

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch --September 19th, 2019 6:30 p.m.**

- I. Regular Session
 - a. Call to order by President Steve Griffith 6:31 p.m.
 - b. Members present: Steve Griffith (Out at 7:18 p.m.), Julie Overton, Kini Magdun; Lee Templeton, and Mike Jenkins.
 - c. Members absent: Emily Pearson and Kim Radant
 - d. Others present: Ann Hoehn (Director); Mike Hiatt (Maintenance); Matthew Schmitz (Hagerman) (Out at 7:02 p.m.); Ian Wooten (Hagerman) (Out at 7:02 p.m.); Jae Ebert (V&J Consulting); Dane Roland (prospective Board candidate); Curt Arbuckle (C/D Global); Natalie Strader (HNPL Bookkeeper)

- II. Review Agenda [Exhibit #1, Pages 1]
 - a. Review of Agenda by President Steve Griffith at 6:31 p.m.

- III. Minutes – August 15th Regular Meeting [Exhibit # 2, Pages 1-10]
 - a. **Discussion:** Basic general comments then motion.
 - b. **Motion: to approve minutes for August 15th**
 - i. Motion made by Julie Overton
 - ii. Seconded by Kini Magdun
 - iii. Motion carried by vote of 5/0 (All vote AYE)

- IV. 2020 Budget Public Hearing from 6:31 p.m. to 7:00 p.m.
 - a. No one present from public for discussion.

- V. Other Public Participation
 - i. Dane Roland present as someone showing interest in joining the Board.
 - ii. Curt Arbuckle vendor with C/D Global with Audio Video Proposal. See IX., c.

- VI. Financial Reports for August 2019 [Exhibit #3, Pages 1-18]
 - a. Review of August report
 - i. **Motion to pay August bills**
 - a. Motion made by Lee Templeton.
 - b. Seconded by Julie Overton.
 - c. Motion carried by a vote of 5/0 (All vote AYE)
 - d. All Board members present signed voucher register summary.
 - ii. **Action Item:** none
 - iii. **Notes:** General reading from Exhibit given by HNPL Bookkeeper.

VII. Department Reports [Exhibit #4, Pages 1-11]

A. Director – Ann Hoehn

I will be selling comic books at the New Earth Festival in Atlanta, September 28-29, to raise money for the library. I'll be set up outside Atlanta Library. Please stop by if you are in the area.

Anticipating being fully staffed by this Monday. Diane Faux has been hired as new part-time custodian.

Shortly after the August Board meeting, I discovered a slight error made by the Department of Local Government finance when they helped us fill out some of our budget forms in August. To correct the matter, I reduced the proposed operating budget by \$350 and increased the proposed 2018 Bond Fund by \$350. These changes are reflected in the Public Hearing Notice, which is in your packet. It is this revised budget that the Board will be asked to adopt at our October 17 meeting at the Atlanta Library.

2018-2019 Cicero Stats	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Number of Visits	3513	2605	2856	3013	2639	2318	2443	3331	2751	2931	3658	3774	2993
Directional Questions	144	110	167	98	129	101	131	113	106	101	165	148	145
Reference Questions	216	188	246	202	175	189	209	217	183	210	274	192	272
Book & Other Recommendations	25	30	51	48	31	54	41	28	36	40	57	43	37
Scanned Pages	169	33	101	80	51	50	220	193	25	69	106	45	103
Volunteer Hours	24	24	16	9	18	8	16	2	4	26	2	5	3
Study Room Use	25	35	33	28	24	32	35	33	43	27	32	36	21
Yearbook Use	4	12	18	22	11	12	70	40	46	26	27	33	43
Mandatory Service Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
Test Proctoring (# of tests/# of hrs)	0/0	0/0	0/0	0/0	0/0	2/3	0/0	0/0	1/1	2/3	0/0	1/3	1/3

HNPL Website Audience Review

	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19
Sessions	1,744	1,355	1,321	1,333	1,477	1,694	1,526	1,670	1,536	1,713	2,164	1,882	1,589
Users	1,021	795	863	801	932	1,047	921	1,076	992	1,010	1,510	1,223	975
Pageviews	3,022	2,252	2,208	2,232	2,905	2,847	2,538	2,614	2,762	3,168	3,790	3,810	2,972
Pages/Session	1.73	1.66	1.67	1.67	1.97	1.68	1.66	1.57	1.80	1.85	1.75	2.02	1.87
Avg. Duration	1:08	1:00	0:55	1:03	1:17	1:02	1:04	0:53	0:57	1:15	0:54	1:11	1:17
Bounce Rate	68.75%	70.77%	69.57%	70.44%	65.27%	71.02%	70.05%	73.65%	69.92%	67.48%	72.23%	66.21%	66.71%
Sessions/User	1.71	1.70	1.53	1.66	1.58	1.62	1.66	1.55	1.55	1.70	1.43	1.54	1.63
New Users	810	607	677	639	759	845	727	889	828	840	1316	1047	825

Looking Forward:

2020 Budget Adoption on October 17 at Atlanta Library

Notes: none

Action Items: none

B. Assistant Director – Kate Marshall

GENERAL--60+ hours, highlights include:

6 notary events
 Professional development
 Collection development & maintenance
 Cataloging/Training

TECHNOLOGY--13+ hours, highlights include:

Project/hardware pricing
 Technology updates & fixes

MARKETING--3+ hours, highlights include:

Facebook posts
 Marketing Meeting

CATALOGING & ACQUISITIONS

Cataloging has a new cataloger and the department is mostly back up and running again. The repair backlog has also been completed.
 Nothing new has occurred in Acquisitions in the last month.

