

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
July 15, 2021 at 6:30 p.m.  
Cicero Branch, Jenkins Meeting Room**

- I. Call Meeting to Order
  - A. Called to order by President Kini Magdun at 6:30 p.m.
  - B. Members present: Kini Magdun, Jim Hunter, Julie Davis, Michael Morris, Emily Pearson, Beth Roberts
  - C. Members absent: Kelly Wuerch
  - D. Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Natalie Strader (Bookkeeper); Mike Hiatt (Maintenance)
  
- II. Review Agenda [Exhibit #1, Pages 1]
  - A. Agenda was reviewed
  
- III. Approve June 17, 2021 Board Meeting Minutes [Exhibit #2, Pages 1-11]
  - A. **Notes:** none.
  - B. **Motion to approve June 17, 2021 regular meeting minutes.**
    1. Motion made by Emily Pearson
    2. Seconded by Michael Morris
    3. Motion carried by vote of 6/0 (All vote AYE)
  
- IV. Public Participation
  - A. None.
  
- V. Financial Reports – June 2021 [Exhibit #3,4 Pages 1-2, 1-18]
  - A. Review of June report
    1. **Motion to pay June bills and approve financial reports**
      - a. Motion made by Julie Davis
      - b. Seconded by Michael Morris
      - 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:** Received monthly local income tax. Received two LSTA Cares Act State COVID grants. We sold 4 non-resident cards and one PLAC card in June.
  
- VI. Director's and Department Reports [Exhibit #5, Pages 1-8]

Katie's daily Facebook and Instagram posts are reaching many. The following June FB posts did exceptionally well:

Post Description	Reach	Post Engagements	Reactions	Comments	Shares
Book Sale with Kini	1081	39	16		2
Rain Barrels, 10 pics	1053	204	35	8	7
Rain Barrels, initial	779	72	12	4	5
Thank you, Jackie	436	39	24	4	1

The library received a complaint(s) about content on the library's Beanstack digital reading tracker. This matter is on our July agenda for discussion.

Unfortunately, the library's Children's Manager resigned this month. At the July meeting, I will be seeking Board approval to change the Children's Manager's job title to Youth Services Manager. If approved, this change will result in a revision of the job description to include not just children's services but young adult services, as well.

**Notes:** The state finds us in compliance with state library standards. The state passed a new cybersecurity law that requires public libraries to report cybersecurity incidents to the state department of technology within 2 business days. The library as a location on the Golf Cart Run had some safety and congestion issues in the parking lot this year. Due to heavy rains, Atlanta once again had minor flooding issues and the bathrooms stopped working. Ann would like to close Atlanta any time the toilets are fully out of commission; the board agrees that it is fine to close Atlanta if the toilets stop working. Ann plans to close the Atlanta-specific Facebook page to unify the marketing and allow our specialist to focus our audience; board is fine with that. Ann plans to continue Classic Movie events through November, but if numbers do not pick up, she plans to discontinue this series.

**Action Item:** none.

#### Statistics

2020-2021 Cicero Stats	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Number of Visits	1756	1819	1834	1699	1750	1515	1382	1571	1504	1720	1600	1601	1606
Directional Questions	167	108	102	82	62	110	78	104	60	94	85	114	196
Reference Questions	200	116	104	64	100	41	81	115	72	157	175	186	206
Book & Other Recommendations	22	15	27	30	18	11	14	22	8	34	31	23	41
Scanned Pages	121	93	48	26	101	16	76	62	79	199	30	9	64

Volunteer Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
Study Room Use (est.)	20	22	20	25	30	30	20	20	0	0	0	15 est.	60
Yearbook Use	11	19	34	38	10	8	12	30	35	23	17	27	31
New Wing Tours (persons)								7	4	4	7	8	14

Activities for Adults, Families, and Teens	Date	# of Times	Attendance	Cost
Outdoor Marketplace with FOL Sales and Library Yard Sale	June 5	1	150 est.	\$472.11 net
Light into Shadow Science with Special Needs Adults	June 7	1	21	
Decorate a Tote with Friends	June 8	1	5	
Abbott & Costello Meet Frankenstein	June 19	1	3	0
<b>Total</b>		<b>4</b>	<b>179 est.</b>	<b>0</b>
Non-Library Room Use		10	70 est.	0

