

**Hamilton North Public Library–Board of Trustees Meeting Minutes
November 16, 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, and Tom Jarvis
 - C. Others present: Ann Hoehn (Director), Gregg Williamson (Assistant Director), Natalie Strader (Bookkeeper), Michael Bloom (Maintenance), Aaron Culp (Library Attorney)

- II. Review the Agenda

The agenda was reviewed.

- III. Approval of the October 19, 2023 minutes for the Regular Meeting (Exhibit 1)
 - A. Motion to approve all sets of minutes was made by Tom Jarvis
 - B. Seconded by Michael Morris
 - C. Motion carried by a vote of 7/0 (All voted Aye)

- IV. Public Participation

There was no public participation.

- V. Aaron Culp’s discussion of events related to the sale of the Atlanta library building was moved up on the agenda. There is a new resolution relating to the use of the proceeds from the sale of the Atlanta building. We don’t need an escrow account. Aaron will check on what expenses will qualify under this resolution. The proceeds from this sale still need to be held in a separate fund.
 - A. Motion to adopt a resolution relating to the use of the proceeds from the sale of Atlanta was made by Emily Pearson (Exhibit 2)
 - B. Seconded by Michael Morris
 - C. Motion carried by a vote of 7/0 (All voted Aye)

There was a brief discussion about the possibility we might need to request an additional appropriation before the end of 2023.

- VI. October 2023 Financial Report. Approve Report and Payment of Bills (Exhibits 3-5)
 - A. October bank balances were reconciled to the books. We sold two non-resident cards and two PLAC cards. Meeting room revenue was \$250. We received the sales proceeds from the sale of the Atlanta library building. A new fund was established for

this purpose. Payment was made for the legal expenses related to the Town of Atlanta eminent domain action and sale of the building. This invoice was approved at last month's Board meeting. Payment was made to the realtor for the sale of the Atlanta building, as approved at last month's Board meeting.

B. Motion to pay the October bills and approve the October Financial Report was made by Julie Davis

C. Seconded by Michael Morris

D. Motion carried by a vote of 7/0 (all voted Aye)

E. All present Board members signed the voucher register summary.

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

Ann discussed the problems we continue to have with the courier service. Ann mentioned that it hasn't yet been fully determined how the Town of Atlanta will use the Atlanta Library building.

Assistant Director Gregg Williamson told the board that we had moved 440 boxes of books from Atlanta to the Maker Space. All Atlanta items now show up in the Cicero collection. As we identify duplicate titles, we are selecting the best ones to keep, and the other ones are given to the Friends.

Ann reported circulation was down. Much of this is likely due to the courier problems we are experiencing. Fortunately Overdrive checkouts are up.

| | Oct-23 | Oct-22 | 3 Yr Avg |
|--------------------|--------------|--------------|--------------|
| Circulation | | | |
| Atlanta | 18 | 230 | |
| Cicero | 5,219 | 5,735 | |
| Subtotal | 5,237 | 5,965 | |
| hoopla | 615 | 762 | |
| Overdrive | 1,932 | 1,208 | |
| Grand Total | 7,784 | 7,935 | 7,800 |
| In-House Use | | | |
| Atlanta | 0 | 27 | |
| Cicero | 673 | 661 | |
| Total | 673 | 688 | |
| Transits Sent | | | |
| Atlanta | 0 | 69 | |
| Cicero | 83 | 419 | |
| Total | 83 | 488 | |
| Transits Received | | | |
| Atlanta | 0 | 14 | |
| Cicero | 116 | 402 | |
| Total | 116 | 416 | |

The good-bye reception for Lor MacNorton, the library's art instructor, will be November 28th from 1-2pm.

Michael Morris volunteered to play Santa for the library again this year.

Mike Bloom, the Maintenance Supervisor, spoke about the work of cleaning up the Atlanta building. He also mentioned the heating problem we had been having. Comfort Systems came out, and the problem appears to be resolved.

VIII. Old Business – Previously discussed in Section V.

IX. New Business

- A. Kini announced that the Board will need to vote on officers for 2024 in January. She also said she was not going to serve as President of the Board for another term.
- B. Ann told the Board that the library needs a Children’s Librarian. Now that Lor has resigned from the library, Katie Strader, who has a Fine Arts degree, will plan and executive some library art programs for the public. It was suggested that we might consider partnering with Nickel Plate to arrange some visiting artists. While this might be a possibility, Ann said that such past efforts were rather expensive and never really took off, so to speak.
- C. There will be an executive session at 6pm on December 21st to conduct Ann’s annual evaluation. Kelly Wuerch will not be able to attend.
- D. Discussed possible ideas for the compensation of the staff in 2024. There was talk of an across-the-board increase based on inflation, and there was talk of merit increases as well as 2023 year-end bonuses. Ann mentioned that Jenn had worked well above and beyond her pay grade in 2023. Board will form a compensation committee with Julie Davis, Beth Roberts and Emily Pearson. They will come up with recommendations for the Board for their December meeting.
- E.
 - 1. The library has a Boyce Accounting Software agreement which is automatically renewed. We need permission to pay the annual fee.
 - 2. Motion to approve the Boyce agreement was made by Tom Jarvis.
 - 3. Seconded by Michael Morris.
 - 4. Motion carried by a vote of 7/0 (All voted Aye).
- F.
 - 1. A bill for \$1,085.55 to pay Koorsen Fire and Security for their annual inspection was presented. (Exhibit 7)
 - 2. Motion to approve payment to Koorsen was made by Beth Roberts.
 - 3. Seconded by Michael Morris.
 - 4. Motion carried by a vote of 7/0 (all voted Aye).
- G.
 - 1. A bill from Barnes & Thornburg for legal work related to the selling of the Atlanta building was presented. (Exhibit 8) The invoice is for work through October 30th.
 - 2. Motion to pay Barnes & Thornburg invoice was made by Michael Morris.
 - 3. Seconded by Julie Davis.
 - 4. Motion carried by a vote of 7/0 (all voted Aye).

X. Looking Ahead: December 7th will be the library staff dinner at 6pm in the Jenkins Room.
December 21st there is an Executive Session at 6pm and regular Board meeting will be at 6:30pm.

XI. Meeting Adjournment

1. Motion to adjourn made by Julie Davis.
2. Seconded by Emily Pearson
3. Motion carried by a vote of 7/0 (all voted Aye) at 7:38pm.