

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
Cicero Branch – August 31<sup>th</sup>, 2017 6:30 p.m.**

- I. Regular Session
  - a. Call to order by President Steve Griffith 6:31 p.m.
  - b. Members present: Steve Griffith, Lee Templeton, Emily Pearson, Emily Beechler, Gregory Goff, Mike Jenkins, Kim Radant
  - c. Members absent: None
  - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Amy Wolfe (Bookkeeper), Darren Peterson (Peterson Architecture)
  
- II. Review Agenda [Exhibit #1, Pages 1-2]
  - a. Review of Agenda by President Steve Griffith
  
- III. Minutes – July 8<sup>th</sup> and 20<sup>th</sup> [Exhibit # 2 & 3, Pages 1, 1-8]
  - a. **Discussion:** Lee’s last name needs edited in July 8<sup>th</sup> minutes
  - b. **Motion: to approve minutes for July 8<sup>th</sup> with Lee name correction**
    - i. Motion made by Emily Beechler
    - ii. Seconded by Greg Goff
    - iii. Motion carried by vote of 7/7 (All vote AYE)
  - b. **Motion to approve minutes for July 20<sup>th</sup>**
    - i. Motion made by Emily Pearson
    - ii. Seconded by Lee Templeton
    - iii. Motion carried by a vote of 7/7 (All vote AYE)
  
- IV. Public Participation
  - a. None
  
- V. Financial Reports for July 2017 [Exhibit #4, Pages 1-28]
  - a. Review of July report
    - i. \$26,941 personal services, \$1,752 supplies, \$19,653 Other Services & Charges \$2,208 Capital Outlays, \$50,554 total expense for month. Run rate 58.3%, 57.8% of total budget used.
    - ii. **Motion to pay July bills**
      - a. Motion made by Emily Pearson
      - b. Seconded by Greg Goff
      - c. Motion passed by a vote of 7/7 (All vote AYE)
      - d. All signed registers of claims
    - iii. **Action Item:** None
  
- VI. Department Reports [Exhibit #5, Pages 1-13]
  - A. Director – Ann Hoehn

<b>2016-2017 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>
Number of Visits	3114	3550	3112	3340	3172	3343	3886	2921	3139	4085	3780
Directional Questions	164	115	131	123	107	157	145	131	120	93	125
Reference Questions	136	59	134	108	118	104	105	100	109	50	136

Book & Other Recommendations	50	18	36	16	46	52	54	42	39	13	43
Scanned Pages	91	180	240	199	144	185	238	118	72	239	85
Volunteer Hours (not including Friends)	18	12	9	16	17	10	12	9	9	3	2
Study Room Use	44	57	58	15	40	42	45	40	30	19	22
Yearbook Use	7	1	6	13	16	8	7	20	39	14	23
Mandatory Service Hours	6	4	0	0	0	0	0	0	0	0	0

## Summer Reading

Group	Registrants		Completions		Books Read		Minutes Read	
	2017	2016	2017	2016	2017	2016	2017	2016
Preschool	73	40	20	14	329			12,501
K-5	226	170	64	80	1173			75,401
Young Adult	116	88	38	33	727	502		
Adult	198	157	81	56	892	741		
<b>Total</b>	<b>613</b>	<b>455</b>	<b>203</b>	<b>183</b>	<b>3121</b>	<b>1243</b>		<b>87,902</b>

## Upcoming:

- Friends of the Library Monthly Meeting, Sept. 20 at 6:30 p.m.
- Staff meetings, Sept. 12 & 13
- Presenting first Draft of Long-Range Plan at Sept. Board Meeting
- 2018 Budget Public Hearing, Sept. Board Meeting

HNPL Website Audience Review													
	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17
Sessions	2,362	2,111	1,824	1,669	1,689	1,381	1,942	1,657	1,805	1,690	1,727	2,004	1,985
Users	1,353	1,282	1,068	980	938	819	1,136	985	919	854	909	1,023	984
Pageviews	4,459	4,576	3,276	2,841	2,900	2,348	3,242	2,917	3,394	2,974	2,946	3,340	3,629
Pages/Session	1.89	2.17	1.80	1.70	1.72	1.70	1.67	1.76	1.88	1.76	1.71	1.67	1.83
Avg. Session Duration	1:26	1:10	1:15	1:14	1:27	0:57	1:10	1:04	1:41	1:46	1:30	1:36	1:42
Bounce Rate	61.01%	69.40%	70.12%	67.83%	62.58%	67.41%	70.70%	69.64%	66.32%	67.40%	70.30%	68.01%	69.47%
% New Sessions	44.92%	48.74%	46.93%	45.96%	42.69%	45.91%	48.35%	45.62%	37.89%	37.51%	39.72%	39.42%	37.18%