#### HNPL Website Audience Review

	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
<b>Sessions</b>	1,656	1,449	1,354	1,177	1,348	1,262	1,089	1,231	1,449	1,685	1,687	1,204	1,591
<b>Users</b>	923	871	795	800	890	773	683	740	887	1,038	1,154	758	862
<b>Pageviews</b>	2,903	2,463	2,262	2,042	2,191	2,186	1,737	1,994	2,731	2,968	3,365	2,570	2,879
<b>Pages/Session</b>	1.75	1.70	1.67	1.73	1.63	1.73	1.60	1.62	1.88	1.76	1.99	2.13	1.81
<b>Avg. Duration</b>	1:28	1:11	1:12	1:05	1:07	1:00	1:03	1:06	1:18	1:02	1:11	1:21	1:10
<b>Bounce Rate</b>	65.16%	68.25%	71.42%	72.22%	74.04%	71.00%	74.10%	74.90%	70.81%	57.21%	55.25%	66.53%	65.56%
<b>Sessions/User</b>	1.79	1.66	1.70	1.47	1.51	1.63	1.59	1.66	1.63	1.62	1.46	1.59	1.85
<b>New Users</b>	786	732	679	694	772	675	569	644	785	927	1001	665	749

#### Upcoming:

2022 Budget Approval – September Board Meeting—need quorum.

2022 Budget Adoption – October Board Meeting—need quorum.

Conclusion of Summer Reading (7/19) and determination of prize winners.

August's *Double Dog Dare Reading Challenge* in celebration of National Dog Month.

Continue to increase marketing efforts.

August 8<sup>th</sup> (1-4 pm) Jenkins Wing dedication and open house

**Assistant Director – Kate Marshall**

**125+ hours, highlights include:**

Collection development & maintenance

Acquisitions

8 notary events

Completed required continuing education for notary license

**TECHNOLOGY**

**15 + hours, highlights include:**

Monthly alignment meeting w/Brightworks

Quarterly Business Review w/Brightworks

Technology troubleshooting & maintenance

Arranging set up of a new computer, re-doing phone system to reflect resumed hours

**CATALOGING & ACQUISITIONS**

Acquisitions has been working on prepping purchasing carts for all shelving locations. Cataloging concentrated on processing new materials this month and started their first round of reports-based catalog maintenance.

**LOOKING FORWARD**

Technology projects

Cataloging maintenance projects

**Notes:**

**Circulation – Ann Hoehn/Jenn Crusenberry**

June 2021 circulation was **8,430** compared to June 2020 of **6,110** and a three-year average of **8,534**.

Atlanta had **376** circulations and Cicero had **6,500** + Overdrive eBooks **809** + Hoopla **745**. In-house use for Atlanta was 81 and Cicero was 673. Sent out 106 holds from Atlanta and 345 from Cicero. Atlanta received 36 holds and Cicero received 415 holds from other libraries.

61 new patron cards were issued in June.

This number is very much higher than usually—even before COVID! The Circulation team continues to wipe down high traffic areas. We re-opened the second computer at the Circulation desk. Jenn has been training the new Circ staff members.

**Notes:** none.

**Action Items:** none.

**Atlanta Report – Mary Palmiero/Ann Hoehn**

In June, we saw patrons who hadn't been in for months. In addition, some new residents signed up for library cards. Instead of a scheduled craft program for the children, we provided a variety of simple crafts that the children could do here at any time or take home, if they preferred. A new patron told me this week that Evergreen has the best selection of DVDs.

**Statistics for 2020-2021**

ACTIVITY	NUMBER OF EVENTS	ATTENDANCE	COST
Having Your Say	5	18	0
Movie	1	3	0
<b>Total</b>	<b>6</b>	<b>21</b>	<b>0</b>

2020-2021	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Number of Visits	143	178	132	124	141	161	143	121	118	180	158	144	178
Directional Questions	16	8	25	5	18	31	27	16	18	31	29	31	31
Reference Questions	21	13	12	7	13	19	21	14	10	25	19	28	28
Recommendations	19	6	31	29	23	28	35	25	20	33	32	38	33
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	17	15	10	10 est.	15	15	15	15	5	15	9	27	12

**Discussion:** Kini Magdun would like to have a conversation about the logistics surrounding Atlanta. Atlanta takes about \$45,000 to run on an annual basis.

