

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch – April 16, 2015 at 6:30 p.m.**

- I. Regular Session
 - a. Call to order by President Steve Griffith at 6:31 p.m.
 - b. Members present: Steve Griffith, Mike Jenkins, Emily Holt, Emily Beechler, Lee Templeton, Laura Holliday, Sharon Bislich
 - c. Members absent: None
 - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Amy Wolfe (Bookkeeper)

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

- III. Minutes – March 26, 2015 [Exhibit #2, Pages 1-9, 10-16]
 - a. Regular Meeting
 - a. Discussion: No corrections found
 - b. Motion to approve minutes for March 26th, 2015
 - i. Motion made by Sharon Bislich
 - ii. Seconded by Emily Beechler
 - iii. Motion carried by vote of 6/6 (All Voted AYE)

- IV. Financial Reports for March 2015 [Exhibit #3, Pages 1-16]
 - a. Review of March report
 - iv. \$29,166 personal services, \$1292 supplies, \$6289 Other Services & Charges \$ 2216 Capital Outlays, \$38,963 total expense for month. Run rate 25%, 27% of total budget used.
 - v. Ann & Amy will be meeting with Community Bank to discuss our account's compatibility with their merger.
 - vi. Motion to pay March bills
 1. Motion made by Sharon Bislich
 2. Seconded by Laura Holliday
 3. Motion passed by a vote of 6/6 (All vote AYE)
 4. All signed register of claims

- V. Department Reports [Exhibit #1, Pages 3-11]
 - A. Director – Ann Hoehn

Inventory at Atlanta is continuing, and we have now started inventory at Cicero using our recently purchased hand-held portable barcode scanner.

I've made further proposed revisions to our *Internet and Computer Use Policy*. These revisions are on this month's Board agenda. I believe the library needs a wireless policy, too. This will be on the agenda, as well.

Debra Brown, the Children’s Manager, and I met with Patti Host to discuss her designs for redecorating the 4-paneled wall leading to the Children’s Room and the poster wall in the Children’s Room. This, too, will be on the agenda. Per our discussion at the last Board meeting, I have asked Patti to come up with an idea(s) for a bookstore sign. She took photos of the space, and will get back to me.

Emily, Kate, Greg, Mary and I attended the Annual Evergreen Indiana Conference in Indianapolis. At the conference I earned LEUs (learning enhancement units) for attending the following sessions: *Better Book Clubs*; *How to process Lost and Damaged items*; *Cataloging Monographic Parts*; *Inventory Made Easy*; *Weeding*; *Grant-Writing*; and *Creating Evergreen Reports*.

I attended a *Friends of the Library* meeting.

I submitted the Public Notice for our additional appropriation public hearing to The Times newspaper. The public hearing will be held May 21.

I spoke with Lee Graham in the Auditor’s office. She calculates that once our bond goes away, the library’s annual tax draw will be approximately \$180,000.

- a. We need to speak about bonding as a way/the way to solve our funding issue.
- b. **Action Items:** Need a proforma budget with and without a bond. Schedule a board retreat is second priority.
- c. Emily Beechler to ask Heights what their future plans are to help inform our decision. What would we want to ask for if we did re-bond? Suggested not a new building as that would add to fixed costs like utilities and personnel. HVAC replacement will also be a serious consideration in the future.

I submitted our pre-application for a Hamilton County Community Block Grant to establish an Outreach Department. If the County is interested in the project, they will contact me to schedule a meeting to discuss the idea. The step after that would be for me to submit to them our full application.

Emily and I hosted our after-hours teen Scavenger Hunt on April 11. Three teens participated. We had some time remaining after the hunt was over, so we played the board game Clue.

Web Statistics:

	Page Loads	Unique Visits	First Time Visits	Returning Visits
Total	2902	1686	963	723
Average (daily)	94	54	31	23

Looking Forward: May Staff meeting; new website going live; Cicero Library being a polling location on election day; May 8 Spring Cleaning at Cicero Library (a. Any external participants please bring own buckets, gloves, etc); Indiana Library Federation District 4 Annual Conference

B. Assistant Director – Kate Marshall

General

Wrapped up Winter Reading by calling winners, shredding tickets, putting away boxes for the season.

