

**Hamilton North Public Library**  
**Board of Trustees Meeting Minutes**  
**Atlanta Branch --October 17<sup>th</sup>, 2019 6:30 p.m.**

- I. Regular Session
  - a. Call to order by President Steve Griffith 6:30 p.m.
  - b. Members present: Steve Griffith, Lee Templeton, Mike Jenkins, Emily Pearson
  - c. Members absent: Kim Radant, Julie Overton, Kini Magdun
  - d. Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Mike Hiatt (Maintenance); Matthew Schmitz (Hagerman); Ian Wooten (Hagerman); Jae Ebert (V&J Consulting); Julie Davis (prospective Board candidate); Natalie Strader (HNPL Bookkeeper)
  
- II. Review Agenda [Exhibit #1, Pages 1]
  - a. Review of Agenda by President Steve Griffith
  
- III. Minutes – September 19th Regular Meeting [Exhibit # 2, Pages 1-8]
  - a. **Discussion:** none
  - b. **Motion: to approve minutes for September 19<sup>th</sup>**
    - i. Motion made by Emily Pearson
    - ii. Seconded by Lee Templeton
    - iii. Motion carried by vote of 4/0 (All vote AYE)
  
- IV. Other Public Participation
  - i. Julie Davis
  
- V. Financial Reports for September 2019 [Exhibit #3, Pages 1-18]
  - a. Review of September report
    - i. **Motion to pay September bills**
      - a. Motion made by Lee Templeton
      - b. Seconded by Emily Pearson
      - c. Motion carried by a vote of 4/0 (All vote AYE)
      - d. All Board members present signed voucher register summary.
    - ii. **Action Item:** none
    - iii. **Notes:** Sold 3 non-resident cards this month and received refund from former lease rental payments of about \$19,000.
    - iv. **Motion to allow Natalie to have her own access to online banking**
      - a. Motion made by Emily Pearson
      - b. Seconded by Lee Templeton
      - c. Motion carried by a vote of 4/0 (All vote AYE)

**VI. Department Reports [Exhibit #4, Pages 1-10]**

**A. Director – Ann Hoehn**

The library’s liability and worker’s compensation insurance will soon be up for renewal. Our insurance broker sent me a quote for renewal with Auto Owners, our current company, as well as a quote with a different company, Selective. In your Board packet you will find a chart that compares renewal costs with Auto Owners versus the cost of switching coverage to Selective. Also, included in the packet is a spread sheet comparing coverages, Auto Owners versus Selective. Our insurance broker recommends that we switch from Auto Owners to Selective. The Board will be asked to vote on our insurance coverage at this month’s meeting.

<b>2018-2019 Cicero Stats</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>
Number of Visits	2605	2856	3013	2639	2318	2443	3331	2751	2931	3658	3774	2993	3235
Directional Questions	110	167	98	129	101	131	113	106	101	165	148	145	105
Reference Questions	188	246	202	175	189	209	217	183	210	274	192	272	219
Book & Other Recommendations	30	51	48	31	54	41	28	36	40	57	43	37	45
Scanned Pages	33	101	80	51	50	220	193	25	69	106	45	103	77
Volunteer Hours	24	16	9	18	8	16	2	4	26	2	5	3	20
Study Room Use	35	33	28	24	32	35	33	43	27	32	36	37	40
Yearbook Use	12	18	22	11	12	70	40	46	26	27	33	43	62
Mandatory Service Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
Test Proctoring (# of tests/# of hrs)	0/0	0/0	0/0	0/0	2/3	0/0	0/0	1/1	2/3	0/0	1/3	1/3	0/0

**HNPL Website Audience Review**

HNPL Website Audience Review													
	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19
Sessions	1,355	1,321	1,333	1,477	1,694	1,526	1,670	1,536	1,713	2,164	1,882	1,589	1,513
Users	795	863	801	932	1,047	921	1,076	992	1,010	1,510	1,223	975	923
Pageviews	2,252	2,208	2,232	2,905	2,847	2,538	2,614	2,762	3,168	3,790	3,810	2,972	2,773
Pages/Session	1.66	1.67	1.67	1.97	1.68	1.66	1.57	1.80	1.85	1.75	2.02	1.87	1.83
Avg. Duration	1:00	0:55	1:03	1:17	1:02	1:04	0:53	0:57	1:15	0:54	1:11	1:17	1:11
Bounce Rate	70.77%	69.57%	70.44%	65.27%	71.02%	70.05%	73.65%	69.92%	67.48%	72.23%	66.21%	66.71%	64.71%
Sessions/User	1.70	1.53	1.66	1.58	1.62	1.66	1.55	1.55	1.70	1.43	1.54	1.63	1.63
New Users	607	677	639	759	845	727	889	828	840	1316	1047	825	782

