

**Hamilton North Public Library–Board of Trustees Meeting Minutes
May 18, 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, Michael Morris
 - C. Members absent: Tom Jarvis
 - D. Others present: Ann Hoehn (Director), Gregg Williamson (Assistant Director), Natalie Strader (Bookkeeper), Aaron Culp (Attorney)

- II. Review the Agenda

The agenda was reviewed.

- III. Approval of Minutes (Exhibits 1-3)

April 20, 2023 Executive Session and Regular Meeting and May 11, 2023
Emergency Board Meeting

 - 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. New Business. (Advanced on Agenda)
 - A. Eminent Domain Action (Exhibits 9-13) – The Town of Atlanta has filed a lawsuit to take the Atlanta Library by eminent domain action. Aaron stated that the purchase offer we recently received for Atlanta Library has been officially withdrawn by the person who made the offer; Kini has signed that cancellation agreement on behalf of the library.
 - a. Obvious mistakes in the complaint are the incorrect name of the library and the incorrect name for the trustees as well as a statement indicating the Atlanta Library is not in current use. Aaron Culp said the attorney for the Town of Atlanta had been given the correct name of both the library and the trustees.

- b. Motion to hire the legal firm of Barnes and Thornburg to represent the library in the suit of the Town of Atlanta Water Works vs. The Library Board was made by Emily Pearson.
 - c. Seconded by Michael Morris
 - d. Motion carried by a vote of 6/0 (all voted Aye)
 - e. Aaron Culp said now that Barnes and Thornburg are under contract they will respond to the suit.
- B. On a different matter, Mr. Culp reported that newly passed state legislation which takes effect in December 2023 will allow government units to make partial payment in advance for capital projects being done by vendors.

VI. April 2023 Financial Report (Exhibits 4-6)

- A. Expenses are below the run-rate. The circuit breaker (property tax cap) was less than estimated, so we should receive more revenue than originally estimated. Also, the State Board of Accounts has informed us that the library will be audited for 2021 and 2022.
- B. Motion to pay the April bills and approve the April 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 7)

Mike Hiatt, the part-time Maintenance Supervisor, has resigned, effective May 26th. The position has been posted on the library's website and notices have been posted on various community bulletin boards and throughout the library. Ann said the position is currently for 25 hours a week, but, with the right person, she will be flexible. Twenty hours a week may be enough.

The roof repair work has been completed. We have some extra shingles for future use. We are still finding nails scattered on the parking lot and in the grounds about the library.

Ann reported that Storytime is well-attended. Summer reading will start May 26th. The Friends of the Library donated \$3,000 for prizes. The Board was told they may participate. There is original artwork from one of Lor MacNorton's art programs hanging in the Indiana Room.

Assistant Director Gregg Williamson is now classified as a Cat 1 level cataloger in the Evergreen system. He continues to be trained in the various functions at the library and now takes care of the outgoing transit materials and the morning register report.

Ann reported that circulation is up. She indicated that our digital materials are helping to drive that increase. The consolidation of a couple of different consortiums into the Indiana Digital Library is making more items available to our patrons.

	Apr-23	Apr-22	3 Yr Avg
Circulation			
Atlanta	83	107	
Cicero	5,162	5,345	
Subtotal	5,245	5,452	
hoopla	686	686	
Overdrive	1,625	1,027	
Grand Total	7,556	7,165	7,131
In-House Use			
Atlanta	10	9	
Cicero	480	578	
Total	490	587	
Transits Sent			
Atlanta	48	52	
Cicero	448	343	
Total	496	395	
Transits Received			
Atlanta	10	3	
Cicero	452	374	
Total	462	377	

Lor put on 29 classes this last month. Most have a small number of participants but there are returning patrons. Lor has tailored some classes to the interests of some of these regular attendants.

Materials and other objects continue to be removed by Atlanta Branch. Attendance there continues to be minimal. Mary is a very valuable worker and is aware of the reasons for efforts to close the branch.

The new double doors from the lobby into the Cicero building are installed. We are still waiting for the new staff door at the back of the building. Ann is hoping that Mike might be able to get some flowers planted before his last day.

VIII. Old Business

Ann would like to budget in 2024 for employee health insurance for four full-time employees, if possible. With the threat of increased legal costs related to the Atlanta building it seems unrealistic to hire a Children’s Librarian at this time. Ann said we could go without one for now. She would like the art instructor to stay on with the library at 8

hours a week when her current one-year temporary position expires. Ann will present the necessary resolution to the Board next month to allow for this.

IX. New Business (Continued)

A. Permission to Pay Barnes & Thornburg Invoice (Exhibit 8)

1. Motion to pay Barnes & Thornburg was made by Michael Morris
2. Seconded by Julie Davis
3. Motion carried by a vote of 6/0 (all voted Aye)

B. Resolution to Eliminate Atlanta Branch Petty Cash and to Increase Cicero Petty Cash from \$25 to \$50 (Exhibit 14)

1. Motion to approve resolution was made by Michael Morris
2. Seconded by Beth Roberts
3. Motion carried by a vote of 6/0 (all voted Aye). All present Board members signed the Resolution.

C. Events Calendar Software Annual Renewal (Exhibit 15)

1. Motion to renew was made by Beth Roberts
2. Seconded by Michael Morris
3. Motion carried by a vote of 6/0 (all voted Aye).

D. Proposed Changes to Meeting Room Policy Discussion (Exhibit 16)

1. Changes would increase by \$25 the cost of Meeting Room A/B for "For Profits" and "Personal Events" as well as require "For Profits" to pay a use fee, except when they are partnering with the library. The library director will make the partnership determinations.
2. Motion to approve suggested revisions was made by Emily Pearson
3. Seconded by Michael Morris
4. Motion carried by a vote of 6/0 (all voted Aye)

E. New Quotes/Estimate from Harber Exteriors have not yet been received. We are seeking one quote for molding bracketing, one for siding repair, and one for both projects together.

F. Technology Update

Ann said we are getting to the point where we will have to replace some old computers. We have been rotating out the worst machines, but next year we are going to have to buy some new computers. Jenn has taken over the computer/technology issues for the library. Ann will ask Brightworks for an estimate of how much it will cost to replace 10 computers.

G. InfoExpress Service Renewal for 2023-2024

1. A motion to renew service was made by Julie Davis
2. Seconded by Beth Roberts
3. Motion carried by a vote of 6/0 (all voted Aye)

H. Friends Book Sale Room Proposal

Jenn Crusenberry, the Friends of the Library President, presented a renovation idea to the Board. The Friends would like to update the book sale room by taking down peeling wallpaper, repainting, adding new bookcases (coming from Atlanta) and replacing or renovating the floor. The Friends would pay for the walls, but Jenn is requesting that the library pay for the flooring. Jenn asked permission to have some contractors provide estimates for the work. There were no Board objections to getting estimates, and Jenn was encouraged to use local contractors, if possible. Jenn said the Board would have final approval on the changes to be made. Jenn will follow up at next month's Board meeting.

X. Looking Ahead: 6PM Executive Session and 6:30PM Board Meeting on June 15th at Cicero Library

XI. Meeting Adjournment

1. Motion to adjourn made by Julie Davis
2. Seconded by Emily Pearson
3. Motion carried by a vote of 6/0 (all voted Aye) at 7:11 p.m.