

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Atlanta Branch – October 15, 2020 6:30 p.m.**

- I. Call Meeting to Order
 - A. Called to order by President Lee Templeton at 6:30 p.m.
 - B. Members present: Steve Griffith, Lee Templeton, Emily Pearson, Kelly Wuerch, Beth Roberts, Julie Davis
 - C. Members absent: Kini Magdun
 - D. Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Mike Hiatt (Maintenance); Debra Brown (Children’s Manager)

- II. Review Agenda [Exhibit #1, Pages 1]
 - A. Agenda was reviewed; Food for Fines (G.) added to New Business.

- III. Approve Board Meeting Minutes: [Exhibit #2, Pages 1-11]
 - A. **Notes:** Old Business (#11) Holiday Marketplace vote (Emily Pearson made motion, Beth Roberts seconded)
 - B. **Motion to approve September 17, 2020 regular meeting minutes as amended.**
 - 1. Motion made by Emily Pearson
 - 2. Seconded by Steve Griffith
 - 3. Motion carried by vote of 6/0 (All vote AYE)

- IV. Financial Reports – September 2020 [Exhibit #3, Pages 1-18]
 - A. Review of September report
 - 1. **Motion to pay September bills and approve financial reports**
 - a. Motion made by Julie Davis
 - b. Seconded by Steve Griffith
 - c. Motion carried by a vote of 6/0 (All vote AYE)
 - d. All Board members present signed voucher register summary.
 - 2. **Action Item:** none
 - 3. **Notes:** Still below run rate. Sold 5 non-resident cards. \$25,000 restricted gift funds were set up and deposit was reported. Final payment to Hagerman made. Air Conditioning repair payments made to Comfort Systems

- V. 2021 Budget Adoption & Related Resolutions [Exhibit #4, 5, Pages 1-3, 1-3]
 - A. **Vote to Adopt 2021 Budget**
 - 1. **Motion to adopt 2021 Budget**
 - a. Motion made by Steve Griffith
 - b. Seconded by Beth Roberts
 - c. Motion carried by a vote of 6/0 (All vote AYE)
 - d. All sign resolution
 - B. Resolution to Reduce 2020 Operating Fund Appropriation
 - 1. **Motion to approve resolution to Reduce 2020 Operating Fund Appropriation**
 - a. Motion made by Emily Pearson
 - b. Seconded by Julie Davis
 - c. Motion carried by a vote of 6/0 (All vote AYE)

- d. All sign resolution
- C. Resolution to Reduce 2020 LIRF Fund Appropriation
 - 1. **Motion to approve resolution to Reduce 2020 LIRF Fund Appropriation**
 - a. Motion made by Steve Griffith
 - b. Seconded by Emily Pearson
 - c. Motion carried by a vote of 6/0 (All vote AYE)
 - d. All sign resolution

VI. Public Participation

- A. Adam Sheller observing, Julie Leonard here to confirm if we're starting homeschooling programming.
 - 1. **Discussion:** Overview of safety regulations that will be involved, similar to story time. No movement, separate family tables, limited movement, etc. The library will be following the Governor's mask mandate rules.
 - 2. **Action Item:** Ann & Debra will meet to discuss details and open registration and the first session is slated to happen next Friday.

VII. Director's and Department Reports [Exhibit #6, Pages 1-7]

The adoption of the 2021 budget is on our October Board Agenda. The 2021 budget has not changed since the September Board meeting. However, it is likely that the State will reduce our 2021 General Fund budget during their approval process. The current anticipated budget decrease is manageable. The two resolutions to reduce 2020 appropriations (in your board packet) will allow us to split the General Fund budget reduction over 2020 and 2021 and soften the impact of the anticipated budget decrease. When the State gives us our final budget numbers, hopefully in December, we will present you with line-item budget reductions that meet the total reduced budget.

Notes: Plummer's insurance is asking us to sign off a release, but we're still missing a bunch of replacement items and the makerspace doors still haven't been replaced. Board would prefer we not sign off until the work is done.

Motion to approve sign off when work is done, ruined supplies have been replaced, and Mike Hiatt, Aaron Culp and/or Jae Ebert have given approval.

