

**Hamilton North Public Library–Board of Trustees Meeting Minutes
January 19, 2023 at 6:30 p.m. Cicero Library, Jenkins Meeting Room**

- I. Call Meeting to Order
 - A. Called to order by Kini Magdun at 6:31 pm.
 - B. Members Present: Kini Magdun, Julie Davis, Emily Pearson, Kelly Wuerch, Beth Roberts, Michael Morris
 - C. Members absent: None (We currently have a Board vacancy.)
 - D. Others present: Ann Hoehn (Director), Natalie Strader (Bookkeeper), Mike Hiatt (Maintenance), and Aaron Culp (Attorney) stayed until approximately 6:40 pm.

- II. Review Agenda
 - A. Agenda was reviewed.

- III. Approve December 15, 2022 Minutes for Executive Session and Regular Meeting [exhibits 1 and 2]
 - A. Motion to approve the two sets of minutes with stated revisions 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
 - A. None.

- V. December 2022 Financial Report–Approve Report and Payment of Bills [exhibits 3-6]
 - A. Motion to pay December bills and approve December financial report made by Julie Davis
 - B. Seconded by Michael Morris
 - C. Motion carried by a vote of 6/0 (all voted Aye)
 - D. All Board members signed voucher register summary.

- VI. Director’s and Department Reports [exhibit 7]
 - A. Discussion: Ann let the Board know that she received a polling site contract for the library. Also, Tom Jarvis is expected to be appointed to the library Board at the end of January.

VII. Old Business

A. Continuing Discussion on the Future of Atlanta

1. No bids received so far; deadline is January 31. If no bids are received by the deadline, the Board will discuss our next steps.
2. Furniture, Equipment, Books & Other Materials
 - i. Discussion: Items could be given to Friends of the Library
 - ii. Action: Kini will set up a time to meet with Dr. Arrowood about the library gifting the bell to the school corporation
 - a. Motion to gift the bell back to the school was made by Beth Roberts
 - b. Seconded by Michael Morris
 - c. Motion carried by a vote of 5/0 (all voted Aye); Julie Davis abstained.

B. Cicero Library Roof

1. Discussion: Jim Hunter is working with Aaron to get the verbiage right to include insurance and bonds.

C. Charging Station

1. Discussion: Ann has done some research for a cordless stand for charging, but there aren't affordable options for cordless.
2. Action Item: Keep researching ideas for this.

VIII. New Business

A. Discussion: Keep the current slate until the building is sold.

1. Motion to keep the current slate in place (Kini, President; Julie, VP; Emily, Treasurer; Kelly, Secretary) made by Beth Roberts
2. Seconded by Michael Morris
3. Motion carried by a vote of 6/0 (all voted Aye)

B. Technology Update

1. HH Student iPads/HNPL Wi-Fi
 - a. Still waiting to hear from tech.

C. Director Bonus Resolution [exhibit 8]

1. Motion to Approve \$3000 Bonus for Director Ann Hoehn made by Julie Davis
2. Seconded by Beth Roberts
3. Motion carried by a vote of 6/0 (all voted Aye)
4. All Board members signed the resolution

- D. Revision to 2023 Employee Compensation Resolution to Reflect Bonus [exhibit 9]
 - 1. Motion to set the current pay, including Director Bonus made by Beth Roberts
 - 2. Seconded by Michael Morris
 - 3. Motion carried by a vote of 6/0 (all voted Aye)
 - 4. All Board members signed the resolution

- E. Temporary Loan from Rainy Day to Operating Resolution [exhibit 10]
 - 1. Motion to transfer \$100,000 from Operating to Rainy Day made by Michael Morris
 - 2. Seconded by Beth Roberts
 - 3. Motion carried by a vote of 6/0 (all voted Aye)
 - 4. All Board members signed the resolution

- F. Employee Mileage Reimbursement Resolution [exhibit 11]
 - 1. Discussion: We reimburse at the federal rate. We need a new resolution; last year's has expired.
 - a. Motion to use the federal mileage reimbursement rate was made by Beth Roberts
 - b. Seconded by Julie Davis
 - c. Motion carried by a vote of 6/0 (all voted Aye)
 - d. All Board members signed the resolution

- G. Year-End Transfers
 - 1. Resolution to Transfer Funds Between Major Categories within the 2022 Operating Budget [exhibit 12]
 - a. Motion to transfer was made by Beth Roberts
 - b. Seconded by Michael Morris
 - c. Motion carried by a vote of 6/0 (all voted Aye)
 - d. All Board members signed the resolution
 - 2. December Appropriation Report After Year-End Transfers [exhibit 13]
 - a. Presented for reference.

- H. Long-Range Plan—Jan/Feb Project: Talent Acquisition and Retention
 - 1. Discussion: Ann would like to work on how to attract and retain talent. She has not received any assistant director applications. Could we offer health insurance and retirement funds to our full-time employees? Ann would like to look into how other small libraries do this.

I. Request to Seek Quotes for Repair or Replacement of Various Cicero Library Doors

1. Discussion: Front door replacement cost \$17,000 two years ago. Employee door is also a concern and needs to be replaced.
2. Action: Mike will look into pricing.

J. Request to Gift Atlanta Table to Long-Term Atlanta Library Employee

1. Discussion: The Board indicated that Mary Palmiero could have the table.

IX. Looking Ahead: February 16th at Cicero Library– Executive Session at 6pm in Indiana Room and Board Meeting at 6:30pm in Jenkins Room.

X. Meeting Adjournment

- a. Motion to adjourn made by Emily Person
- b. Seconded by Michael Morris
- c. Motion carried by a vote of 6/0 (all voted Aye) at 7:23pm