**Looking Forward:**

Board Meeting at Cicero, November 21<sup>st</sup>

**Notes:** none

**Action Items:** none

**B. Assistant Director – Kate Marshall**

**GENERAL - 30+ hours, highlights include:**

- 2 notary events
- Professional development
- Collection development & maintenance
- 7 Book a Librarian Tech appointments
- Continued cataloging training

**TECHNOLOGY - 12+ hours, highlights include:**

- Coordinated work on Atlanta computers and networking equipment
- Double-checked that bookkeeping file were saved to staff drive
- Coordinated updates and tweaks of Cicero public and circulation computers

**MARKETING - 7+ hours, highlights include:**

- Facebook posts
- Summer Reading Debrief

**CATALOGING & ACQUISITIONS**

Cataloging has a new cataloger and the department is back up and running again. Nothing new has occurred in Acquisitions in the last month.

**LOOKING FORWARD**

Projects

C. Circulation – Cindy Ritter & Ann Hoehn

- a. The **circulation stats** for September were **8,821** compared to September of last year at **7,198** and a three year average of **7,896**. Atlanta had 175 circulations and Cicero had 7,226 + Overdrive eBooks 857 + Hoopla 563. In-house use for Atlanta was 44 and Cicero had 621. Sent out 94 holds from Atlanta and 429 from Cicero. Atlanta received 24 holds from other libraries and Cicero received 482. Top selections for patrons in September were DVD, 1623; Children, 1374; Adult Fiction, 1062; Computer, 322; Juvenile Fiction, 522; Adult Non-Fiction, 446; J Non-Fiction, 509; YA Fiction, 199.  
**Subscription Databases Usage:** no databases subscribed at this time
- b. 37 new patron cards were issued in September
- c. Circulation is following the usual downward trend in the fall months, though we are well above last year's total. Overdrive use has decreased a bit since last year but hoopla totals continue to grow.
- d. The Adult Fiction weeding project has finally wrapped up. It was started in late spring with a pause during Summer Reading. The Adult Fiction shelves look much better. Many thanks to the circ staff for their help with this project.
- e. I notarized 2 documents in the month of September.
- f. Circulation has a current part-time job vacancy, which we are working to fill.
- g. **Action Item:** none
- h. **Discussion:** Reminder: current circulation stats are inflated by auto-renewals

D. Atlanta – Kate Marshall/Mary Palmiero

Card and board games continue to be popular in the YA Department in Atlanta. Many of these are old games such as Apples to Apples and Jenga. We also have quite a few patrons who use the library for the Wi-Fi. Our Having Your Say writing group members are very committed. Each Wednesday evening may include new vocabulary words, a writing prompt, a grammar lesson, or anything interesting to readers or writers.

We still work on our mystery novel about murder in a small town. We may never finish the story, but everyone enjoys working on it. The members love to bring snacks to share; this helps the creative juices to flow! We have also included an occasional art activity to help creativity.

The public computers at Atlanta have finally been fixed and stabilized as of Monday, October 7th. We will be keeping a close eye on them, as Windows Updates have been causing more problems than normal this year. There was a several hour power outage at Atlanta last month that may have led to the death of the backup battery (UPS) attached to our internet-related hardware. ENA has told us that our surge protector should be robust enough protection for this branch and that we do not necessarily need to consider replacing that piece of equipment.

**Statistics**

<b>Name of Event</b>	<b>Number of Events</b>	<b>Attendance/ Participation</b>	<b>Cost</b>
Stitch Crafters	4	16	0
Movies (J/YA)	3	12	0
Card/Board Games (YA)	6	15	0
Having Your Say	4	28	0
<b>TOTALS</b>	<b>17</b>	<b>71</b>	<b>0</b>

**Other Statistics – 2018-2019**

	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>
Number of Visits	310	255	213	192	230	292	254	248	195	252	238	296	160
Directional Questions	36	34	42	38	40	33	55	44	42	39	49	52	28
Reference Questions	34	28	47	35	34	28	40	39	29	33	29	34	25
Recommendations	44	41	47	40	40	28	46	38	37	27	42	46	29
Volunteer Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
Scanned Pages	0	0	0	0	0	0	0	0	0	0	0	0	0
Computer Usage	18	16	32	15	27	35	38	33	21	25	15	31	21

