

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
February 18, 2021 at 6:30 p.m.  
Cicero Branch, Jenkins Meeting Room**

- I. Call Meeting to Order
  - A. Called to order by President Lee Templeton at 6:30 p.m.
  - B. Members present: Kini Magdun, Julie Davis, Lee Templeton, Emily Pearson, Jim Hunter Kelly Wuerch, Beth Roberts
  - C. Members absent: none
  - 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 January 21, 2021 Board Meeting Minutes [Exhibit #2,3,4 Pages 1-9, 1-2, 1]
  - A. **Notes:** Board of Finance header needed the word “minutes” added to it; Keep B. as-is on Section 3 on Board of Finance, however A needed revised. Header date on regular meeting minutes changed to match Jan meeting day & time; Regular Meeting minutes Director’s Report Notes section needed clarified that there was no available reimbursement through Hamilton County at this time. Children’s Department report had extra spacing around words “take-home” that needed removed. IX. Old Business 3. Action Items: remove phrase “All current COVID-19 operational guidelines will remain in place until the next board meeting.”
  - B. **Motion to approve January 21, 2021 regular meeting minutes and January 21, 2021 Board of Finance Meeting Minutes as amended.**
    1. Motion made by Emily Pearson
    2. Seconded by Beth Roberts
    3. Motion carried by vote of 7/0 (All vote AYE)
  
- IV. Public Participation
  - A. None.
  
- V. Financial Reports – January 2021 [Exhibit #5, Pages 1-18]
  - A. Review of January report
    1. **Motion to pay January bills and approve financial reports**
      - a. Motion made by Julie Davis
      - b. Seconded by Kini Magdun
      - c. Motion carried by a vote of 7/0 (All vote AYE)
      - d. All Board members present signed voucher register summary.
    2. **Action Item:** none
    3. **Notes:** Transfer to Rainy Day completed. Sold 4 non-resident cards and 1 PLAC card in January. Outstanding check resolved.

**VI. Director's and Department Reports [Exhibit #6, Pages 1-8]**

I learned on Monday that we need a Board Resolution allowing the use of staff credit cards before we approve our (revised) Credit Card Policy. (Apparently, both Resolution and Policy are required.) I need additional time to draft the Resolution. Both the Resolution and Revised Policy will be presented at the March Board meeting.

**Notes:** Elaine Robert's husband generously repaired our large clock behind the Circulation Desk when it broke last month. 64 people are currently signed up for Winter Reading. We're starting up 1000 Books Before Kindergarten through Beanstack, likely sometime in early March 2021.

**Action Item:** Ann to bring Credit Card Resolution and Revised Policy to the March Board Meeting

Statistics

<b>2020-2021 Cicero Stats</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>
Number of Visits	2811	2975	1571	--	--	1756	1819	1834	1699	1750	1515	1382	1571
Directional Questions	139	178	64	9	15	167	108	102	82	62	110	78	104
Reference Questions	231	192	98	--	7	200	116	104	64	100	41	81	115
Book & Other Recommendations	50	53	20	--	--	22	15	27	30	18	11	14	22
Scanned Pages	166	122	98	--	--	121	93	48	26	101	16	76	62
Volunteer Hours	10	15	6	--	--	0	0	0	0	0	0	0	0
Study Room Use (est.)	23	35	17	--	--	20	22	20	25	30	30	20	20
Yearbook Use	62	81	29	--	--	11	19	34	38	10	8	12	30
Mandatory Service Hours	0	0	0	--	--	0	0	0	0	0	0	0	0
New Wing Tours (persons)													7

<b>Activities for Adults</b>	<b>DATE</b>	<b># OF TIMES</b>	<b>ATTENDANCE</b>	<b>COST</b>
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Classic Movie Club – <i>Washington Slept Here</i>	1/9	1	9	0
Mystery Book Group – <i>The Lying Game</i> , Ruth Ware	1/25	1	3	0
Non-Library Room Use		3	17	0

