

**Hamilton North Public Library–Board of Trustees Meeting Minutes
August 17, 2023, at 6:30 p.m. Cicero Library, Jenkins Meeting Room**

- I. Call Meeting to Order
 - A. Called to order by Kini Magdun at 6:30 pm.
 - B. Members present: Kini Magdun, Julie Davis, Emily Pearson, Beth Roberts, and Kelly Wuerch
 - C. Members absent: Tom Jarvis, Michael Morris
 - D. Others present: Ann Hoehn (Director), Gregg Williamson (Assistant Director), Natalie Strader (Bookkeeper), and Michael Bloom (Maintenance)

- II. Review the Agenda

The agenda was reviewed.

- III. Approval of the July 20, 2023 minutes for the Executive Session.
Approval of the July 20, 2023 minutes for the Regular Meeting
(Exhibits 1 and 2)
 - A. Motion to approve both sets of minutes was made by Emily Pearson
 - B. Seconded by Julie Davis
 - C. Motion carried by a vote of 5/0 (all voted Aye)

- IV. Public Participation

There was no public participation.

- V. July 2023 Financial Report- Approve Report and Payment of Bills (Exhibits 3-5)
 - A. Our monthly local tax distribution was received. We sold six non-resident cards and one PLAC card. Meeting room revenue was \$200. Payment was made for the legal expenses related to the Town of Atlanta eminent domain action. Payment to Comfort Systems for air conditioning work, as previously approved by the board, was made. Payment was also made for the replacement of the electrical outlets at the pavilion.
 - B. Motion to pay the June bills and approve the June Financial Report was made by Beth Roberts
 - C. Seconded by Julie Davis
 - D. Motion carried by a vote of 5/0 (all voted Aye)
 - E. All present Board members signed the voucher register summary.

VI. Director's and Department Reports (Exhibit 6)

Ann will be on medical leave 3 to 4 weeks starting August 29th. Once able she will work minimal hours from home to ensure all necessary duties are satisfied. She has been and will be working closely with the management team to ensure everything will be covered during her absence. She was asked about what would happen regarding the closing of the Atlanta library. Her goal is to have 90% of the books packed before her surgery. Aaron has been informed of her plans. Gregg will be able to sign any vouchers and Ann will sign them as well once she returns to the office.

Storytime will be covered by our volunteer that prepares the craft and Gregg.

Ann reported on what was discovered about the water in the women's restroom in the new section of the library. The counter is not quite level and therefore water collects on one end.

The Google Analytics component of our software is not working properly. We are working with MOJO, our website company to get a new version installed.

Summer reading numbers are up. Several other area libraries have reported good attendance as well. Sheridan Public Library was specifically noted.

Assistant Director Gregg Williamson gave his report. He received his commission as a Notary from the state. He has begun the process of removing old periodicals from the Indiana Room. The Indiana Historical Society Publication Traces is now available to check out. Problems with the transit through our new courier service were noted. Processed and cataloged 182 items into our system. Looking ahead, he will be attending the Evergreen Indiana Annual Conference tomorrow.

Circulation continues to be up, and Art instruction (which has moved to only one day) is going well.

The packing of materials in Atlanta is ongoing.

Storytime had 20 kids yesterday. There are also some new families coming.

Mike Bloom, the Maintenance Supervisor, reported that he is continuing to repair equipment. He said he thought the mower should make it through this year. One of the toilets in the women's restroom in the front lobby was leaking. Hunter Plumbing had to be called in. There are 4 more toilets in the library that are starting to leak. That equipment is 25 years old. We continue to have challenges getting vendors to come give estimates. We do have a company coming tomorrow to work on the Jenkins Room air conditioning.

VII. Old Business

A. Book Sale Room Renovation. This item was advanced on the agenda. Jenn reported on quoted expenses for fixing up the room. Due to the excessive amount of the quotes, the Friends have decided to do the work themselves. On September 9th volunteers will begin to move the books from the book sale room to the Jenkins Room where there will be a \$3.00 bag sale the week of September 11-16. Work on the room will begin on Monday, September 11. They are going to remove the wallpaper and prime and paint the walls in an ivory color. They will bring metal bookshelves from the Atlanta building to go into the room. Discussed the transition and trim from the book sale room into the main library. The Friends are going to heavily advertise the book sale. The goal is to be done with the room renovation by September 15. Emily Pearson asked who was in charge of the wallpaper removal. Jenn said Susan had taken that assignment. It was mentioned that perhaps the signs coming into town could be used to advertise the sale. Friends' volunteers and staff will manage the sales. Jenn told the board that Friends volunteers had been helping with removing weeds outside the library.

