

**Hamilton North Public Library
Board of Trustees Meeting Minutes
June 16, 2022 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, Julie Davis, Michael Morris, Jim Hunter, Emily Pearson
 - C. Members absent: Beth Roberts, Kelly Wuerch
 - D. Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Natalie Strader (Bookkeeper); Mike Hiatt (Maintenance)

- II. Review Regular Agenda [Exhibit#1, Pages 1]
 - A. Agenda was reviewed.

- III. Approve May 19, 2022 Board Meeting Minutes [Exhibit#2, Pages 1-9]
 - A. **Notes:** none.
 - B. **Motion to approve May 19, 2022 meeting minutes.**
 - i. Motion made by Emily Pearson
 - ii. Seconded by Michael Morris
 - iii. Motion carried by vote of 5/0 (All vote AYE)

- IV. Public Participation
 - A. None.

- V. Financial Reports – May 2022 [Exhibit#3,4 Pages 1-2, 1-18]
 - A. Review of May report
 1. **Motion to pay May bills and approve financial reports**
 - a. Motion made by Julie Davis
 - b. Seconded by Michael Morris
 - c. Motion carried by a vote of 5/0 (All vote AYE)
 - d. All Board members present signed voucher register summary.
 2. **Action Item:** none.
 3. **Motion to approve \$250 installment to Emily Pearson for Treasurer work**
 - a. Motion made by Jim Hunter
 - b. Seconded by Michael Morris
 - c. Motion carried by a vote of 5/0 (All vote AYE)
 4. **Notes:** We're below the run rate for this point in the year. Most of this is due to staff openings during the year. There are a few categories where we are going to exceed the budget significantly (Cicero gas and digital materials) but at this point it looks like we should be okay on expenses overall for the year. Friends donated money for Summer Reading.

VI. Director's and Department Reports [Exhibit#5, Pages 1-8]

2021-2022 Cicero Stats	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Number of Visits	1601	2606	2369	2339	1959	2307	1905	1932	1712	1726	2571	1847	2156
Directional Questions	114	196	90	88	70	94	130	109	120	122	145	103	96
Reference Questions	186	206	113	108	137	141	131	137	175	169	178	119	113
Book & Other Recommendations	23	41	25	15	15	24	27	39	55	17	26	18	14
Scanned Pages	9	64	85	59	139	23	37	27	28	10	20	22	6
Volunteer Hours	0	0	0	0	0	0	0	0	7.5	9	13	12	13
Study Room Use (est.)	15	60	64	53	67	92	116	123	96	104	141	98	153
Yearbook Use	27	31	46	27	19	12	9	22	13	16	15	21	22
New Wing Tours (persons)	8	14	9	9	6	4	10	6	4	0	7	8	3

Activities for Adults and Families	Dates	# of Times	Attendance	Cost
Friends—Pots & Petals	5/10	1	7	0
Suicide Prevention—Hamilton Co. Health Dept	5/11	1	5	0
Mystery Book Club— <i>A Simple Plan</i> by Scott Smith	5/23	1	13	0
Total		3	25	0
Non-Library Room Use		8	163 est.	0

Top Facebook Posts:

Post Description	Reach	Link Clicks	Likes/ Reactions	Comments	Shares
Circulation Job, 5/5	1318	75	7	0	5
Fire Dept Story Time, 5/16	1269	56	11	8	2
Summer Reading, 5/16	1005	28	10	3	6
Memorial Day Closing, 5/24	917	13	6	3	2

Hiring 2 Positions, 5/19	914	34	3	2	1
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Top Instagram Posts:

Post Description	Reach	Likes	Comments
Meeting Rooms Video, 5/21	32	2	0
Summer Reading Video, 5/25	21	1	0
Boar Island, Mystery Book Group, 5/29	20	0	0
Hiring for Circulation, 5/5	18	0	0
Memorial Day Closing, 5/24	18	0	0