- Motion made by: Emily Pearson
- Seconded by: Steve Griffith
- Motion carried by a vote of 6/0 (all vote AYE)

Statistics

2019-2020 Cicero Stats	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Number of Visits	323 5	3082	3645	340 9	281 1	297 5	157 1	--	--	175 6	181 9	183 4	169 9
Directional Questions	105	163	111	106	139	178	64	9	15	167	108	102	82
Reference Questions	219	204	231	175	231	192	98	--	7	200	116	104	64

Book & Other Recommendations	45	48	33	27	50	53	20	--	--	22	15	27	30
Scanned Pages	77	126	70	72	166	122	98	--	--	121	93	48	26
Volunteer Hours	20	21	12	17	10	15	6	--	--	0	0	0	0
Study Room Use	40	41	23	28	23	35	17	--	--	20	22	20	25
Yearbook Use	62	79	67	46	62	81	29	--	--	11	19	34	38
Mandatory Service Hours	0	0	0	0	0	0	0	--	--	0	0	0	0

Mystery Book Group – “Birds of a Feather” by Jacqueline Winspear Sept 28	1 Session	6 Participants
Non-Library Use of Meeting Rooms & Pavilion	4 Meetings	35 People (estimate)

HNPL Website Audience Review

	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20
Sessions	1,513	1,550	1,286	1,177	1,520	1,553	1,725	688	1,262	1,656	1,449	1,354	1,177
Users	923	907	822	754	912	967	1,214	462	796	923	871	795	800
Pageviews	2,773	2,858	2,373	2,197	2,732	2,807	3,216	1,435	2,440	2,903	2,463	2,262	2,042
Pages/Session	1.83	1.84	1.85	1.87	1.80	1.81	1.86	2.09	1.93	1.75	1.70	1.67	1.73
Avg. Duration	1:11	1:20	1:17	1:05	1:11	1:01	2:31	1:18	1:18	1:28	1:11	1:12	1:05
Bounce Rate	64.71%	67.68%	66.80%	68.39%	68.36%	69.29%	59.13%	60.32%	62.60%	65.16%	68.25%	71.42%	72.22%
Sessions/User	1.63	1.71	1.56	1.56	1.67	1.61	1.42	1.49	1.59	1.79	1.66	1.70	1.47
New Users	782	762	689	659	783	830	1086	389	706	786	732	679	694

Upcoming:

- A. 2021 Budget Submission to the State

Assistant Director – Kate Marshall

GENERAL

106+ hours, highlights include:

- Collection development & maintenance
- Acquisitions
- Professional Development webinars
- 6 notary events

- Annual magazine renewal prep

TECHNOLOGY

15+ hours, highlights include:

- Following up with Brightworks on projects
- Technology troubleshooting & maintenance
- Getting online calendar ready for registration-based programming

MARKETING

2+ hours, highlights include: Marketing meeting and follow-ups

CATALOGING & ACQUISITIONS

Acquisitions has been wrapping up end-of-year media purchases as well as updating our medical subject books. Cataloging is still working on adding parts to all our DVDs, per Evergreen mandate.

LOOKING FORWARD

- Marketing
- Technology & Technical Services projects

Circulation – Ann Hoehn/Jenn Crusenberry

September 2020 circulation was **6,666** compared to September 2019 of **8,821** and a three year average of **7,562**. Atlanta had **297** circulations and Cicero had **4,948** + Overdrive eBooks **769** + Hoopla **652**. In-house use for Atlanta was 21 and Cicero was 303. Sent out 112 holds from Atlanta and 369 from Cicero. Atlanta received 14 holds and Cicero received 482 holds from other libraries.

17 new patron cards were issued in September.

Cicero circulation is down from last year. Atlanta circ is up a little from last year. We have seen an increase in students, tutors, and remote workers

Notes: The budget and staffing is tight but we're open to increasing hours.

Action Items: Board asks that we continue to monitor any patron feedback on hours and we'll plan to reevaluate each month.

Atlanta Report – Mary Palmiero/Ann Hoehn

Elaine redecorated the Atlanta bulletin board in the main entryway; it looks great. Since business at Atlanta has been slow, staff have been cleaning and straightening. Karen, for example, cleaned algae off the outdoor book drop.