➤ **Looking Forward:** none

➤ **Action Item:** none

E. Adult – Ann Hoehn

a. September Programs: 5; Attendance, 55; Cost: \$100.00 Cost Per: \$1.82. There were 10 non-library uses of rooms & gazebo; Attendance, approx. 100

i. **Action Item:** none

j. **Discussion:** none

k. **Looking Forward:**

- November 11<sup>th</sup> Holiday Craft Program with Jackie Hayden, specifics to be determined

F. Children's – Debra Brown

- a. September Programs: 18; Attendance: 300 Cost: \$17.50 Cost per: \$0.06

Library Collection – Weeding continues in the picture book section, and we have taken this opportunity to shift some shelves as well in order to create more room. We have removed the book displays that were on top of the wooden shelves, and are purposely leaving those spots blank for a few weeks until it is time to pull and display the 4th quarter holiday books. The goal for initiative is to make the displays more impactful and also to streamline reshelving – focusing only on the next calendar holiday. Book ordering continues in earnest, with a completion timeline of the end of November.

Programs – We went on a pretend Bear Hunt in the story room, and created nature sacks for the preschoolers to collect their all of their autumn treasures (acorns, leaves, pine cones, buckeyes, etc.). Apple week was a great week for snacking, and we learned all about woodland animals as we transitioned into Fall. The Friday morning visits to Cicero Christian School are enjoyable as always, and Homeschool Enrichment was very well attended for the first two sessions this autumn.

Looking Ahead – Five full weeks of programming await us in October, and we will both start and end the month with none other than Pete the Cat. Added to the mix are programming weeks devoted to Farm & Harvest, Trees, Pumpkins and Halloween. An afterschool crafting session is planned for October 10th, and we will also host a table at the Husky Fall Family Resource Night at the Primary School on the evening of 10/29.

Special Thanks: to Gloria Del Greco and Altrusa of Hamilton County for their support of early childhood literacy efforts. For the past three years, this organization has been bringing us Countdown to Kindergarten activity calendars to hand out to our patrons. In addition, they obtained grant money this year to gift us with 80 Pete the Cat books to hand out to our preschoolers. Story time attendees during the first week of October will be given a free book, and the rest will be distributed at upcoming events through the end of the year. Thank you Altrusa!

**Discussion/Notes:** Debra will be at the upcoming Family Resource Night at HHSC

G. Young Adult – Ann Hoehn

- a. September Programs: 1; Attendance, 7; Cost \$40.00; Cost per person: \$5.71
- b. **Discussion:** Second session of Paper Craft Club only had 1 person, but Heights is on Fall Break this week, so it's not surprising.
- c. **Action Item:** none
- d. **Coming up:**
- Floating Mobile Paper Craft Club, 5:30-7 pm:
  - Oct 15 – Birds Flying South
  - Nov 19 – Seasonal Trees
  - Dec 17 – Christmas Ornaments

H. Maintenance – Mike Hiatt/Ann Hoehn

- Cleaned carpet in the meeting room and entryway at Cicero Library
- Started to clean out flowerbeds and to trim brushes
- Worked on the big clock behind the Cicero circulation desk. It has not been keeping accurate time lately
- Fixed flat tire on the riding mower.
- Worked on the hot water heater at Atlanta.
- Hired and started training our new custodian.

**Looking Forward:**

- Construction

**Discussion:** new custodian is doing a great job so far.

**Action Item:** none

VII. Old Business

A. Upcoming Board Vacancies

- a. **Discussion:** Julie Overton's vacancy is up on Nov 30<sup>th</sup> (per our documentation), Kim Radant is up December 13<sup>th</sup>. Two different appointing bodies for these positions. We need to recommend names to those appointing bodies. Commissioners next meeting is Oct 28<sup>th</sup> and one after is Nov 12<sup>th</sup> (Kim Radant). County Council is Nov 6<sup>th</sup> and then one after is Dec 4<sup>th</sup> (Julie Overton). Names must be generated within the next few days in order to meet submission deadlines.
- b. **Action Item:** Board consensus on naming Julie Davis to the County Council seat. Ann will contact County Council.

B. First Merchants Closing of Cicero Location

- a. **Discussion:** Indiana code now allows taxing units to not have to go to the bank until the day after they receive \$500 in receipts. However, our library policy requires us to go the bank every single day regardless of amount taken in. It would be beneficial for us not to have to change banks due to payroll transition. Would like to suggest changing the policy to make bank runs required only after \$200 received. Bank location will close December 10<sup>th</sup>. Any changes we would like to make is recommended to wait until Board of Finance meeting in January. Larger intakes like room rentals, etc are usually in the form of checks which increases the safety of holding deposits slightly longer.
- b. **Action Item:** Board to consider request to change policy and how much intake board is comfortable with us having on premise until bank run.