Attended an Inventory meeting, followed up on a few action items.

Worked the front desk for a shift.

Volunteered on opening day at the Hamilton Heights Middle School Book fair

Attended Secretary of State's MoneyWise webinar relating to Summer Reading

Finish reading & signed off on the new Emergency Procedure document

Technology

Attended multiple SpinWeb meetings/trainings, following up on several action items and editing requests.

Worked with Sim2K on rolling out Deep Freeze & other computer related maintenance.

General computer maintenance, troubleshooting around the library

Spent a whole lot of quality time at Atlanta this month working on:

- Inspecting the T1 line Smart Card with our ENA rep Brian, talking about secondary T1 installation timeline
- Helped clean out Atlanta Quilting Corner
- With the help of Allison: reinstalled Win7 on several super slow computers, ran updates & uploaded necessary software & printer drivers.
- Installed Symantec AV & Deep Freeze on Atlanta lab computers
- Installed new scanners, and set up new hire's desktop & Evergreen account

Signed us up for SimpleText. Finished last of SignUp webinars for transition.

Did bulk of scanner research, purchased and installed new Motorola/Zebra scanners at both branches.

Started researching future IT & copier needs and collecting pricing information to help with next year's budget planning.

Tagged all new technology with asset tags and entered it into Inventory Master List, forwarded list of newly tagged items to Amy for record keeping purposes.

Structured the use of the new scanner for inventory project

C. Circulation – Emily Dickos

- a. The circulation stats for March were 8715 compared to March of last year at 8721 and a three year average of 8587. Atlanta had 465 circulations and Cicero had 8250. In-house use for Atlanta was 14 and Cicero had 214. Sent out 105 holds from Atlanta and 299 from Cicero.

Atlanta received 27 holds from other libraries and Cicero received 285. Top selections for patrons in January were DVD, 2556; Adult Fiction, 1430; Children, 1297; Computer, 633; Juvenile Fiction, 596; Adult Non-Fiction 512; Juvenile Non-Fiction, 446.

Subscription databases Usage: Overdrive, 583; Freegal 63; Ancestry.com 427 searches.

Action Item: If under \$100, install a laser counter on the door at Atlanta to track headcount.

- b. 52 new cards were issued in March
- c. We are in the process of preparing for an inventory of our entire collection, which will take up a good chunk of our summer.

D. Atlanta – Mary Palmiero

Spring break extended from the end of March until the beginning of April. We were fairly busy after the first couple of days. At the beginning, the weather was pretty bad which decreased the foot traffic. By the middle of the first week, more patrons [including children] visited the library. There was a good interest in Artist Trading Cards, which had participants of all ages.

Statistics

NAME OF PROGRAM	NUMBER OF EVENTS	ATTENDANCE	COST
Crafts for Children	3	10	0
Afternoon Movie	3	20	0
Crochet and Quilt	4	16	0
TOTALS	10	46	0

E. Adult – Emily Dickos

- a. March Programs: 12; Attendance, 102; Cost: \$65. There were 10 non-library uses of rooms.
- b. Program attendance is holding steady. I’m continuing to send a media calendar to all of the local newspapers, and promoting programs on Facebook and Twitter.
- c. **Friends of the Library:** want to create a Tuesday program series, booked far in advance so we can properly advertise it.
- d. Coming up: Unrehearsed Shakespeare