**Action Item/Discussion:** Consider getting new slate of mugs with our new logo on it for giveaways.

B. Assistant Director – Kate Marshall

**GENERAL, 29+ hours, highlights include:**

Running YA programs  
Professional development  
Cataloging projects  
Asst. Director documentation  
3 notary appointments  
Several electronic resource questions from patrons

**INVENTORY, 2+ hours, highlights include:**

Processing J Fiction inventory reports

**TECHNOLOGY, 8+ hours, highlights include:**

Heat-related server issues  
Exchange server problem  
Added new games to Kids tablets  
Helped website vendor transition our site to a new back-end platform  
Fall tech project planning

**MARKETING, 13+ hours, highlights include:**

Display prep and setup  
Summer Reading Facebook post creation  
Calling SR prize winners

**LOOKING FORWARD:** Capital plans

**Action Item:** none

C. Circulation – Cindy Ritter

- a. The **circulation stats** for July were **8915** compared to July of last year at **8991** and a three year average of **9359**. Atlanta had 361 circulations and Cicero had 7429+ Overdrive eBooks 725 + Hoopla 400. In-house use for Atlanta was 27 and Cicero had 500. Sent out 90 holds from Atlanta and 298 from Cicero. Atlanta received 39 holds from other libraries and Cicero received 366. Top selections for patrons in July were DVD, 1549; Children, 1035; Adult Fiction, 1328; Computer, 424; Juvenile Fiction 1192; Adult Non-Fiction, 330; J Non-Fiction, 391; YA Fiction, 296. **Subscription Databases Usage:** Ancestry.com 175 searches, Lynda.com 10 hours
- b. 63 new patron cards were issued in July.
- c. Our displays for the month of July garnered us 141 circulations. These displays included the 80th anniversary of the Amelia Earhart disappearance, the American Revolution, Spotlight on TV shows, Dog Days of Summer, and Reading Road Trip.
- d. Electronic use continues to be popular. While Overdrive usage is down ever so slightly from a year ago, hoopla use has more than doubled.
- e. **Action Item:** none
- f. **Discussion:** Contact Elizabeth Hedges to express interest in hosting Elementary Reading Program again.

D. Atlanta – Mary Palmiero

Summer reading was another success this year. Most of our consistent readers read whether they are rewarded or not. However the addition of prizes makes it a lot more fun. The only drawback was that the construction in the basement made it difficult to have as many activities as we had hoped.

I would like to mention some comments from adult patrons. One woman said that she checks on our garden frequently to see what else has bloomed. Another patron mentioned that the crafts and creative writing are things she looks forward to every week. They make her relaxed and happy.

The new shelving has arrived and looks very nice. We should have the books back on them in a few days.

**Action Item:** none

**Statistics**

NAME OF EVENT	NUMBER OF EVENTS	ATTENDANCE	COST
Root Beer Float Day	1	31	0
Movies	4	23	0
Hot Dog Day	1	18	0
Stitch Crafters	4	16	0
Having Your Say	4	22	0
<b>TOTALS</b>	<b>14</b>	<b>110</b>	<b>0</b>

**Other Statistics**

2016-2017	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July
Number of Visits	192	305	243	260	203	225	309	223	322	310	271
Directional Questions	45	45	44	29	35	38	45	39	59	49	46
Reference Questions	33	37	45	24	47	49	45	46	55	49	35
Book & Other Recommendations	42	32	48	10	56	59	69	53	67	97	65
Volunteer Hours	20	3	4	2	4	4	5	4	5	0	0
Scanned Pages							1			1	0
Computer Usage	48	42	83	33	33	37	75	48	71	143	87

E. Adult – Cindy Ritter

- a. July Programs: 5; Attendance, 40; Cost: \$0.00. There were 4 non-library uses of rooms & gazebo; Attendance, approx. 48
- g. **Action Item:** We plan to repeat the hot dog program again next year on July 3<sup>rd</sup>.
- h. **Discussion:** none
- i. Looking Forward:
  - Mystery Book Club discusses Sherlock Holmes novels, August 28 at 6:30 p.m.
  - Tuesdays with Friends, David Heighway, *Hamilton County's Past*, Sept. 12, 6:30 p.m.

- Cooking with Ramen Noodles, Sept. 18, 6:30 p.m.
- Brown Bag Reading Group discusses *Truly, Madly, Guilty* by Liane Moriarity, Sept. 22, at 11:30 a.m.
- Classic Film – *Bad Day at Black Rock*, Sept. 23 at 2 p.m.
- Installation of Little Library and opening ceremony, date/time to be determined

F. Children’s – Debra Brown

- July Programs: 18; Attendance, 344 Cost: \$140.52
- Library Collection – July was a very big month for the Newbooks display. These items would check out almost as fast as we could keep the display case stocked. Proximity to the story time room really helps the visibility of these books and patrons who do not have time to browse will just choose from these shelves. The browsing and circulation of our Graphic Novels section was also increased as school-aged students looked for quick-read titles to add to their SRP Reading Logs.