Other Statistics for 2019-2020

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Number of Visits	160	344	207	154	187	139	92	--	--	143	178	132	124

Directional Questions	28	50	37	29	25	16	4	--	--	16	8	25	5
Reference Questions	25	40	27	15	25	25	9	1	1	21	13	12	7
Recommendations	29	46	25	26	31	19	4	--	--	19	6	31	29
Volunteer Hours	0	0	0	0	0	0	0	--	--	0	0	0	0
Scanned Pages	0	0	0	0	0	0	0	--	--	0	0	0	0
Computer Usage	21	22	12	11	12	9	5	--	--	17	15	10	10 est.

Discussion:

Action Item: none.

Children’s – Debra Brown

Library Collection – The Wonderbooks audio collection is circulating well, and a few patrons have utilized the collection in-house during their visit. The four picture books from that collection have been checked out for most of the month. Additional shelving space has been created in the Board Books section in anticipation for new holiday titles for our youngest patrons. The Children’s DVD collection will benefit from some upcoming purchases in October as we assess, evaluate and replace several classic children’s movies that had been removed from the collection in the intervening years. Many Thanks to Kate Marshall for her help in assessing which Disney titles we can now acquire and add back into the collection.

Future Program Planning – October Story Time themes will be Autumn, Farming & Harvest, Pumpkins and Halloween. Book Materials have been reserved for these weekly sessions and we have formalized plans for hosting morning story time in the Jenkins Meeting Room starting at 11:15 on Tuesdays, Wednesdays and Thursdays. In addition to the new start time, plans are in place to require registration for these programs so that we do not exceed a safe number of participants. We have posted the programs on our library calendar page and have included instructions regarding registration and safety practices that we will implement to help promote a healthy experience. New flyers for story time have been posted around the building and we look forward to seeing everyone.

Spatial Changes in the Children’s Department – Autumn décor now rules the day in Children’s section, and we have brought back the bulletin board wall display next to the tree in order to begin promoting upcoming programs.

Looking Ahead – As stated above, morning story time will resume in October and we have been busy trying to spread the word. Collection decisions for children’s materials will also take place this month as we seek to wind down the purchasing for 2020.

Maintenance – Mike Hiatt/Ann Hoehn

- Planted mums by Cicero front entrance.
- Replaced light socket in Atlanta light pole.
- Met with contractors to go over flood/water damage repairs in the new wing.
- Cleaned carpet in entryway to the new wing.
- Started replacing light ballasts at Cicero.
- Adjusted toilet stall doors in new restroom so doors could lock.

Notes:

Looking Forward: Getting replacements for water-damaged makerspace doors.

VIII. Old Business

A. Capital Project

- 1. Update:** Updates on repair work, payments, already provided elsewhere.

a. Discussion:

b. Action Item: none

B. COVID-19 Review & Updates [Exhibit #8, Pages 1]

- 1. Review of Overall Safety Protocol**

a. Discussion: The library is currently happy with our COVID-procedures and the board is fine with everything as-is for the moment; there are no changes planned for this month.

- 2. How to Proceed Once the Governor’s Executive Order to Wear Masks is Lifted**

a. Discussion: If the mask mandate lapses next month before the board meeting, the board has approved the library continuing the mask mandate until the next meeting.

b. Action Item: none

- 3. Story Time Update**

a. Notes: It’s going okay; families sit grouped on beach towels spaced 6 ft. apart. Hand sanitizer is available, and children are largely corralled on their towels.

- 4. Safety Measures for Homeschool Programs**

a. Discussion: There will be crafts, but every child will have an individual kit. Unless you’re in the same family group, movement toward any other person is discouraged. Siblings are welcome to move to help younger siblings, but we are encouraging parents to group their children’s seating as tightly as possible to minimize movement. Per public’s question about large groups of children potentially involved with the bonus Spanish tutoring, our current rules are that any group that comes in is required to social distance. Regarding what masking rules will be in place for homeschoolers, the board indicates all members of the

public who use the library are to be held to the Governor's mask mandate and any related exemptions.

b.Action Item: Ann & Debra to finalize homeschooling plans and open registration for next week's first session.

c. Motion to resume homeschooling with COVID precautions in place.