F. Children’s – Debra Brown

- a. March Programs: 34; Attendance, 404; Cost: \$20.90.
- b. Library Collection – Inventory of the Youth Book Collection has started with the Juvenile Biographies. Using the new handheld scanner, 15 shelves of tightly packed biographies took approximately 2 hours scanning start to finish. Barcodes then were uploaded to a notepad file to be transferred into the Evergreen inventory system. This exercise was a good barometer for knowing how long the actually scanning process will take.
- c. Programs – The long Spring Break from school has brought new faces to the story time programs and to our library in general. We had a full two weeks of Easter stories and crafts,

and I kept the programming room open in the afternoon for impromptu visitors that wanted to do craft/story. The Dr. Seuss afterschool program at the beginning of the month was well attended, and we enjoyed being offsite at the Kindergarten Round-Up on March 19th. The Tuesday afternoon homeschooled group was treated to a visit from a giant floor map of Indiana thanks to Melissa Martin. In stocking feet, we completed a whole afternoon of activities about the early settlement, landforms and 92 counties of our state.

- d. Looking Ahead – Summer Reading Program planning is progressing well. Prize donation appeal letters have been mailed and two performing artists have been booked. The summer library programming schedule is becoming very busy as well. Tuesdays are completely booked with Cicero Christian Church in the morning and the Little Husky Day Camp in the afternoon.
- e. Special Thanks– Kate Marshall for the new barcode scanner and for providing a framework for getting the inventory process started.

G. Young Adult – Emily Dickos

- f. March Programs: 6; Attendance, 8; Cost \$8.00; Cost per person: \$1.00.
- g. TAB members edited the video shot back in February, and we posted it to the HNPL YouTube channel. A second video was filmed and edited at the TAB meeting. We will continue to shoot and post videos on YouTube. Interest in League of Legends has waned, so we are going to hold off for a few months to see if interest returns after the summer.
- h. Coming up: Teen poetry contest, Spring Break movie marathon, scavenger hunt

H. Maintenance – Jim Roy

- a. Water leaks on the Cicero HVAC circulation system are being repaired with new fittings. Repairs were also required overhead in the book drop area. Two remaining leaks are scheduled for repair the week of 4/13.
- b. The electronics review on the Cicero HVAC will be scheduled this month
- c. Electrical repairs on the front lighting at Cicero will be scheduled before the end of the month. As noted previously, the lighting pattern on the front canopy lights is erratic due to previous lighting issues.
- d. There is a fluid leak in the hydraulic system on the transaxle drive on the lawn mower. I have not been able to locate the leak, and it may require returning the mower to the dealer for necessary repairs.
- e. Looking forward: It is time to make plans for any plantings that will be done for summer landscaping.

VI. Old Business

- I. Host Design [Exhibit #4, Pages 1-2]
 - a. Self-healing bulletin board wall cover
 - a. **Action item:** What is life expectancy of this product? Can this product be painted? Ann to inquire.
 - b. Discussion: Consider that we'd be stuck with blue wall(s) for the foreseeable future. Friends of the Library to maybe create banners for the new wall seasonally, etc. Everyone likes the Children's design.
 - a. **Action Item:** How much to create removable vinyl cut outs for window wall in Children's?
- J. Proposed By-Laws Changes [Exhibit #5, Pages 1-3]
 - a. Last month of review