VIII. New Business (Due to Kini Magdum leaving early, several items of new business were moved up on the agenda)

A. 1. Barnes & Thornburg invoice (Exhibit 7) for legal work related to the selling of the Atlanta building was presented. The invoice is for work through July 31st. With this payment the Rainy Day fund has been exhausted.
2. Motion to pay Barnes & Thornburg invoice was made by Julie Davis.
3. Seconded by Kelly Wuerch.
4. Motion carried by a vote of 5/0 (all voted Aye).

B. 1. Julie Davis's appointment to the library board expires November 30, 2023.
2. Motion to recommend the reappointment of Julie Davis to the library board made by Emily Pearsons.
3. Seconded by Beth Roberts.
4. Motion carried by a vote of 4/0 (all voted Aye, except Julie Davis who abstained).

C. 1. Resolution to join the Internet Consortium from July 2023 – June 2024.
2. Motion to renew Internet Consortium membership was made by Julie Davis.
3. Seconded by Beth Roberts.
4. Motion carried by a vote of 5/0 (all voted Aye).

D. 1. Kini Magdum has received the formal resignation of Ann Hoehn effective July 31, 2024.
2. Motion to accept Ann Hoehn's formal resignation was made by Emily Pearson.
3. Seconded by Julie Davis.

4. Motion carried by a vote of 5/0 (all voted Aye).

Kini Magdun left the meeting. Board Vice-President became President Pro-tem

IX. Old Business (Resumed)

- B. There was an executive session prior to this meeting regarding the eminent domain action being brought by the Atlanta town council. If all goes well the Atlanta Town Council will agree to purchase the building there, and we will have a special public meeting on Thursday, August 24th at 6pm.
- C. After Natalie and Ann's meeting with the DLGF there will be a new draft of the 2024 budget for the Board to approve at the special meeting on August 24th.
- D. Discussion about the furniture at the Atlanta building. We did not have any luck with the online auction people. They did not think there was enough to be worth their effort. It was discussed that the Friends of the Library might offer for sale items to the town of Atlanta after the paperwork is signed. We reviewed what furniture there is there. Talked about the funds from the sale of the furniture going into the gift fund once the Friends forward the proceeds to the library.
- E. Natalie shared a statement regarding the 2024 budget (Exhibit 8-9). We said that we will be underfunded for the 2024 Budget by \$28,490. The updated local income tax estimates should help cover some of this shortfall. The September Board meeting will also cover the Public Hearing for the 2024 Budget. She discussed the financial impact of the library director leaving. There will be a need to increase the Director salary and benefits funding to cover there being two Directors during the one-month transition period as Ann retires. She recommended any remaining Operating Fund shortfall be budgeted instead out of the Rainy Fund which has adequate funding.
- F. The exterior molding repair or replacement was discussed. Mike Bloom said he is looking for a different contractor other than Harbor Exteriors. The question was asked, what would happen if we don't repair. The expense of this action was discussed. Any further discussion on this subject has been tabled

X. New Business (Discussion of new business was resumed)

- E.
 1. With the closure of the Atlanta library it is necessary to change the published meeting location for the October board from there to Cicero.
 2. Motion to move the location of the October board meeting from Atlanta to Cicero was made by Emily Pearson.
 3. Seconded by Kelly Wuerch.
 4. Motion carried by a vote of 5/0 (all voted Aye).

- F.
 - 1. Annually the library has allowed for free replacement of library cards during Library Card Sign-Up Month.
 - 2. Motion to allow free replacement of lost library cards during September 2023 was made by Beth Roberts.
 - 3. Seconded by Emily Pearson.
 - 4. Motion carried by a vote of 5/0 (all voted Aye).

- G.
 - 1. Annually the library has conducted a “Food for Fines” initiative.
 - 2. Motion to approve the “Food for Fines” in November 2023 was made by Emily Pearson.
 - 3. Seconded by Beth Roberts.
 - 4. Motion carried by a vote of 5/0 (all voted Aye).

- H. There was a brief discussion on using any future vacancy for a Circulation Assistant as also a Children’s Assistant.

- I. Technology Update – There is a problem with our WIFI printing. Jenn has been working with Brightworks to try to resolve the issue.

- XI. Looking Ahead: On August 24th there will be a special Board meeting to accept the Town of Atlanta’s offer to purchase the Atlanta library building. The regular Board meeting will be on September 21st, agenda to include the 2024 Budget Public Hearing. A quorum is essential.

- XII. Meeting Adjournment
 - 1. Motion to adjourn made by Emily Pearson
 - 2. Seconded by Kelly Wuerch
 - 3. Motion carried by a vote of 5/0 (all voted Aye) at 7:37 p.m.