LOOKING FORWARD

Technology projects

Training a new Cataloger

C. Circulation – Cindy Ritter & Ann Hoehn

- a. The **circulation stats** for August were **9,199** compared to August of last year at **8,475** and a three year average of **8,900**. Atlanta had 260 circulations and Cicero had 7,719 + Overdrive eBooks 873 + Hoopla 607. In-house use for Atlanta was 43 and Cicero had 501. Sent out 92 holds from Atlanta and 381 from Cicero. Atlanta received 9 holds from other libraries and Cicero received 459. Top selections for patrons in August were DVD, 1688; Children, 1418; Adult Fiction, 1178; Computer, 330; Juvenile Fiction, 600; Adult Non-Fiction, 393; J Non-Fiction, 431; YA Fiction, 241.
Subscription Databases Usage: no databases subscribed at this time
- b. 47 new patron cards were issued in August
- c. Our circulation is following its yearly trend. There is nearly always a sharp decline at the end of summer. Overdrive use is slightly down from a year ago but hoopla use is well up.
- d. Our Recently Added DVD display continues to do well. This month it resulted in 101 circulations. Other display results were as follows: WWII display – 22 circs; Cool Reads for Hot Days – 18; Small Books – 11.
- e. I had 3 notary appointments in August. I attended 3 Booklist webinars detailing new books coming out this fall.
- f. **Action Item:** none
- g. **Discussion:** Reminder: current circulation stats are inflated by auto-renewals

D. Atlanta – Kate Marshall/Mary Palmiero

The last couple of years with the shortened summer vacation school schedule seemed to result in a somewhat lower attendance at the library. Summer jobs and vacations have to be squeezed into a shorter time period. School resumed on August 1 this year. It was nice to see a lot of after school activity in the library. We get a larger number of teen-age boys than girls. They are not as interested in crafts and games as the girls are, but they do like to sit, talk, and relax. They mainly use their phones, tablets, or computers.

Statistics

Name of Event	Number of Events	Attendance/ Participation	Cost
Stitch Crafters	4	18	0
Thursday Movies	2	6	0
Games	8	24	0
Having Your Say	4	31	0
TOTALS	18	79	0

Other Statistics – 2018-2019

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Number of Visits	280	310	255	213	192	230	292	254	248	195	252	238	296
Directional Questions	54	36	34	42	38	40	33	55	44	42	39	49	52
Reference Questions	42	34	28	47	35	34	28	40	39	29	33	29	34
Recommendations	54	44	41	47	40	40	28	46	38	37	27	42	46
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	10	18	16	32	15	27	35	38	33	21	25	15	31

- **Looking Forward:** none
- **Action Item:** none

E. Adult – Ann Hoehn

- a. August Programs: 6; Attendance, 66+; Cost: \$50.00 Cost Per: \$0.76. There were 7 non-library uses of rooms & gazebo; Attendance, approx. 84
- h. **Action Item:** none
- i. **Discussion:** none
- j. **Looking Forward:**
 - Working with Jackie Hayden on plans for this year’s Holiday Marketplace scheduled for Saturday, December 7th. We will attempt to increase the event’s “profitability” so that we can begin to replenish the library’s Gift Funds in time for Summer Reading.

F. Children’s – Debra Brown

- a. August Programs: 15; Attendance: 236 Cost: \$0.00 Cost per: \$0.00
Library Collection – We added a new book vendor to our children’s book purchasing program in August. Special thanks to Kate Marshall for helping to arrange a meeting with a marketing representative from Usborne books. We had a very productive meeting on 8/22 which resulted in some of the budget being spent on new nonfiction and chapter book series titles. Large orders were also placed with Penworthy and Baker & Taylor to acquire the new Autumn and Halloween titles for our Newbooks collection. Books featured during the morning story time programs continue to be cycled out for table displays in an effort to attract interest in our preschool themes. Upon inspection, we determined that several dated, duplicate titles regarding countries of the world could be pulled and withdrawn which resulted in much needed space in the 900’s section.

Programs – In the story room, we devoted the first three weeks of August to Back to School, Friendship and Farmer’s Market. We had a great time doing a fruit and vegetable basket sort, and we built a wall display with friendship flower petals. For the last week of the month, we explored fast vs. slow in various versions of the tortoise/hare legend. We learned about tortoises, what they eat, and how long they live. This theme was also a big hit during the Friday morning visit to Cicero Christian Preschool. These outreach visits resumed on 8/23, and will continue through the school year.