Programs – Weekly story time attendance remained strong in July, again with more older, school-aged children present. The *Beach & Ocean* and *50 States* weeks were the most popular, aided by the fact that these themes worked also for the Husky Day Camp. We hosted a Luau themed party for the Husky Campers on the afternoon of July 25<sup>th</sup>. Fifty-two people enjoyed the movie *Moana*, popcorn, and our new air conditioning. Two additional Friday afternoon movies were shown in July, and the annual Summer Reading Pool Party was held on the evening of Friday the 21<sup>st</sup>.

SRP – We had 612 total participants registered – (455 in 2016, 455 in 2015, 401 in 2014, 436 in 2013). There were 72 registrants in the preschool and 213 in the k-5 groups.

Looking Ahead – August presents an interesting challenge this year with 5 full weeks of story time programming. The first and last weeks of the month will be devoted to alphabet books, and we will make our ABC’s a general story time theme for the full 5 weeks. In addition, we will explore back to school and night sky (eclipse) themes with special stories and crafts. HNPL has also been invited to have a promotional table at the Primary School’s Back-to-School ice cream social on the evening of August 7<sup>th</sup>.

**Discussion:** Pool Party turnout was disappointing and attendance has been on the downturn for a few years; we may get rid of it or move it to the opening event.

G. Young Adult – Ann Hoehn

- July Programs: 3; Attendance, 1; Cost \$0.00 ; Cost per person: \$0.00
- Discussion:** Good data on who is attending and what activities are popular—11 year old girls and crafting appears to be our sweet spot. The first four weeks seem to be our best attendance as well. Will try to focus on those first four weeks and our key demo/on-theme crafting next year.
- Action Item:** none
- Coming up:
  - The Art in Tartan: Beauty in Diversity, July 30, 4-6 p.m.
  - Middle School E-Learning Day at HNPL, September 29

H. Maintenance – Mike Hiatt/Ann Hoehn

- Worked on electrical plugs at pavilion.
- Prepared the work area for basement wall installation at Atlanta.
- The wall at Atlanta is done, and they did a very good job.
- The air conditioner has been working properly since the new controller was installed and programmed.
- Spot cleaned carpet in Cicero.
- Called Noblesville Lawn Care and canceled treatment of lawn until construction is done.

**Looking Forward:**

- Paint fence around dumpster.
- Repair outdoor faucet at Atlanta

**Discussion:** None

**Action Item:** None

**VII. Old Business**

I. Plastic Bags – Warning Label

**a. Discussion:** We can't actually buy our style of warning labelled bag, which likely indicates that they aren't legally necessary for our current thickness of bag. We will continue to purchase our usual bags and not be pursuing this any further.

**b. Action Item:** None

**VIII. New Business**

J. Holiday Marketplace

**a. Discussion:** Dec 2<sup>nd</sup> date proposed. Board approved. The Friends will be running a wreath auction for the library, with all proceeds designated for the summer reading program. In the process of working with Our Town Cicero to move auction to new, more accessible location.

**b. Action Item:** Jackie Hayden will be advertising this upcoming weekend.

K. Capital Project Update [Exhibits #6, Pages 1-5]

**a. Update:** The bond was approved, money will release about Nov 1<sup>st</sup>. 1 month ahead of schedule on drawings. Approved Hagerman's Construction but lawyer did not have time to review the contract; says we could pre-approve them with any changes made by Aaron Culp as he sees fit. Energy audit was complete, will receive tax credits and/or rebates for lights, other energy related changes. We will need to replace all trees removed one-for-one. The new HVAC will be geothermal for heating only. We will be picking up 12 parking spaces. The roof at Atlanta is in worse shape than we thought – may need to replace between 50-70% of tiles. We actually found the original manufacturer for tiles and they're still making clay tiles. The underlying deck is in better shape than we thought though.

**b. Preliminary Bond Resolution :**

i. **Motion to approve preliminary bond resolution**

1. Motion made by Emily Pearson
2. Seconded by Lee Templeton
3. Motion carried by a vote of 7/7 (All vote AYE)

ii. **Motion to approve excerpts from the minutes of a meeting of the board of trustees**

1. Motion made by Emily Beechler
2. Seconded by Greg Goff
3. Motion carried by a vote of 7/7 (All vote AYE)

iii. **Motion to approve notice to tax payers of additional appropriation**

1. Motion made by Kim Radant
2. Seconded by Emily Pearson
3. Motion carried by a vote of 7/7 (All vote AYE)

iv. **Motion to approve newspaper notice of determination**

1. Motion made by Emily Beechler
2. Seconded by Greg Goff
3. Motion carried by a vote of 7/7 (All vote AYE)

**c. Motion to pre-approve construction manager zero-sum contract from Hagerman**

- i. Motion made by Emily Beechler
- ii. Seconded Emily Pearson
- iii. Motion carried by a vote of 7/7 (All vote AYE)