**Action Item:** none.

**Children's – Debra Brown**

Program	Age Group	# of Times	Attendance	Cost
Story Times	Preschool	14	250	\$ 0.00
LEAP Science	All Ages	1	0	\$ 0.00

Cicero Christian	Preschool	1	32	\$ 0.00
LEGO Free Play	All Ages	3	21	\$ 0.00
Dog Portrait Paint	Grade School	1	20	\$ 0.00
Monet Paint	Grade School	1	13	\$ 0.00
Totals		21	336	\$ 0.00

Date	Program	Age Group	Theme	Attendance	Craft	Notes
6/1	Story Time	B - Prschl	SRP Tail	7	lizard	What to do with A Tail Like This?
6/2	Story Time	B - Prschl	SRP Tail	21	lizard	What to do with A Tail Like This?
6/3	Story Time	B - Prschl	SRP Tail	25	lizard	What to do with A Tail Like This?
6/8	Story Time	B - Prschl	Light/shadow	12		LEAP Science, flashlight play
6/9	Story Time	B - Prschl	Light/shadow	25		LEAP Science, flashlight play
6/9	LEAP Science	All Ages	Light/shadow	0		Evening family event
6/10	Story Time	B - Prschl	Light/shadow	15		LEAP Science, flashlight play
6/10	LEGO Play	All Ages	Construction	15		
6/15	Story Time	B - Prschl	Fire Safety	50	fire dog	Firefighter Guest, Truck/EMT visit
6/16	Story Time	B - Prschl	Fire Safety	2	fire dog	Clifford Fire Dog Challenge
6/17	Story Time	B - Prschl	Fire Safety	10	fire dog	Clifford Fire Dog Challenge
6/17	LEGO Play	All Ages	Construction	0		
6/17	Dog Portraits	School Age	Art Painting	20	canvases	Dog Pop Art painting in Makerspace
6/21	Cicero Christian	Preschool	Story Time	32		Summer Theme story time, scarf play
6/22	Story Time	B - Prschl	Summer	4	cone	Hello Summer, puffy paint ice cream
6/23	Story Time	B - Prschl	Summer	26	cone	Hello Summer, puffy paint ice cream
6/24	Story Time	B - Prschl	Summer	25	cone	Hello Summer, puffy paint ice cream

6/24	LEGO Play	All Ages	Constructi on	6		
6/28	Monet	School Age	Art Painting	13	canva s	Impressionist painting in Makerspace
6/29	Story Time	B - Prschl	4 <sup>th</sup> July	7	wreat h	A is for America, stars/stripes wreath
6/30	Story Time	B - Prschl	4 <sup>th</sup> July	21	wreat h	A is for America, stars/stripes wreath

**Notes:** none.

**Maintenance – Mike Hiatt/Ann Hoehn**

- Started moving furniture out of storage and back onto floor for public use.
- Changed out security light at pavilion.
- Replaced wood on poles at pavilion.
- Trimmed bushes at Atlanta.
- Met with Heartwood about front door replacement.
- Reattached a downspout.
- Repaired ceiling fan.

**Notes:** The front doors are ordered. Several lights in the outdoor canopy have gone out; Mike is getting estimates to get them changed out.

**Action Item:** Mike plans to have the estimates for the lights next month.

**Looking Forward:** Lawncare, Cicero front door installation, sound absorption panel installation, correcting flood issues at Atlanta.

**VII. Old Business**

A. Retention Pond

1. **Note:** Jim Hunter would like to reach out to an engineer or other design person and start a conversation about what we can or cannot do to redesign it. Some unofficial investigation seems to indicate we may be able to reclaim a portion of that area. A conversation with the town about gaining some extra land may be an option as well.
2. **Discussion:** Jim thinks that some of the engineers he knows may be willing to come to a board meeting to discuss options.
3. **Action Item:** Jim Hunter, Mike, and Ann meet with engineers to discuss options and see if they would attend a board meeting.

B. Handicap Parking for New Wing

1. **Note:** Mike has not received an update about when the project might start.
2. **Discussion:** none.
3. **Action Item:** none.

- C. Atlanta Flood Prevention
  - 1. **Notes:** Project has not started yet.
  - 2. **Action Item:**
  
- D. 2022 Budget – Second Draft [Exhibit #6, Pages 1-4]
  - 1. **Note:** Growth quotient is 4.3% and the original draft was predicated on a 3%, so the second draft is revised with the extra money included.
  - 2. **Discussion:** none.
  - 3. **Action Item:** none.

