

**Hamilton North Public Library
Board of Trustees Meeting Minutes
February 17, 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, Emily Pearson, Beth Roberts, Michael Morris
 - C. Members absent: Julie Davis, Kelly Wuerch, Jim Hunter
 - D. Others present: Ann Hoehn (Director); Katherine Marshall (Assistant Director); Natalie Strader (Bookkeeper)

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

- III. Approve January 20, 2022 Board Meeting Minutes & Board of Finance Meeting Minutes [Exhibit#2, Pages 1-11]
 - A. **Notes:** none.
 - B. **Motion to approve January 20, 2022 regular meeting minutes and Board of Finance Meeting minutes.**
 1. Motion made by Emily Pearson
 2. Seconded by Michael Morris
 3. Motion carried by vote of 4/0 (All vote AYE)

- IV. Public Participation
 - A. None.

- V. Financial Reports – January 2022 [Exhibit#3,4 Pages 1, 1-18]
 - A. Review of January report
 1. **Motion to pay January bills and approve financial reports**
 - a. Motion made by Michael Morris
 - b. Seconded by Beth Roberts
 - c. Motion carried by a vote of 4/0 (All vote AYE)
 - d. All Board members present signed voucher register summary.
 2. **Action Item:** none.
 3. **Notes:** Natalie gave her report. LSTA ARPA fund has been set up.

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

2020-2021 Cicero Stats	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan
Number of Visits	1571	1504	1720	1600	1601	2606	2369	2339	1959	2307	1905	1932	1712
Directional Questions	104	60	94	85	114	196	90	88	70	94	130	109	120
Reference Questions	115	72	157	175	186	206	113	108	137	141	131	137	175
Book & Other Recommendations	22	8	34	31	23	41	25	15	15	24	27	39	55
Scanned Pages	62	79	199	30	9	64	85	59	139	23	37	27	28
Volunteer Hours	0	0	0	0	0	0	0	0	0	0	0	0	7.5
Study Room Use (est.)	20	0	0	0	15	60	64	53	67	92	116	123	96
Yearbook Use	30	35	23	17	27	31	46	27	19	12	9	22	13
New Wing Tours (persons)	7	4	4	7	8	14	9	9	6	4	10	6	4

Activities for Adults and Families	Dates	# of Times	Attendance	Cost
Friends—Talk About Birds with Amos Butler Audobon Society	1/12	1	4	0
Mystery Book Club— <i>A Test of Wills</i> by Charles Todd	1/24	1	8	0
Hamilton County Bicentennial Planning Workshop	1/25	1	10	0
Total		3	22	0
Non-Library Room Use		5	90 est.	0

Top Facebook Posts:

Post Description	Reach	Post Engagements	Reactions	Comments	Shares
Bird Event, Jan 6	1543	14	1	6	14
Chocolate, Jan 27	1243	5	0	3	9
STEAM Stars Igloo, Jan 18	1063	7	3	2	17
Room Rental, Jan 9	1051	4	0	6	13
Bird Event, Jan 11	1016	1	0	1	1

Top Instagram Posts:

Post Description	Reach	Likes	Comments
Chocolate, Jan 27	29	2	0
Winter Reading, Jan 25	27	1	0
Winter Bingo, Jan 7	27	1	0
Bird Event, Jan 6	27	1	0
Room Rental, Jan 9	26	1	0

HNPL Website Audience Overview

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22
Sessions	1,231	1,449	1,685	1,687	1,204	1,591	1,849	1,300	1,142	1,146	1,145	1,042	1,412
Users	740	887	1,038	1,154	758	862	1,189	781	701	674	652	644	761
Pageviews	1,994	2,731	2,968	3,365	2,570	2,879	3,322	2,073	2,015	1,751	2,003	1,639	2,365
Pages/Session	1.62	1.88	1.76	1.99	2.13	1.81	1.80	1.59	1.76	1.53	1.75	1.57	1.67
Avg. Duration	1:06	1:18	1:02	1:11	1:21	1:10	1:02	1:11	1:12	0:57	1:16	1:03	1:16
Bounce Rate	74.9%	70.8%	57.2%	55.3%	66.5%	65.6%	54.5%	73.4%	69.7%	76.9%	70.0%	75.1%	72.5%
Sessions/User	1.66	1.63	1.62	1.46	1.59	1.85	1.56	1.66	1.63	1.70	1.76	1.62	1.86
New Users	644	785	927	1001	665	749	939	684	608	575	569	562	664

Notes: none.

