

**Hamilton North Public Library–Board of Trustees Meeting Minutes  
September 21, 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, Kelly Wuerch, and Michael Morris
  - C. Members absent: Tom Jarvis
  - 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 August 17, 2023, minutes for the Executive Session  
Approval of the August 17, 2023, minutes for the Regular Meeting  
Approval of the August 24, 2023 minutes for Special Meeting  
  
(Exhibits 1 - 3)
  - A. Motion to approve all sets of minutes was made by Emily Pearson.
  - B. Seconded by Michael Morris.
  - C. Motion carried by a vote of 6/0 (all voted Aye).
  
- IV. Public Participation

There was no public participation.
  
- V. Time Allocated for Public Hearing on the Budget. There was no one from the public.  
(Exhibit 4)
  
- VI. August 2023 Financial Report. Approve Report and Payment of Bills (Exhibits 5-7)
  - A. Our monthly local tax distribution was received. We sold four non-resident cards and no PLAC cards. Meeting room revenue was \$200. Payment was made for the legal expenses related to the Town of Atlanta eminent domain action. The invoice was approved at the last Board meeting. We issued payment to Caribbean Air for repairs to the air conditioning system in the amount of \$1225.
  - B. Motion to pay the August bills and approve the August Financial Report was made by Julie Davis.

- C. Seconded by Michael Morris.
- D. Motion carried by a vote of 6/0 (all voted Aye).
- E. All present Board members signed the voucher register summary.

VII. Director's and Department Reports (Exhibit 8)

Ann is back working at the library for short periods. She will resume her regular schedule over the next few weeks.

The Google Analytics problem was fixed. Wireless printing is also fixed.

Assistant Director Gregg Williamson gave his report. He prepared the statistical report for the Board this month. He has also begun providing notarial services for library patrons. There continue to be delays with the courier service used for the sharing of our materials with other libraries.

Processed and cataloged 190 items into our system. We donated almost 2000 items to the Friends of the Library, per board approval.

Mike Bloom, the Maintenance Supervisor, reported that Jenkins Room air conditioning repairs are finished. He has completed repairs on the lawn mower and plans to have oil changes done before the time to winterize the equipment. He has helped with the work of closing of the Atlanta library, specifically spending time on both sets of exterior doors.

It was reported that the faucet in the women's restroom in the new addition is having a problem. It was also suggested that Mike should consider getting a cart to be able to haul cut brush from the library grounds.

VIII. Old Business

- A. Book Sale Room Renovation. Jenn reported about Friends efforts on the room. There was a problem with removing the wallpaper, so it was decided to paint over the wallpaper instead. The shelves have been anchored in and materials have been put back into the area.
- B. Book Sale. The Friends collected \$1,100 from their recent sale. They estimate that 371 bags of books/DVDs were purchased. That is approximately 3,000 items.

IX. New Business

- A. 1. Ann requested that the limit for the library card be increased in case the moving company needed immediate payment and it exceeded our current limit.  
2. Motion to increase credit card limit to \$4,000 for both Ann and Gregg, specifically for moving the collection was made by Emily Pearson.

3. Seconded by Michael Morris.
  4. Motion carried by a vote of 6/0 (all voted Aye).
- B. Beth Roberts reported that she had been able to sell a number of excess furniture items from Atlanta. She has turned in \$1,950 to the library so far.
- C. 1. A bill from Barnes & Thornburg for legal work related to the selling of the Atlanta building was presented. (Exhibit 9) The invoice is for work through August 30<sup>th</sup>.  
2. Motion to pay Barnes & Thornburg invoice was made by Beth Roberts.  
3. Seconded by Michael Morris.  
4. Motion carried by a vote of 6/0 (all voted Aye).
- D. Discussed the closing date for the sale of the Atlanta building. Our financial advisor will have to file an update disclosure on the bond for which there will be a fee. Also, paperwork will need to be filed with the IRS. It was suggested that perhaps our financial advisor could file this, as well.
- E. The last day the Atlanta Library will be open is September 27<sup>th</sup>. The Friends are going to provide cake and punch, and the public is invited to stop by.
- F. 1. Ann asked the Board to allow her to be able to use a hybrid schedule of work from home and at the library as she continues recovery from surgery.  
2. Motion to accept Ann Hoehn's hybrid home/library work schedule was made by Emily Pearson.  
3. Seconded by Julie Davis.  
4. Motion carried by a vote of 6/0 (all voted Aye).
- X. Looking Ahead: The next Board meeting will be on October 19<sup>th</sup>, and the 2024 Budget will be presented for adoption. A quorum is essential.
- XI. Meeting Adjournment
1. Motion to adjourn made by Emily Pearson.
  2. Seconded by Julie Davis.
  3. Motion carried by a vote of 6/0 (all voted Aye) at 7:12 p.m.