- b. Motion to approve proposed by-law changes
 - i. Motion made by Sharon Bislich
 - ii. Seconded by Emily Beechler
 - iii. Motion carried by a vote of 6/6 (all vote AYE)
- K. Marketing/Rebranding
 - a. Meet with Richard on Monday to discuss next steps. Also discuss tweaking the logo to reflect last month's conversation.
- L. Computer Technology Update
 - a. Atlanta experiencing serious bandwidth issues-maxing out from nearly open to close every day. Kate working on fixing issue in concert with Sim2K & ENA.
- M. New Website
 - a. **Action Item:** Send board members email announcing website rollout.
- N. ENA – Internet Service
 - a. No to 3 year agreement on fiber line, due to Atlanta being in flux.
- O. Exhibit Space Policy [Exhibit #6&7, Pages 1, 1-2]
 - a. **Action item:** Ann to revise current policy and present draft next month.
- P. Internet and Computer Use Policy [Exhibit #8, Pages 1-4]
 - a. Draft presented with easier to read formatting and removed section regarding asking children to leave if violating policy (felt it was covered in Safe child policy).
 - b. Motion to approve proposed by-law changes
 - i. Motion made by Emily Holt
 - ii. Seconded by Emily Beechler
 - iii. Motion carried by a vote of 6/6 (all vote AYE)
- VII. New Business
 - Q. Wireless Policy [Exhibit #9, Pages 1-2]
 - a. Talk about it next meeting as it turns out we had a policy hidden away.
- VIII. Looking Ahead: Public Hearing on Additional Appropriations at 6:30 p.m. on May 21, 2015 at Cicero Library; regular Board meeting to follow immediately afterward.
Action Items: Check on what it would cost to open an internet-only location. Get a fiscal sense of all the projects we have in mind and get some loose estimates.
Action Items: Send Charlie a gift, like dinner.
- IX. Meeting Adjournment
 - a. Motion to adjourn
 - vii. Motion made by Laura Holliday
 - viii. Seconded by Emily Beechler
 - ix. Motion carried by a vote of 6/6 (all vote AYE)
 - b. 7:49 PM meeting adjourned.
- X. Executive Session – None

Hamilton North Public Library Director's Report For April 2015 Board Meeting

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Ann Hoehn

Hamilton North Public Library Assistant Director's Report

March 2015

General

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Attended an Inventory meeting, followed up on a few action items.

Worked the front desk for a shift.

Volunteered on opening day at the Hamilton Heights Middle School Book fair

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Finish reading & signed off on the new Emergency Procedure document

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Signed us up for SimpleText. Finished last of SignUp webinars for transition.

Did bulk of scanner research, purchased and installed new Motorola/Zebra scanners at both branches.

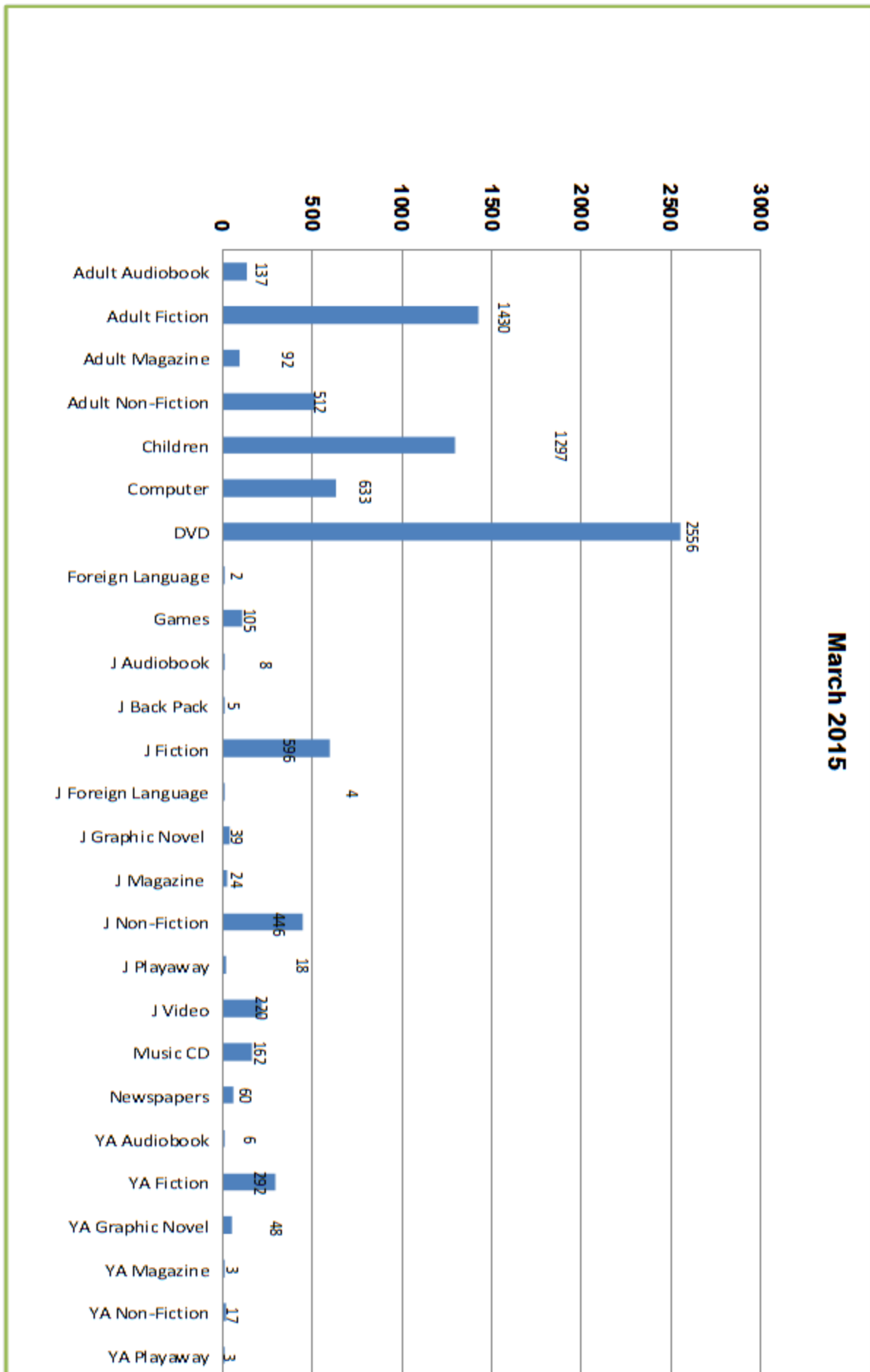
Started researching future IT & copier needs and collecting pricing information to help with next year's budget planning.