**HNPL Website Audience Review**

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21
<b>Sessions</b>	1,520	1,553	1,725	688	1,262	1,656	1,449	1,354	1,177	1,348	1,262	1,089	1,231
<b>Users</b>	912	967	1,214	462	796	923	871	795	800	890	773	683	740
<b>Pageviews</b>	2,732	2,807	3,216	1,435	2,440	2,903	2,463	2,262	2,042	2,191	2,186	1,737	1,994
<b>Pages/Session</b>	1.80	1.81	1.86	2.09	1.93	1.75	1.70	1.67	1.73	1.63	1.73	1.60	1.62
<b>Avg. Duration</b>	1:11	1:01	2:31	1:18	1:18	1:28	1:11	1:12	1:05	1:07	1:00	1:03	1:06
<b>Bounce Rate</b>	68.36%	69.29%	59.13%	60.32%	62.60%	65.16%	68.25%	71.42%	72.22%	74.04%	71.00%	74.10%	74.90%
<b>Sessions/User</b>	1.67	1.61	1.42	1.49	1.59	1.79	1.66	1.70	1.47	1.51	1.63	1.59	1.66
<b>New Users</b>	783	830	1086	389	706	786	732	679	694	772	675	569	644

Upcoming:

- A. *1000 Books Before Kindergarten* reading Challenge

**Assistant Director – Kate Marshall**

**GENERAL**

**104+ hours, highlights include:**

- Collection development & maintenance
- Acquisitions
- 9 notary events
- Professional development; webinars; cataloging updates
- HHMS School Improvement Committee Meeting

**TECHNOLOGY**

**7+ hours, highlights include:**

- Monthly alignment mtg w/Brightworks
- Technology troubleshooting & maintenance
- UTM Feature Package install & configuration
- RICOH machine installs

**MARKETING**

**5+ hours, highlights include:**

Marketing for FB & Pinterest; Winter Reading & Nature collection  
Marketing meeting prep & follow up  
Updating Pinterest boards

**CATALOGING & ACQUISITIONS**

Acquisitions has been working on prepping Spring purchasing carts as well as processing donation backlog for additions to the collection. Cataloging concentrated on processing new materials this month as well as finishing up adding the new Nature items to our collection.

**LOOKING FORWARD**

Marketing  
Technology & Technical Services projects

**Circulation – Ann Hoehn/Jenn Crusenberry**

January 2021 circulation was **6,493** compared to January 2020 of **8,166** and a three-year average of **7,546**. Atlanta had **253** circulations and Cicero had **4,675** + Overdrive eBooks **822** + Hoopla **743**. In-house use for Atlanta was 63 and Cicero was 383. Sent out 97 holds from Atlanta and 425 from Cicero. Atlanta received 22 holds and Cicero received 449 holds from other libraries.

21 new patron cards were issued in January.

We continue to clean and disinfect for Covid-19. Two displays resulted in 73 checkouts, and the new nature books dedicated to Elizabeth Burton continue to be a strong circulation presence with 41 circs in January. I have taken some cataloging courses to increase my knowledge of Evergreen with plans to do more.

**Notes:** We're trying to find a way to hire a part-time Marketing person to help craft a cohesive & consistent marketing presence for HNPL.

**Action Items:** none

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

Atlanta may be small, but it has been an influence on people. Earlier today a patron told me that when he and his family moved here over fifty years ago, this library changed his life. He spent every day here. He always found something to discover and to wonder about. He held this attitude throughout his college years and adult life.

ACTIVITY	NUMBER OF TIMES	ATTENDANCE	COST
<i>Having Your Say</i> Writers' Group	4	14	0

#### Statistics for 2019-2020

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan
Number of Visits	187	139	92	--	--	143	178	132	124	141	161	143	121
Directional Questions	25	16	4	--	--	16	8	25	5	18	31	27	16
Reference Questions	25	25	9	1	1	21	13	12	7	13	19	21	14
Recommendations	31	19	4	--	--	19	6	31	29	23	28	35	25
Volunteer Hours	0	0	0	--	--	0	0	0	0	0	0	0	0
Scanned Pages	0	0	0	--	--	0	0	0	0	0	0	0	0
Computer Usage	12	9	5	--	--	17	15	10	10 est.	15	15	15	15

**Discussion:** none

**Action Item:** none.

#### Children's – Debra Brown

Library Collection – During January, we displayed books about Dr. Martin Luther King, Jr. and even started the Presidents Day book display a few weeks early. Book ordering began again in earnest and the New Books display has completely switched over from holiday theming. A few sports biographies were added in January as were new board books for our youngest patrons about winter and the natural world. Picture books about snow and winter weather remained on face-out display the whole month and Valentine books have been interspersed in the display as well. The Graphic Novels collection is next in line for some new titles which will be added in February and March.