HNPL Website Audience Overview

	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22
Sessions	1,204	1,591	1,849	1,300	1,142	1,146	1,145	1,042	1,412	1,198	1,145	1,528	1,880
Users	758	862	1,189	781	701	674	652	644	761	653	670	1,039	1,247
Pageviews	2,570	2,879	3,322	2,073	2,015	1,751	2,003	1,639	2,365	2,079	2,035	2,711	3,396
Pages/Session	2.13	1.81	1.80	1.59	1.76	1.53	1.75	1.57	1.67	1.74	1.78	1.77	1.81
Avg. Duration	1:21	1:10	1:02	1:11	1:12	0:57	1:16	1:03	1:16	1:24	1:22	0:54	0:55
Bounce Rate	66.5%	65.6%	54.5%	73.4%	69.7%	76.9%	70.0%	75.1%	72.5%	71.5%	70.8%	52.9%	51.3%
Sessions/User	1.59	1.85	1.56	1.66	1.63	1.70	1.76	1.62	1.86	1.83	1.71	1.47	1.51
New Users	665	749	939	684	608	575	569	562	664	555	589	958	1,070

Notes: Still working on scheduling bank visit. One circulation clerk has agreed to up his hours to help fill our scheduling gap while we look for a new person. We will need to update part of our policies due to a change in state policy regarding firearm licensing. There is an exemption regarding how firearms are displayed at public board meetings, however. Board is interested in seeing that verbiage added to library policy. Jim would like to read the statutes, which Ann will forward to him.

Upcoming: Continuing the search for a new Circ staff member; training the new art instructor; the continuation of Summer Reading; continuation of cleaning out Atlanta cabinets and storage items.

Assistant Director – Kate Marshall

GENERAL -- 164 + hours, highlights include:

- Collection development & maintenance
- Acquisitions
- Transit
- 6 notary events
- Professional development
- Worked the circulation desk
- Cataloging (43~ hrs)

TECHNOLOGY -- 2 + hours, highlights include:

- Monthly alignment mtg w/Brightworks
- Technology troubleshooting & maintenance

CATALOGING & ACQUISITIONS - Acquisitions has been working on prepping purchasing carts for all shelving locations. Cataloging has been working on processing new materials and collection maintenance.

LOOKING FORWARD - Collection maintenance

Notes: none.

Circulation – Ann Hoehn/Jenn Crusenberry

May 2022 circulation was **7,066** compared to May 2021 of **5,946** and a three-year average of **5,219**.

Atlanta had **115** circulations and Cicero had **5,079** + Overdrive eBooks **1,113** + Hoopla **759**. In-house use for Atlanta was 4 and Cicero was 551. Sent out 76 holds from Atlanta and 327 from Cicero. Atlanta received 17 holds and Cicero received 409 holds from other libraries.

Circulation opened 41 new accounts for the month of May. A Circulation team member retired in May, so we are looking for a replacement. We continue to educate our patrons on our electronic resources, and we are seeing an increase in the use of both Overdrive and hoopla.

Notes: none.

Action Items: none.

Atlanta Report – Mary Palmiero/Ann Hoehn

Statistics for 2020-2021

ACTIVITY	NUMBER OF EVENTS	ATTENDENCE	COST
Having Your Say/Stitch Crafters	4	11	0

2021-2022	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Number of Visits	144	178	164	216	186	190	91	68	63	59	97	57	84
Directional Questions	31	31	41	35	48	42	18	36	15	15	13	10	18
Reference Questions	28	28	40	27	34	35	13	20	7	17	13	7	12
Recommendations	38	33	39	29	41	42	21	29	11	21	24	15	22
Volunteer Hours	0	0	0	21	39	36	40	5	0	0	0	0	0
Computer Usage	27	12	19	16	18	19	10	12	10	10	11	15	17

Discussion:

Children’s –Ann Hoehn

Program Type	Age Group	Number of Programs	Attendance	Cost	Cost Per Person
Story Times	Preschool	13	168	\$10 est.	6 cents
Game-On	Young Adult	1	0	0	--
Totals		14	168	\$10 est.	6 cents

Program Details:

Date	Program	Age Group	Theme	Craft	Attendance
5/3	Storytime	Preschool	Farms	Paper Rings Chick	5
5/4	Storytime	Preschool	Farms	Paper Rings Chick	15
5/5	Storytime	Preschool	Farms	Paper Rings Chick	12
5/10	Storytime	Preschool	Wild Animals	3-D Paper Mouse	4
5/11	Storytime	Preschool	Wild Animals	3-D Paper Mouse	8
5/11	Board Games	Young Adult	--	--	0
5/12	Storytime	Preschool	Wild Animals	3-D Paper Mouse	11
5/17	Storytime	Preschool	--	Paper Plate Dog	11
5/18	Special Storytime— Fire Dept Visit	Preschool	Ambulance	Paper Plate Dog	57
5/19	Storytime	Preschool	--	Paper Plate Dog	2
5/24	Storytime	Preschool	--	Paper Plate Cat	20
5/25	Storytime	Preschool	--	Paper Plate Cat	8
5/26	Storytime	Preschool	--	Paper Plate Cat	4
5/31	Storytime	Preschool	--	Paper Plate Bear	11

Looking Ahead - Determining Summer Reading prize winners on July 20th.

Maintenance – Mike Hiatt/Ann Hoehn

- Worked on Atlanta sump pump. Had to call in Hunter Plumbing to replace battery and disconnect low water alarm.
- Put door stopper on west wing door at Cicero.
- Replaced lights and ballast at Cicero.
- Took mower to Campbell Mower Shop to have drive gear and belt replaced.
- Put up window blinds in Children's Office.

Notes: Regarding the flag at Atlanta, the Jackson Fire Dept was contacted about helping with the install. The Fire Chief was on vacation, however, and we haven't been able to finish following up yet. Bushes are trimmed at Atlanta. Mulch hasn't been done yet because of the heat.

Looking Forward: Summer groundskeeping; sprucing up Atlanta

VII. Old Business

A. Continuing Discussion on the Future of Atlanta Library

1. Discussion:

a. Ann and Mike met with one of the two appraisers on Tuesday. They looked inside and outside and discussed recent repairs and upgrades. They mentioned they called the town of Atlanta to find out about the zoning and the town said they did not have a zoning map available.

The second appraiser wants Ann to send him more information about all the bond related repairs and upgrades.

B. Atlanta Tree Service Quote [Exhibit#6, Pages 1-2]

1. **Discussion:** Quote from SC3 Tree and Landscaping is quoted for \$850. They would remove various limbs, chip and remove brush and debris, and thoroughly rake work area to ensure all brush and debris are removed.
2. **Action Item:** None.
3. **Motion to approve estimate based on clarification on getting all dead wood out of tree, not just limbs near the building**
 - a. Motion made by Jim Hunter
 - b. Seconded by Michael Morris
 - c. Motion carried by a vote of 5/0 (All vote AYE)

C. Jenkins Wing HVAC

1. **Discussion:** Saturday we had a Jenkins room rental, and they said the room was stuffy. Mike has tried to contact Jae Ebert to start working on the temperature issue but we have not heard back from him yet. Kini will now contact Jae Ebert and CMTA to see what we can do about the room. Board wonders if a dehumidifier might help.
2. **Action Item:** Mike will send Kini the contact information for Jae and she will contact him and CMTA to see what we can do about the room.

VIII. New Business

A. Technology Update

1. **Notes:** Minor troubleshooting on a few devices but nothing of significance.
2. **Action item:** none.

B. 2023 Budget – First Draft [Exhibit#7, Pages 1-4]

1. **Discussion:** We don't have the growth quotient from the state yet. Local income tax and miscellaneous revenue estimates have not been provided. Budget workshop

won't be until after next board meeting. Current budget draft was developed with a 4% growth quotient based on the last few years being slightly above 4%. The draft also assumes that Atlanta will still be operational. Overrun areas in 2022 have been adjusted upwards to reflect actual billing estimates.

2.Action item: Will be adjusted as more data comes in and updated for the board.

IX. Looking Ahead:

A. Next Meeting – July 21st, 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 5/0 (all vote AYE)

B. 7:15 PM meeting adjourned.