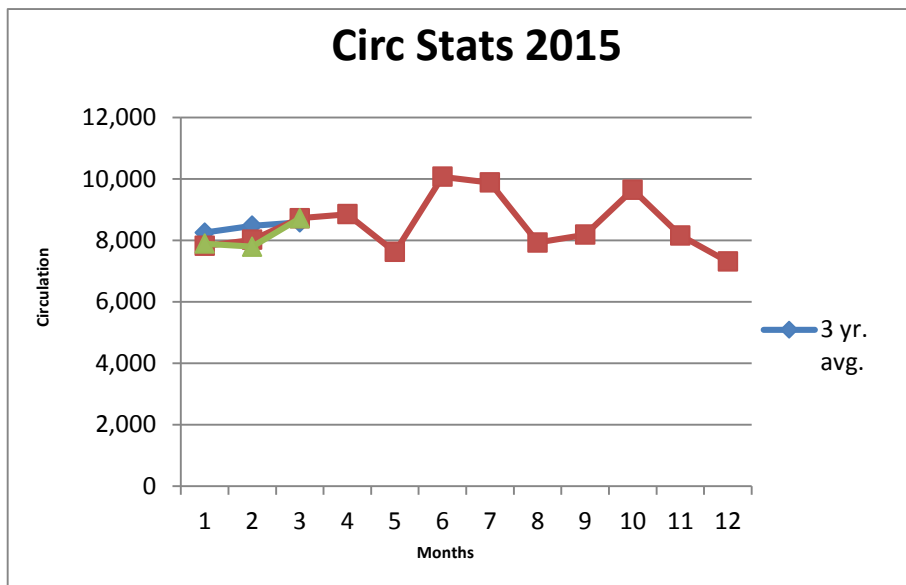
Tagged all new technology with asset tags and entered it into Inventory Master list, forwarded list of newly tagged items to Amy for record keeping purposes.