Discussion: none.

Upcoming: Winter Reading, Feb 1-28 completion; searching for a new Youth Services Manager or similar position.

Assistant Director – Kate Marshall

GENERAL -- 170+ hours, highlights include:

- Collection development & maintenance
- Acquisitions
- Transit
- 9 notary events
- Professional development
- Cataloging & Cataloging Training (~40 hrs)

TECHNOLOGY -- 5+ hours, highlights include:

- Monthly alignment meeting w/Brightworks
- Quarterly Business Review w/Brightworks
- Technology troubleshooting & maintenance
- Yearly ENA internet meeting

CATALOGING & ACQUISITIONS

Acquisitions has been working on prepping purchasing carts for all shelving locations and finished revising our approval plans. Cataloging concentrated on processing new materials this month.

LOOKING FORWARD: Continuing cataloging cross-training

Notes: none.

Circulation – Ann Hoehn/Jenn Crusenberry

January 2022 circulation was **7,025** compared to January 2021 of **6,493** and a three-year average of **7,228**. Atlanta had **155** circulations and Cicero had **5,043** + Overdrive eBooks **986**+ Hoopla **841**. In-house use for Atlanta was 42 and Cicero was 383. Sent out 63 holds from Atlanta and 341 from Cicero. Atlanta received 12 holds and Cicero received 466 holds from other libraries.

Circulation opened 24 new accounts. We will continue to educate our patrons on the online services we provide. Jenn continues her cataloging cross-training.

Notes: none.

Action Items: none.

Atlanta Report – Mary Palmiero/Ann Hoehn

For January we continued to have games, puzzles, and computers for the young adults downstairs. Also, although fewer people are using the computers, more are using the WIFI. Some young adults just like to come to the library to hang out. Even some of the older patrons like to hang out here even though they could be going to another library that would be more convenient for them.

Statistics for 2020-2021

ACTIVITY	NUMBER OF EVENTS	ATTENDANCE	COST
Having Your Say/Stitch Crafters	4	15	0

2021-2022	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan
Number of Visits	121	118	180	158	144	178	164	216	186	190	91	68	63
Directional Questions	16	18	31	29	31	31	41	35	48	42	18	36	15
Reference Questions	14	10	25	19	28	28	40	27	34	35	13	20	7
Recommendations	25	20	33	32	38	33	39	29	41	42	21	29	11
Volunteer Hours	0	0	0	0	0	0	0	21	39	36	40	5	0
Computer Usage	15	5	15	9	27	12	19	16	18	19	10	12	10

Discussion: none.

Children's –Ann Hoehn

Program Type	Age Group	Number of Programs	Attendance	Cost	Cost Per Person
Story Times	Preschool	12	78	0	0
Steam Stars	K-5	2	14	\$20 est.	\$1.43
Game-On	Young Adult	1	0	0	0
Totals		15	92	\$20	22 cents

Program Details:

Date	Program	Age Group	Theme	Attendance
1/4	Storytime	Preschool	Cats	0
1/5	Storytime	Preschool	Cats	3
1/5	STEAM Stars-- Catching the Wind	K-5	Wind	6
1/6	Storytime	Preschool	Cats	11
1/11	Storytime	Preschool	Dogs	6
1/12	Storytime	Preschool	Dogs	3
1/12	Game On Board Games	Young Adult		0

1/13	Storytime	Preschool	Dogs	4
1/18	Storytime	Preschool	Turtles	9
1/19	Storytime	Preschool	Turtles	10
1/19	STEAM Stars-- Build an Igloo	K-5	Ice & Cold	8
1/20	Storytime	Preschool	Turtles	2
1/25	Storytime	Preschool	Hamsters	6
1/26	Storytime	Preschool	Hamsters	16
1/27	Storytime	Preschool	Hamsters	8

This Month

Looking Ahead

Storytime themes for the next few months will focus on pets and other animals. Bailey has resigned, so we are hiring.

Maintenance – Mike Hiatt/Ann Hoehn

- Worked with SES Alarm on replacing keypad on the alarm system in Atlanta.
- Worked on leaky toilet in main women’s restroom.
- Replaced light bulbs and ballast in Cicero.
- Put up blinds in Makerspace office.
- Worked on door lock in kitchen storage room in Jenkins Wing.