Library Programs – The “penguin” story time theme was the most popular in January, as was the take-home penguin craft. This story time session featured a color, shape, and number review that closely followed the *Little Penguins* picture book by Cynthia Rylant. Bundle-Up week was popular as well as we learned about various outerwear needed in the winter months. In addition to movement, we have added a listening skills component to our music activities. We have been exploring songs that give oral directions (*stretch high, stretch low, shake fast, shake slow*) so that we can learn to listen during songs instead of just mimicking the movements of the leader. In addition to theme-related coloring pages, we have brought back the craft component in the form of a take-home option that program participants can pick up on their way out. During story time, a completed craft is used both as a demonstration example and a discussion starter to introduce the theme. The craft is then placed on the front table as a visual reminder of theme and what they might complete later.

Looking Ahead – February Story Time themes will include a week devoted to the US Postal service as we learn about mail, mail carriers and our post offices. The picture book *Snail Mail* introduces a geography theme as we watch four snails move a special valentine from west coast to east and all the states in between. Other February themes will include Valentine’s Day, Polar Bears and the *Llama Llama* books by Anna Dewdney that feature rhyming, repetition, and social/emotional learning. Letter/Sound of the week will continue in conjunction with these themes as will new song and movement activities. Friday morning homeschool programs will resume on February 5<sup>th</sup> with a session entitled “Snow Day Science”. Our annual Winter Reading Program will run the length of February and will be promoted in morning story time sessions as well.

**Maintenance – Mike Hiatt/Ann Hoehn**

- Repaired front door trim at Atlanta.
- Replaced ballasts in light at Cicero.
- Hung donation plaque in Makerspace.
- Repaired lock on study room door.
- Moved some tables and chairs into storage.
- Met with contractors about getting estimates for Cicero front door replacement.

**Notes:** No estimates for front door yet. The new doors for the new wing have arrived at Hagerman; they now need painted and then installed.

## Looking Forward: Snow removal!

### VII. Old Business

- A. Capital Project Update – Exterior Door Replacement & Makerspace Acoustics
  - 1. **Note:** The new doors for the new wing have just arrived at Hagerman, so they just need painted and then installed.
  - 2. **Discussion:** The Makerspace has an echo problem that we're trying to solve. Board suggests hiring an acoustic specialty company that can come in and assess the issue and give recommendations. Kini knows someone from school who might be able to help—she'll see if they can come to the next board meeting.
  - 3. **Action Item:** none.
- B. COVID-19
  - 1. **Review and Update**
    - a. **Discussion:** There is potential for extending Saturday hours back to normal later in the Spring, but otherwise the library is still good with our current protocols. Board has no changes to suggest at this time.
    - b. **Action Item:** none.
  - 2. **Action Items:** Friends are wondering if they can host another fundraiser next month. Board approves.

### VIII. New Business

- A. Annual Renewal of Boyce Accounting/Payroll Software and Support Service
  - 1. **Discussion:** Slightly higher renewal price this year, but Ann is satisfied that it is a reasonable price hike.
  - 2. **Action Item:** Ann/Natalie to process renewal.
  - 3. **Motion to approve annual renewal [Exhibit #7, Pages 1-2]**
    - a. Motion made by Beth Roberts
    - b. Seconded by Kini Magdun
    - c. Motion carried by a vote of 7/0 (all vote AYE)
- B. Teleconferencing – Three Quotes [Exhibit #8, Pages 1-4]
  - 1. **Discussion:** Kate answered any questions about quotes and direction of our solution. Library is not interested in pursuing the quotes at this time; we'd prefer to focus on finding some other solution options before committing to anything.
  - 2. **Action Item:** Per board, mics & Bluetooth speaker high priority aspects of the solution. Jim Hunter has some equipment we may be able to borrow if needed in the interim.
- C. Technology Update

1. **Notes:** A Windows Feature update got a bit difficult to install remotely, but we're working through those updates manually at the moment.

2. **Action Item:** none

D. Annual Review of Board By-Laws [Exhibit #9, Pages 1-3]

1. **Discussion:** Reviewed, no changes suggested.

2. **Action Item:** none

IX. Looking Ahead:

A. Next Meeting – March 18<sup>th</sup> at Cicero Library

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 7/0 (all vote AYE)

B. 7:19 PM meeting adjourned.