## VIII. New Business

- a. 2020 Budget Adoption [Exhibit #5, Pages 1-2]
  - i. **Motion to approve the budget**
    1. Motion made by Emily Pearson
    2. Seconded by Lee Templeton
    3. Motion carried by a vote of 4/0 (All vote AYE)
    4. All sign resolution
- b. Resolution to Reduce LIRF [Exhibit #6, Pages 1]
  - i. **Discussion:** Because we do not plan to transfer money into LIRF this year, we have to reduce the appropriation.
  - ii. **Motion to approve resolution to reduce 2019 LIRF**
    1. Motion made by Mike Jenkins
    2. Seconded by Lee Templeton
    3. Motion carried by a vote of 4/0 (All vote AYE)
    4. All sign resolution
- c. Vote to Declare the Lease Rental Account Dormant
  - i. **Note:** In order for us to process lease rental agreement refund, we must close this line item so the money can be integrated into operating budget.
  - ii. **Motion to declare the Lease Rental Account Dormant**
    1. Motion made by Lee Templeton
    2. Seconded by Mike Jenkins
    3. Motion carried by a vote of 4/0 (All vote AYE)
- d. Capital Projects
  - i. Updates
    1. **Discussion:** Progress made on parking lot and sidewalks. On track to be complete by end of the month barring surprises. Inside roof insulation should wrap up soon. Target completion date has been pushed back until at least mid-November. Flooring in maker space has been changed to commercial grade luxury vinyl tile being used in kitchen area due to challenges with the finishing on concrete.
  - ii. Audio Visual Proposal
    1. **Discussion:** We have not found a satisfactory quote for AV yet. Fry's may have a division that deals with AV install and development. Castleton business does home theatre installs that might be helpful. Jae recommended buying the reasonable cost TV's vs. commercial due to replacement costs. Costco for hardware?
    2. **Action Item:** Library to research alternate vendors
  - iii. Furniture for Expansion



1. **Discussion:** Suggested using our current old chairs in makerspace. We are not interested in using our architect to picking out furniture for meeting room. We're just interested in getting the best we can afford. We'd like to be fully wrapped up with architect and contractors once expansion is done and start clean on renovation with someone else. Interior plans are currently redoing walls, carpeting, and hopefully lighting and ceiling tiles.
  2. **Action Items:** Research furniture and bring ideas back to board
- iv. Price for Patron Use of New Meeting Spaces
1. **Discussion:** How much to charge for use and how much damage deposit? \$50 damage deposit is currently required on main meeting room. Would the board consider a change to general policy if someone wants to use existing meeting room during regular hours, no large crowd, with no food, and a not for profit would we let them use it for free (without damage deposit)? Board is generally positive toward this potential change. So we're looking at a revision to the old policy toward the old meeting room and then fully new policy toward new spaces. Suggestion to make damage deposit reasonably high, but not too much because there is a 2 week refund window.
  2. **Action Items:** Ann to draft ideas and send them out ahead of next meeting.
- e. Permission to Pay Hagerman [Exhibit #7, Pages 1-2]
- a. **Notes:** There is a problem on both billings from Hagerman, so on Monday when CFO returns she'll fix the billings and they'll reissue the bills for Bond 1. Bond 2 is fine to approve.
  - b. **Discussion:** Decided on how to approve pay apps due to billing errors
  - c. **Action Item:** Payment of pay apps as indicated
  - d. **Motion to approve revised Hagerman pay app minus \$744 in billing error**
    - a. Motion made by Lee Templeton
    - b. Seconded by Mike Jenkins
    - c. Motion carried by a vote of 4/0 (All vote AYE)
  - e. **Motion to approve Bond 2 pay app as-is**
    - a. Motion made by Lee Templeton
    - b. Seconded by Mike Jenkins
    - c. Motion carried by a vote of 4/0 (All vote AYE)
- f. Quote for Insurance Appraisal [Exhibit #8, Pages 1-2]
- f. **Notes:** We already work with Buckland & Associates, who updates our assets every year.
  - g. **Discussion:** We don't have a current appraisal of the buildings and will need to get one done with the expansion happening. He'd like to start on this about 30



- i. Motion made by Emily Pearson
  - ii. Seconded by Lee Templeton
  - iii. Motion carried by a vote of 4/0 (all vote AYE)
- b. 8:01 p.m. PM meeting adjourned.

**XI.** Executive Session – No