**d. Action Item:** Ann to post public notices relating to the bond during upcoming week.

L. 2018 Budget Approval [Exhibit #7 & 8, Pages 1, Pages 1- 3]

**a. Discussion:** Amy Wolfe provided overview of how we reached our numbers for 2018.

**b. Motion to approve 2018 budget and Form 3**

- a. Motion made by Mike Jenkins
- b. Seconded by Kim Radant
- c. Motion carried by a vote of 7/7 (All vote AYE)

**c. Action Item:** None.

M. Technology Update

**a. Discussion:** None

**b. Notes:** Website CMS has shifted to a new platform, Kate and other administrators will be receiving training

N. Resolution to Join Public Library Internet Access Consortium 2018/2019 [Exhibit #9, Pages 1]

**a. Discussion:** Just a normal continuation of what we've been doing for internet access.

**b. Action Item:** All to sign resolution

**c. Motion to approve Resolution to Join Public Library Internet Access Consortium 2018/2019**

- i. Motion made by Emily Beechler
- ii. Seconded by Emily Pearson
- iii. Motion carried by a vote of 7/7 (All vote AYE)

O. Permission to Open Atlanta Library on Middle School E-Learning Days and New Earth Fest Sat/Sun

**a. Discussion:** Would also like to open on Sat/Sun of New Earth Fest. E-Learning Days are days this year Heights Middle School has been approved for a 4 learn-from-home days. Sept 29<sup>th</sup>, Nov 17<sup>th</sup>, March 23<sup>rd</sup>, May 25<sup>th</sup> will be the days.

**b. Action Item:** Board approves opening the Atlanta Library on Middle School E-Learning Days and New Earth Fest weekend

P. Architect Invoice [Exhibit #10, Pages 1]

**a. Discussion:** None

**b. Action Item:** Ann to coordinate invoice payment with Amy

**c. Motion to pay Peterson Architect Invoice**

- a. Motion made by Greg Goff
- b. Seconded by Emily Beechler
- c. Motion carried by a vote of 7/7 (All vote AYE)

Q. Issues Concerning an Individual Patron

**a. Discussion:** Severe body odor is causing issues with space usage.

**b. Action Item:** Talk to Aaron Culp about whether there are legal services for patron. Emily Beechler will check with the school to see if anyone knows of any types of programs.

R. Little Free Libraries' Opening Ceremonies

**a. Discussion:** Cicero's is done, Deanna is finishing up Atlanta's. Would like to schedule opening ceremonies near end of the month. Board expresses interest in attending. First set of books will have patron-created bookmarks in them.

**b. Action Item:** None

S. Comfort System Maintenance Agreement Annual Renewal [Exhibit #11, Pages 1]

**a. Discussion:** None

**b. Action Item:** Ann to coordinate renewal payment with Amy

**c. Motion to approve Comfort System Maintenance Agreement Annual Renewal**

a. Motion made by Kim Radant

b. Seconded by Lee Templeton

c. Motion carried by a vote of 6/7 (1 vote NAY)

T. Upcoming Board Vacancy

**a. Discussion:** Emily Beechler will be leaving us. We do have some interest in the spot already.

**b. Action Item:** None

U. Request to subscribe to Recorded Books E-magazines, E-audiobooks, E-books [Exhibit #12, Pages 1]

**a. Discussion:** Overview of products.

**b. Action Item:** Finish subscription process

**c. Motion to approve subscription to Recorded Books e-Magazine and E-Audio/E-Book platforms**

a. Motion made by Emily Pearson

b. Seconded by Greg Goff

c. Motion carried by a vote of 7/7 (All vote AYE)

V. Annual Renewal of Accounting Software [Exhibit #13, Pages 1]

**a. Discussion:** Will be changing software but will be staying with the same company. The annual service renewal will carry over to new product.

**b. Action Item:** Ann will continue to negotiate on training costs and Ann will bring contract next month.

**c. Motion to approve annual renewal invoice for Boyce Systems**

i. Motion made by Emily Beechler

ii. Seconded by Emily Pearson

iii. Motion carried by a vote of 7/7 (All vote AYE)

**IX.** Looking Ahead: September 21st, 2017 Board Meeting at Cicero Library, 6:30 p.m.

**X.** Meeting Adjournment

a. Motion to adjourn

i. Motion made by Emily Pearson

ii. Seconded by Greg Goff

iii. Motion carried by a vote of 7/7 (all vote AYE)

b. 8:07 PM meeting adjourned.

**XI.** Executive Session – No