Structured the use of the new scanner for inventory project

-Katherine Marshall

Hamilton North Public Library Circulation Report - March 2015





	Mar-15	Mar-14	3 Years Average
Circulation			
Atlanta	465	696	
Cicero	8250	8025	
Total	8715	8721	8587
In-House Use			
Atlanta	14	27	
Cicero	214	273	
Total	228	300	
Transits Sent			
Atlanta	105	110	
Cicero	299	303	
Total	404	413	
Transits Received			
Atlanta	27	58	
Cicero	285	288	
Total	312	346	
Databases			
Freegal	63	67	
Overdrive	583	445	
Ancestry.com (searches)	427	n/a	
World Book	0	0	

52 new cards were issued in March.

We are in the process of preparing for an inventory of our entire collection, which will take up a good chunk of our summer.

Emily Dickos

Hamilton North Public Library Atlanta Report March 2015

Spring break extended from the end of March until the beginning of April. We were fairly busy after the first couple of days. At the beginning, the weather was pretty bad which decreased the foot traffic. By the middle of the first week, more patrons [including children] visited the library. There was a good interest in Artist Trading Cards, which had participants of all ages.

Statistics

NAME OF PROGRAM	NUMBER OF EVENTS	ATTENDANCE	COST
Crafts for Children	3	10	0
Afternoon Movie	3	20	0
Crochet and Quilt	4	16	0
TOTALS	10	46	0

Mary Palmiero

04-13-2015

Hamilton North Public Library Adult Department Report March 2015

Program	# of Times	Attendance	Cost	Cost per Attendee
Zumba Gold every Monday	4	40	0	0
Yoga/Pilates every Monday	3	36	0	0
Paranormal Investigation on the Cheap 3/3	1	5	\$65	\$13
Morse Lake Weather 3/10	1	8	0	0
Mystery Book Group 3/23	1	3	0	0
Spring/Easter Chalkboard Painting with Deanna Leonard 3/25	1	7	0	0
Brown Bag Reading Group 3/27	1	3	0	0
Non-Library uses of Meeting Rooms	10	N/A	0	0
TOTAL Library Programs	12	102	\$65	\$.64

Program attendance is holding steady. I'm continuing to send a media calendar to all of the local newspapers, and promoting programs on Facebook and Twitter.

Coming up: Unrehearsed Shakespeare

Emily Dickos

Hamilton North Public Library Children's Department Report March 2015

Program	Age Group	# of Times	Attendance	Cost	Cost per Attendee
Story Times	Preschool	13	75		
CCS	Preschool	3	150		
LHLC	Preschool	2	40		
Homeschool	k-5	5	44		
*Afterschool	All ages	1	13	\$14.60	\$1.12
Art Classes	Home School	4	21		
Art Classes	School Age	4	4		
**K Rndup	Prschl-all	1	52		
Lego Lab	School Age	1	5	\$6.30	\$1.26
Movie	All Ages	0	0		
Totals		34	404	\$ 20.90	\$.05