Notes: none.

Looking Forward: Hiring a New Janitor

VII. Old Business

- A.** Continuing Discussion on the Future of Atlanta Library
 - 1. Discussion:** Tabled until next month
 - 2. Motion to table discussion until next month**
 - a.** Motion made by Emily Pearson
 - b.** Seconded by Michael Morris
 - c.** Motion carried by a vote of 4/0 (All vote AYE)
- B.** Heating Unit in Jenkins Meeting Room Entrance
 - 1. Notes:** Tabled until next month.

VIII. New Business

- A. Barnes & Thornburg Invoice [Exhibit#6, Pages 1-4]
- 1. Discussion:** Billed per agreement with Barnes & Thornburg.
 - 2. Action item:** Ann/Natalie to pay bill
 - 3. Motion to approve payment of Barnes & Thornburg Invoice**
 - a. Motion made by Michael Morris
 - b. Seconded by Emily Pearson
 - c. Motion carried by a vote of 4/0 (All vote AYE)
- B. Aaron Culp's Proposed 2022 Contract [Exhibit#7, Pages 1-2]
- 1. Discussion:** We believe we are asking Aaron Culp to increase his typical workload for us with specialized questions this year due to the sale issue, therefore the board is not opposed to the increased cost for his 2022 contract.
 - 2. Action item:** n/a
 - 3. Motion to approve Aaron Culp's proposed 2022 contract**
 - a. Motion made by Emily Pearson
 - b. Seconded by Beth Roberts
 - c. Motion carried by a vote of 4/0 (All vote AYE)
- C. Technology Update
- 1. Notes:** Brightworks has started segregating our public labs from the server (back to local account mode). The initial test computers have been doing very well, so we are preparing to finish converting the rest of them.
 - 2. Action Item:** none.
- D. Annual Renewal of Accounting Software & Support [Exhibit#8, Pages 1-2]
- 1. Discussion:** Our annual Boyce contract, which went up by \$510.00 from last year.
 - 2. Action item:** n/a
 - 3. Motion to approve annual renewal of accounting software & support**
 - a. Motion made by Beth Roberts
 - b. Seconded by Michael Morris
 - c. Motion carried by a vote of 4/0 (All vote AYE)
- E. Indiana Room Carpet
- 1. Discussion:** The carpet has pulled up and away from the floor. It has become a tripping hazard. Board is fine with exploring solutions for it.
 - 2. Action item:** Ann & Mike will figure out how to proceed with the project.
- F. Broken Snowblower
- 1. Discussion:** Our snowblower broke and we'll need to repair or replace. Board would like us to pay out of Rainy Day. If repair is more than or close to the cost of a new one, the library should just purchase a new one.
 - 2. Action item:** Ann & Mike to pursue replace or repair.

G. Cicero Gutters Need Resealing

1. Discussion: Gutters have been leaking and need repaired. Board okays Mike getting quotes.

2. Action item: Mike to get quotes.

H. Youth Services Manager Vacancy

1. Note: Due to market forces, Ann would like the option to edit the Youth Services Manager position to a downgraded position like “Programming” to widen applicant pool. Ann would like to post a job for an Art Instructor (15-29 hrs) instead while she continues to run Youth Services. If we get interest, Ann will bring a job description with a resolution to add Art Instructor to our job titles with an asterisk that either the Art Instructor or the Youth Services position can be filled.

2. Action Item: Ann to post Art Instructor job.

I. Personnel Policy Request—No Open-toed Footwear

1. Note: Ann would prefer all staff refrain from wearing open-toed shoes, as it can be a safety hazard. Board and staff members are more interested in allowing sandals to be worn. Board would like to table this until next month.

2. Action Item: none.

J. PBS

1. Note: PBS from Ball State is doing a small-town feature for their “Now entering...” show and are interested in Cicero. They’re looking for a place to interview & film residents and they’re interested in being here on Saturday, March 19th, 2022. From 7:30 am to 8:30 pm. Ann will be here that day if we’re selected.

2. Action Item: n/a

IX. Looking Ahead:

A. Next Meeting – March 17, Cicero Branch.

X. Meeting Adjournment

A. Motion to adjourn

1. Motion made by Emily Pearson
2. Seconded by Michael Morris
3. Motion carried by a vote of 4/0 (all vote AYE)

B. 7:30 PM meeting adjourned.