- i. Motion made by Emily Pearson
- ii. Seconded by Julie Davis
- iii. Motion carried by a vote of 6/0 (All vote AYE)

d.Motion to follow the Governor's mask mandates and exemptions

- i. Motion made by Steve Griffith
- ii. Seconded by Emily Pearson
- iii. Motion carried by a vote of 6/0 (all vote AYE)

5. Safety Measures for the Atlanta's Writers Groups

a.Discussion: Safety regulations similar to story time would be in place.

b.Action Item: Atlanta to restart writers groups

c. Motion to allow Atlanta writer's group with COVID precautions in place.

- i. Motion made by Julie Davis
- ii. Seconded by Emily Pearson
- iii. Motion carried by vote of 6/0 (All vote AYE)

6. Quilting Bee

a.Discussion: Quilting ladies meet 2x/month and would like to restart. However, the nature of their sessions generally does not encourage social distancing. Board is okay with them restarting, but they will have to agree to all our current social distancing rules and the masking mandates.

b.Action Item: Ann will call up main contact and tell them they'll be allowed as long as they'll agree to follow current rules and mandates.

7. Bluegrass Jams

a.Discussion: While members of the public have expressed interest in the Bluegrass Jam, the library does not see a way to host this safely during COVID. The Bluegrass organizer is also hesitant to restart at this time. There are currently no plans to restart this program until the weather warms up and potentially holding it outside is an option.

8. Action Items: none

IX. New Business

A. Technology Update, including Video Conferencing Update

1.Update: Brightworks thinks they should be hearing back from their hardware vendor within the next 7-10 days regarding scanners & video conferencing hardware, so we should have some quotes, or at least a rough estimate of options, by the November board meeting.

2.Action Item: none

B. ACUITY Addendum Report

1.Update: ACUITY wanted to do extra tests and we now have the report back. Tests from our property tests came back relatively normal. This gives us the all-clear to figure out remediation for the retention pond.

2.Discussion: Mike provided overview of the whole retention pond issue, where Jennifer added a 20-year extension to the sizing on the pond. The way it was installed we lost about 50% of our seating. This issue will be addressed at a later board meeting.

3.Action Item: none

C. Annual Insurance Renewal

1.Update: It's on an auto-renewal, new period starts Nov. 6th. Workers compensation related total \$1,185.00, only \$16 increase. General liability total will be \$9,419, with \$673 increase; last year was the first year with our new company and it looks like we may have gotten a bit of a first-year discount, hence the larger price increase on the general liability.

2.Discussion: none

3.Action Item: Ann to allow renewal

4.Motion to approve annual insurance renewal

- a. Motion made by Beth Roberts
- b. Seconded by Kelly Wuerch
- c. Motion carried by a vote of 6/0 (all vote AYE)

D. Selection of Plaque for the Makerspace

1.Discussion: Ann passed out two examples of plaques to the board to get feedback. Lee is planning to help design the plaque. Board likes current examples, is fine with pursuing the glass option.

2.Action Item: Ann to follow up on getting plaque made.

E. Overdrive Digital Annual Renewal

1.Discussion: No questions about whether we need Overdrive.

2.Action Item: Ann/Natalie to pay bills

3.Motion to approve Overdrive Digital Annual Renewal

- a. Motion made by Steve Griffith
- b. Seconded by Julie Davis
- c. Motion carried by a vote of 6/0 (all vote AYE)

F. Atlanta Town Meeting

1.Notes: Ann gave overview of low patron use to town council meeting. We did have a council member email to ask for details about the library and promised to advertise. 12 years ago, a local resident offered to buy the property and the town said they wanted first dibs on buying the library if this location ever has to close.

2.Action Item: none

G. Food for Fines

1.Notes: We normally do this during November, when people bring in certain types of food items for \$1.00 off of fines. Ann would like to try it in December this year.

2.Action Item: Ann to coordinate Food for Fines.

3.Motion to approve Food for Fines during December 2020

- a. Motion made by Beth Roberts
- b. Seconded by Emily Pearson
- c. Motion carried by a vote of 6/0 (all vote AYE)

X. Looking Ahead:

A. Increasing Program Offerings

XI. Meeting Adjournment

A. Motion to adjourn

1. Motion made by Emily Pearson
2. Seconded by Julie Davis
3. Motion carried by a vote of 6/0 (all vote AYE)

B. 7:50 PM meeting adjourned.