Date	Program	Age Grp	Theme	Attndnce	Craft	Notes
3/3	Books/Babies	B-2	Seuss	5	Turtle	Green Eggs Ham
3/3	Homeschool	K-5	Seuss	8	Truffula	Yertle the Turtle/seeding rainclouds
3/3*	Afterschool	K-all	Seuss	13	Truffula	Seusstastic! Lorax and crafts
3/4	Tot Tales	2-3	Seuss	8	Turtle	Green Eggs Ham
3/5	Prschl Pals	3-5	Seuss	7	Turtle	Yertle the Turtle
3/6	CCS	Prschl	Seuss	50		Seuss selections
3/6	LHLC	Prschl	Seuss	20		Seuss selections
3/10	Books/Babies	B-2	Cmmnty	0	Puppet	Community Helpers
3/10	Homeschool	K-5	Indiana	7	State Seal	Floor Map-Ggrphy-"Floating House"
3/11	Tot Tales	2-3	Cmmnty	10	Puppet	Community Helpers
3/12	Prschl Pals	3-5	Cmmnty	0	Puppet	Community Helpers
3/13	CCS	Prschl	Spring	50		Signs of Spring – Birds & Bunnies
3/13	LHLC	Prschl	Spring	20		Signs of Spring – Birds & Bunnies
3/17	Books/Babies	B-2	St. Pat's	8	collage	Pot O' Gold rainbow collage
3/17	Homeschool	K-5	St. Pat's	9	paint	Shamrock shades painting
3/18	Tot Tales	2-3	St. Pat's	8	collage	Pot O' Gold rainbow collage
3/19	Prschl Pals	3-5	St. Pat's	5	collage	Pot O' Gold rainbow collage
3/19**	K Roundup	all	SRP	52		HHPS K Roundup – SRP & lbrary crds
3/20	CCS	Prschl	Spring	50		Firefly Book Award Nominees
3/23	Lego Lab	Schl Age	Legos	5	Legos	Simple Machines Stem Activity
3/24	Books/Babies	B-2	Easter	4	Chick/Egg	Counting Easter Eggs
3/24	Homeschool	K-5	Easter	9	Chick/Egg	Colt and King/point of view/Lego
3/25	Tot Tales	2-3	Easter	8	Chick/Egg	Counting Easter Eggs
3/26	Prschl Pals	3-5	Easter	8	Chick/Egg	Counting Easter Eggs
3/31	Books/Babies	B-2	Easter	4	Chalk Egg	Max's Chocolate Chicken
3/31	Homeschool	K-5	Easter	11	Pysanky	Rechenka's Eggs/Tale of 3 Trees

Library Collection – Inventory of the Youth Book Collection has started with the Juvenile Biographies. Using the new handheld scanner, 15 shelves of tightly packed biographies took approximately 2 hours scanning start to finish. Barcodes then were uploaded to a notepad file to be transferred into the Evergreen inventory system. This exercise was a good barometer for knowing how long the actually scanning process will take.

Programs – The long Spring Break from school has brought new faces to the story time programs and to our library in general. We had a full two weeks of Easter stories and crafts, and I kept the programming room open in the afternoon for impromptu visitors that wanted to do craft/story. The Dr. Seuss afterschool program at the beginning of the month was well attended, and we enjoyed being offsite at the Kindergarten Round-Up on March 19th. The Tuesday afternoon homeschooled group was treated to a visit from a giant floor map of Indiana thanks to Melissa Martin. In stocking feet ☺, we completed a whole afternoon of activities about the early settlement, landforms and 92 counties of our state.

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Special Thanks– *Kate Marshall for the new barcode scanner and for providing a framework for getting the inventory process started.*

Debra Brown
HNPL Children's Department Manager

Hamilton North Public Library Young Adult Department Report March 2015

Program	# of Times	Attendance	Cost	Cost per Attendee
Teen Art with Deanna Leonard 3/4,3/11, 3/18, 3/25	4	4	0	0
TAB on YouTube 3/13	1	2	\$3	\$1.50
Teen Advisory Board 3/18	1	2	\$5	0 \$2.50
Total programs	6	8	\$8	\$1.00

TAB members edited the video shot back in February, and we posted it to the HNPL YouTube channel. A second video was filmed and edited at the TAB meeting. We will continue to shoot and post videos on YouTube. Interest in League of Legends has waned, so we are going to hold off for a few months to see if interest returns after the summer.

Coming up: teen poetry contest, Spring Break movie marathon, scavenger hunt

Emily Dickos

Hamilton North Public Library Maintenance Department Report March 2015

Water leaks on the Cicero HVAC circulation system are being repaired with new fittings. Repairs were also required overhead in the book drop area. Two remaining leaks are scheduled for repair the week of 4/13.

The electronics review on the Cicero HVAC will be scheduled this month.

Electrical repairs on the front lighting at Cicero will be scheduled before the end of the month. As noted previously, the lighting pattern on the front canopy lights is erratic due to previous lighting issues.

There is a fluid leak in the hydraulic system on the transaxle drive on the lawn mower. I have not been able to locate the leak, and it may require returning the mower to the dealer for necessary repairs.

Looking forward: It is time to make plans for any plantings that will be done for summer landscaping.

Jim Roy