

Hamilton North Public Library
Board of Trustees Meeting Minutes
Meeting held at Atlanta, IN Branch
October 16, 2014 at 6:30 p.m.

Opening motion for Emily Holt to act as Secretary for the October 16th meeting made by Sharon and Seconded by Emily B, motion carried by 5/0.

I. Regular Session of the HNPL Board Meeting was called to order by VP Emily Beechler at 6:35p.m.

Members present: Emily Beechler, Laura Holliday, Stephen Griffith (in at 6:45), Sharon Bislich, Melissa Martin and Emily Holt.

Members absent: Mike Jenkins

Others present: Jillian Stambaugh, HNPL bookkeeper, Jim Roy, Maintenance, Ann Hoehn, HNPL Director, and Katherine Marshall, HNPL Assistant Library Director.

II. Review of the Agenda (Exhibit # 1, page 1) by VP Emily Beechler

III. Review of September 18, Minutes (Exhibit # 2, pages 1-7)

1. **Typo's found:**

- i. VI. 3. "omputer" should be "computer"
- ii. V. A. the two listings for "June" should be for "August"
- iii. F. 1. Change Sue to Kay and
- iv. M. Mobil needs to be Mobile Apps.

2. **Motion:**

- i. Motion to approve the amended minutes for September 18, 2014 was made by Sharon Bislich.
- ii. Second to said motion was made by Laura Holliday.
- iii. Motion carried by a vote of 5/0 .

IV. September 2014 Financial Report (Exhibit # 3, pages 1-28)

1. Financial report summary in Handout #1, page 1, given by HNPL Bookkeeper, Jillian Stambaugh.

- a. Run rate is at 75%, with the percentage of budget used at 63.5%.
- b. September expenditures were \$ 26,778.
- c. Bank balances totals for September were \$557,064.18.(The monthly COIT amount is \$2954 more per month than for 2013 or \$35,448 more in the annual amount.)

2. **Motion:**

- i. Motion to pay the bills was made by Laura Holliday.
- ii. Second to said motion made by Melissa Martin.
- iii. Motion carried by a vote of 6/0

V. Department Reports (Exhibit # 4, pages 1-9.)

A. Department Reports for September, 2014 (Exhibit # 4, pages 1-9.)

1. Director, Anne Hoehn, pages 1-2. I. Technology: A. Web Statistics

Page Loads	Unique Visits	First Time	Visits	Returning Visits
Total	3419	2000	1141	859
Average (daily)	114	67	38	29

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

3. Circulation, Emily Dickos: pages 3-5. (See report on file)

- The circulation stats for September were 8188 compared to for September of last year at 9232 and a three year average of 8856 for the month of September. Atlanta had 593 circulations and Cicero had 7595.
- Top selections by patrons in September were: DVD, 2171; Adult fiction, 1483; Children, 1135; Junior Fiction, 582; and Computer, 654. Subscription Databases Usage: Overdrive, 403; Ancestry.com, 81.
- Issued 53 new cards in September.

4. Atlanta, Mary Palmerio, page 6 .September Programs, 9; Attendance, 46; Cost, \$ 0.0. (See report on file)

5. Adult, Emily Dickos, page 7. September programs: 10 ; Attendance: 132; Cost: \$65; \$5.42 per patron. (See report on file)

6. Young Adult: Emily Dickos page 9 . September programs, 5; Attendance 15, Cost \$20; \$1.33 per patron. (See report on file)

7. Children: Interim Debra Brown: page 8. September Programs 17; Attendance 39; Cost, \$ 0.0 ; Cost per person \$ 0.0. (See report on file)

8. Maintenance, Jim Roy, page 9. Jim presented two quotes for concrete pad (See report on file.)

- Motion to approve the concrete pad up to \$7,900 by Emily Beechler.
- Second to said motion was made by Laura Holliday
- Motion carried by a vote of 6/0

VI. Old Business

A. Dumpster Pavement Area (See Maintenance report)

B. **Toilets/Plumbing**-Jim reported still having problems even with new toilet paper. He consulted a plumber and is going to try CLR and if that does not work then purchase new toilet.

