard to feature folklore and international holiday crafts. *Special Thanks– Elaine and Bev were a big help this month as we placed our first big book orders and tried to make decisions about cataloging, placement, etc. We are sorting out the process by which new books are purchased and added to the collection.*
7. Young Adult: Emily Dickos page 10. November programs, 6; Attendance 13, Cost \$ 30; Cost per person, \$0.43. We have a wonderful group of teens on the TAB who are all very interested in volunteering and assisting with programs. The League of Legends program brought in a Noblesville Middle School student who heard about it on Twitter. Our social media promotion is working! Coming up: writing workshop with Shannon Lee Alexander
8. Maintenance, November activity, Jim Roy, page 10.(See report on file.) The cladding below the rear canopy broke loose and several strips were torn off during the severe winds before Thanksgiving. It would have continued to come loose. We needed help, so we contacted the Park Department. They sent 2 employees over who re-attached the loose edges to control the problem. The missing pieces were recovered and will be re-attached. The fire extinguishers were inspected and 2 of them were exchanged as they had lost compression. Outside plumbers were called to help with detecting the source of the odor in the children's rest room and look at the water flow in the stools. A drain line for the pressure relief valve on the water heater in the craft room was located which ends below the cabinet in the rest room and is not serviceable. We believe the drain, which is out of sight, has a trap which has dried allowing the odor to escape. By forcing the relief valve open we were able to get water to the drain and it appears that the odor problem is corrected. Prater Concrete to look at possibility of repair of the Atlanta entry steps.

Looking forward: Continuing work on clean up and rearrangement of 2<sup>nd</sup> level.

V. Old Business. (7:33 p.m.)

A. Dumpster Pavement Area

1. Discussion: Progressing toward completion.

B. Toilets, Plumbing, Odor

1. Discussion: Odor in children's area. Vendor Robey called. Foot valve inspected. Odor coming from cabinet pipe leading to kitchen sink Blow off valve in water heater and pipe needed filing to address on issue. Other problem areas being investigated on a daily basis.

C. Atlanta Building Issues

1. Discussion: Concrete entry steps to be addressed by Prater Concrete.

D. Marketing/Rebranding

1. Discussion: Add Arcadia card holder information to sample "Labrary" visuals.

E. Technology Projects Update

1. Discussion: HNPL Board viewed graphics shown by Assistant Director Kate Marshall for web information pages on the overhead with icon directories displayed.

F. Space Planning (H.O. # 6)

1. Discussion: Office spaces set. Time to move furniture and upgrade other furniture holdings.
2. Motion:
  - i. Motion was made by Sharon Bislich to purchase furniture from Sweitzers Business Solutions for a bid of \$773.36.
  - ii. Second to said motion made by Laura Holliday.
  - iii. Motion carried by a vote of 6/0.

G. New Website

1. Discussion: See above "E."

H. Emergency Manual Update. (Exhibit # 5)

1. Discussion: Hard copy presented as a template for HNPL. We will review for future tweaking and approval particularly for pages 3, 5, 8, 18 and 22. The Board will review in January.

I. Board By-Laws Review. (H.O. # 4)

1. Discussion: This is a mark-up version of a 1-20-13 update. This needs to be updated and dated regularly. Attendance wording will be addressed for future approval.

J. 2015 Goals and 3-5 Year Plan

1. Discussion: This topic will be discussed at our January 2015 meeting.

K. 2015 Staff Raises

1. Discussion: Review area library increases by Director Hoehn. Prefer merit increases of from 1-3% at the discretion of Director Hoehn. Review form for Director will be sent to Board members before next meeting. HNPL bookkeeper Jillian Stambaugh has resigned effective 12-31-14.

L. Atlanta Cleaning Project. Handout # 5)

1. Discussion: Quote reviewed from CLEAN FOR YOU, LLC for a one time cleaning for \$1,260. This will be paid from our maintenance budget.

## VIII. New Business.

### A. Board Officer Elections

1. Discussion: A slate of 2015 officers was developed resulting in the following motion:

2. Motion:

i. Motion to accept the following 2015 officers slate for HNPL: Co-Presidents of Sharon Bislich and Stephen Griffith (pending check with Hamilton County Commissioners); Vice-President-Sharon Bislich; Treasurer-Emily Holt; Secretary-Emily Beechler with Assistant Director Katherine Marshall recording the minutes, was made by Sharon Bislich.

ii. Second to said motion made by Emily Beechler.

iii. Motion carried by a vote of 6/0.

### B. New Furniture for Assistant Director and Bookkeeper. (Handout # 6)

1. Discussion: See "F" above. Purchase from Sweitzers Business Solutions for a bid of \$773.36.

### C. Teacher Cards

1. Discussion: Approved last month. No changes needed.

### D. Banned Patron

1. Discussion: Violators are to restart the 1 year ban option at the discretion of Director Hoehn.

### E. Staff Buying Books Through HNPL

1. Discussion: Employee personal checks to book companies create bookkeeping issues. Director Hoehn will confer with other libraries and accountants for the solution.

### F. Winter Reading Program

1. Discussion: HNPL will have a Winter Reading Program for the entire month of February for all age groups.

### G. Advertising on High School's Homepage.

1. Discussion: Contract was displayed and prices discussed. We will look into contacting HHSchool to have banner in High School gym.

### H. HNPL 2015 Schedule: (Handout # 7)

i. Motion made by Emily Beechler to approve HNPL 2015 Schedule

ii. Second to said motion made by Sharon Bislich.

iii. Motion carried by a vote of 6/0.

IX. Looking Ahead: January 15, 2015 Board meeting, 6:30 p.m. at Cicero Branch

X. Meeting adjourned by HNPL President Stephen Griffith at 8:40 p.m.

Minutes respectfully prepared by Mike Jenkins.

## 2014 Focus:

Goal 1: Provide spectacular, creative programs for selected age groups, addressing this Community's desires and needs.

Goal 2: Create and maintain a strategic financial plan.

Goal 3: Maintain and improve organizational structure and resources.

Goal 4: Create a community interaction plan to increase awareness and build partnerships.

Goal 5: Evaluate all HNPL communities and determine how best to meet facility needs.