**VIII.** New Business

- A. Holidays and PTO
  - 1.**Discussion:** Jim Hunter is interested in making sure our observance days for holidays is in line with what most other libraries are doing.
  - 2.**Action Item:** Jim Hunter would like the library to look at our holidays and holiday observance policies over the next month.
  
- B. Employee Bonus Resolution [Exhibit#7, Pages 1]
  - 1.**Note:** The bookkeeper ascertained that the library can afford \$1,000 bonuses, with about \$11,000 leftover for emergencies.
  - 2.**Action Item:** Ann/Natalie to handle distribution
  - 3.**Motion to approve Resolution to Pay Pandemic Employee Bonuses**
    - a. Motion made by Emily Pearson
    - b. Seconded by Julie Davis
    - c. Motion carried by a vote of 6/0 (all vote AYE)
  
- C. Request to Change Job Title from Children’s Manager to Youth Services Manager
  - 1.**Notes:** Ann would like to add Young Adult functions to the Children’s Manager job description, which is why she would like to change the title to the more inclusive term Youth Services Manager.
  - 2.**Discussion:** none.
  - 3.**Motion to approve change from Children’s Manager to Youth Services Manager**
    - a. Motion made by Emily Pearson
    - b. Seconded by Michael Morris
    - c. Motion carried by a vote of 6/0 (All vote AYE)
  
- D. Customer complaint about Content on the Beanstack Digital Reading Tracker
  - 1.**Discussion:** Two board members got complaints about a Pride Month pop-up that was on the Beanstack Digital Reading Tracker. These Beanstack-generated pop-ups were activated when the system was set up in 2020; they generally advertise national “months” like Black History Month, etc. June is National Pride Month and therefore a badge advertising Pride Month popped up. These badges were deselected to avoid issue in the future. Board is fine with leaving this option unchecked.
  - 2.**Action Item:** none.



- E. Personnel Handbook – Proposed Revisions [Exhibit #8, Pages 1-2]
- 1. Discussion:** Ann provided overview of proposed changes. The word supervisor has been added to PTO entitlement band IV due to the wording of the Maintenance Supervisor’s job title. Level I band of funeral leave should be in line with the other bands. Julie notes that funeral days should be edited to include the option to not take the funeral days consecutively due to the nature of handling funeral arrangements.
  - 2. Action Item:** Ann to update handbook with approved changes, plus 1-3 funeral days for Level 1. Ann to bring to August Board Meeting proposed policy change removing consecutive days stipulation for funeral leave.
  - 3. Motion to approve Level 1 receiving 1-3 days for funeral leave and accept all changes proposed in Exhibit 8.**
    - a. Motion made by Beth Roberts
    - b. Seconded by Emily Pearson
    - c. Motion carried by a vote of 6/0 (all vote AYE)
- F. Outdoor Grilling in Conjunction with Meeting Room Use
- 1. Discussion:** Someone asked if they could set up a grill outside the Maker Space and Ann did not feel it would be in the library’s best interest to allow it. Mike does not want grilling on the concrete. Board does not want grilling either. It could also be a fire hazard. At this time, the policy does not explicitly ban grilling.
  - 2. Action Item:** Ann to bring revised policy to include ban on grilling.
- G. Emergency Electronic Board Meeting Policy -- Proposed [Exhibit #9, Pages 1]
- 1. Discussion:** Ann used a template found on the State Library website.
  - 2. Action Item:** none.
  - 3. Motion to approve Emergency Electronic Board Meeting Policy**
    - a. Motion made by Emily Pearson
    - b. Seconded by Beth Roberts
    - c. Motion carried by a vote of 6/0 (all vote AYE)
- H. Technology Update
- 1. Discussion:** The AV system in the Jenkins Meeting Room needs looked at and we have a tech coming in tomorrow.
  - 2. Action Item:** none.
- I. Juneteeth Federal Holiday
- 1. Discussion:** Ann reviewed the library’s current listings of holiday closures. Board is not interested in making this a library holiday.
  - 2. Action Item:** none.

- IX. Looking Ahead:
  - A. Next Meeting – August 19<sup>th</sup> at Cicero Branch

- X. 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. 7:37 PM meeting adjourned.