Looking Ahead – Program planning becomes easier in September as both the school and seasonal calendars start to take over what we plan in the children’s department. Alphabet will be front and center the first week, as we read Chicka Chicka Boom Boom (preschool classic) and experience the alphabet climbing and falling out of the coconut tree. We move immediately into the themes of Teddy Bears and Apples and will round out with a week devoted to the start of Autumn on 9/23. An afterschool Lego program is scheduled for 9/10 in order to gauge interest in perhaps restarting a monthly club. Friday morning Homeschool Enrichment starts again on 9/13 with the focus being Geography & Cultures.

Discussion/Notes: Debra still doing an amazing job! Working on acquiring a Christmas “Santa” at an affordable price.

G. Young Adult – Ann Hoehn

- a. August Programs: 1; Attendance, 20; Cost \$60.00; Cost per person: \$3.00
- b. **Discussion:** Summary from listed report given by Director Hoehn.
- c. **Action Item:** none
- d. **Coming up:**
 - Floating Mobile Paper Craft Club, 5:30-7 pm:
 - Sept 17 – Leaves and Acorns
 - Oct 15 – Birds Flying South
 - Nov 19 – Seasonal Trees
 - Dec 17 – Christmas Ornaments

H. Maintenance – Mike Hiatt/Ann Hoehn

- Cleaned carpet in Children’s area.
- Worked on toilet at Atlanta.
- Serviced lawn mowers and sharpened blades.
- Changed lights and ballasts.
- Attended construction meetings and monitored construction.

Looking Forward:

- Construction and hiring a new custodian, Diane Faux.

Discussion: none

Action Item: none

VIII. Old Business

A. Forthcoming Board Vacancies and Reappointment(s)

a. Discussion:

- i. Dane Roland, an interested patron was introduced by President Steve Griffith as considering seeking an appointment to our Board.
- ii. Laura Hebner was mentioned as one considering seeking an appointment to our Board.

- b. **Action Item:** Director Hoehn stated that we need confirmations of intent in order soon in order to notify appointing agencies.

IX. New Business

a. Capital Projects summary presented by Ian Wooten and Matthew Schmitz from Hagerman

a. Updates

- i. **Discussion:** Hagerman has presented a “change order” labeled Handout # 1, for \$8,526.18 related to insulation upgrades needed.
- ii. **Notes:** Insulation has been installed. Some non-bid costs will be absorbed by Hagerman. The Construction Contingency Fund will cover these “change order” costs.
- iii. **Motion to accept the “change order” for \$8,526.18 with Construction Contingency Fund covering the cost.**
 - a. Motion made by Mike Jenkins
 - b. Seconded by Lee Templeton.
 - c. Motion carried by a vote of 5/0 (All vote AYE)

b. Retention Pond

- i. **Discussion:** none
- ii. **Action Item:** N/A

c. Audio Visual Proposal [Exhibit # 5, Pages 1-4]

- i. **Discussion:** Curt Arbuckle vendor with C/D Global presented an Audio Video Proposal (Exhibit # 5) of \$15,564.06.
- ii. **Action Item:** The Board will continue discussion at the October Board meeting. Required preliminary power and data actions that would be needed will be forwarded to Hagerman.
- iii. **Motion to have required preliminary power and data actions that would be needed forwarded to Hagerman by C/D Global.**
 - a. Motion made by Kini Magdun

- b. Seconded by Julie Overton
- c. Motion carried by a vote of 5/0 (All vote AYE)

d. Permission to Pay Hagerman [Exhibit # 6, Pages 1-2]

- iii. **Discussion:** none
- iv. **Action Item:** Complete payment
- v. **Motion to pay Hagerman**
 - 1. Motion made by Julie Overton
 - 2. Seconded by Kini Magdun
 - 3. Motion carried by a vote of 5/0 (All vote AYE)

e. First Merchants Closing of Cicero Location

- vi. **Notes:** This branch in Cicero will be closing on December 10, 2019.
- vii. **Discussion:** Law requires us to have another bank. It is agreed that HNPL will move our checking account but will investigate options and report findings at our October Board meeting.
- viii. **Action Item:** Director Hoehn will investigate options and report back to board in October.

f. Annual Insurance Renewal

- ix. **Notes:** Quotes are coming in. An agent will present options to the Board soon.
- x. **Discussion:** Continue with securing quotes
- xi. **Action Item:** none

g. Technology Update

- i. **Notes:** The Windows 10 units at Atlanta caught a bad set of updates sometime in August and our IT group is still struggling to repair those fully. Hoping to have resolution in October.
- ii. **Action Item:** none

X. Looking Ahead: October 17 -- Regular Board Meeting at Atlanta Library, 6:30 p.m., including 2020 Budget Adoption. Must have a quorum.

XI. Meeting Adjournment

- a. Motion to adjourn
 - i. Motion made by Julie Overton
 - ii. Seconded by Kini Magdun
 - iii. Motion carried by a vote of 4/0 (all vote AYE)
- b. 7:40 p.m. PM meeting adjourned.

XII. Executive Session – No