C. **Cicero Building's Dry System**-Jim Roy reported that this needs to be taken care of ASAP.

D. **Asbestos and Lead Paint at Atlanta**-Jim Roy reported that he is waiting on a quote. New request was made to redo front door and steps.

E. **Insurance Update:** Penwell can't keep us at the same price and suggested we transfer to Hughes Insurance Group.

- i. Motion: HNPL transfer insurance policy from Penwell to Hughes within a 10% increase was made by Sharon Bislich.
- ii. Second to said motion was made by Emily Beechler.
- iii. Motion carried by a vote of 6/0.

F. **Resolution to Establish Petty Cash Fund for Atlanta**

1. Discussion: none
2. Motion-as stated
 - i. Motion to Establish Petty Cash Fund for Atlanta by Sharon Bislich
 - ii. Second by Emily Beechler.
 - iii. Motion carried by a vote of 6/0

G. **Marketing/Rebranding**-Begins November 1st.

H. **Server and Other Tech Projects**-See Assistant Director Katherine Marshall's report

I. **Standards of Conduct Policy**

1. Discussion:none
2. Motion was made to approve the 2nd version of the standards of Conduct Policy once our attorney has approved.
 - i. Motion made by Laura Holliday.
 - ii. Second by Melissa Martin
 - iii. Motion carried by a vote of 6/0

I. **Library Credit Card:** Jillian Stambaugh, HNPL bookkeeper reported that additional information was needed.

J **Staff Vacation Policy**

1. Discussion: none
 - i. Motion to approve the Pro Rata Vacation Calculation was made by Emily Beechler.
 - ii. Second to said motion was made by Laura Holliday
 - iii. Motion carried by a vote of 6/0.

K. **Purchasing Policy**

1. Discussion: none
 - i. Motion to approve the 2nd draft of the purchasing policy was made by Sharon Bislich.
 - ii. Second to said motion was made by Emily Beechler.
 - iii. Motion carried by a vote of 6/0.

L. **Space Planning and Modular Unit for Circulation Manager**-HNPL Director Ann Hoehn suggested that HNPL Bookkeeper Jillian Stambaugh move upstairs and HNPL Assistant Director Katherine Marshall move into the bookkeepers office. Laura Holliday said she would seek ideas from previous outside vendors.

M. **Mobile App**- HNPL Assistant Director Katherine Marshall announced that HNPL can be now found under Search Library Anywhere. Once download patrons will have access to overdrive. There was a suggestion for the Friends of the Library to have a tab.

N. **New Website**- HNPL Assistant Director Katherine Marshall reported that the Anderson Public Library has a similar monthly fee and that they were very happy with their website. Katherine is to move forward with our website

O. **Capital Asset Inventory**-Ann announced that tagging and inventory were both completed.

P. **Emergency Manual**—Revised draft . Director Hoehn would like to have a Disaster Manual and also an Operations Manual. She will continue working on both.

Q. **Assistant Director Pay Range**: (See report on file with one correction-Assistant Salary is \$42,000

VII. New Business.

A. **Atlanta Branch Building Concerns**-Previously discussed

B. **Sunday Circulation** (See report on file)

1. Discussion: Board would like to keep Sunday hours

C. **Mango Language-Learning Resources**: Katherine Marshall presented.

1. Discussion: Board excited with this resource for patrons and especially for our ESL students and teachers

D. **E-waste Recycling**: Assistant Director Marshall informed us that Goodwill will take our old computers

E. **Board Vacancies**: Steve Griffith's term is up December 31, 2014 and he will not continue. Melissa Martin had informed the HHSC of her resignation and has suggested a replacement.

VIII. 2015 Budget Adoption

1. Discussion: none

2. Motion as written

- i. Motion to approve the 2015 HNPL Budget was made by Sharon Bislich.
- ii. Second to said motion made by Laura Holliday.
- iii. Motion carried by a vote of 6/0

IX. Looking Ahead

November 20, 14 Board meeting, 6:30 p.m. at Cicero Branch

X. Adjournment

Meeting adjourned by HNPL President Stephen Griffith at 8:50 p.m.

Minutes respectfully prepared by Emily Holt.

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.