

**Hamilton North Public Library–Board of Trustees Meeting Minutes
March 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, and Tom Jarvis
 - C. Members absent: Michael Morris
 - D. Others present: Ann Hoehn (Director), Natalie Strader (Bookkeeper), Mike Hiatt (Maintenance), and Aaron Culp (Attorney)

- II. Review Agenda

Agenda was reviewed.

- III. Approval of the February 16, 2023 Minutes for the Executive Session and Regular Meeting [exhibits 1-2]
 - A. Motion to approve both sets of minutes was made by Emily Pearson
 - B. Seconded by Beth Roberts
 - C. Motion carried by a vote of 6/0 (all voted Aye)

- IV. Public Participation

Cheryl Trietsch with Century21, see below. Cole Harber with Harber Exteriors, see below.

- V. February 2023 Financial Report–Approve Report and Payment of Bills [exhibits 3-5]
 - A. Motion to pay the February bills and approve the February financial report was made by Beth Roberts
 - B. Seconded by Julie Davis
 - C. Motion carried by a vote of 6/0 (all voted Aye).
 - D. All present Board members signed voucher register summary.

- VI. Director’s and Department Reports [exhibit 6]

A new Assistant Director, Gregg Williamson, has been hired. He starts April 3, 2023. We received a \$3000 grant from the Hamilton County Bicentennial Committee. This money will cover expenses for any bicentennial programming we offer, including the April 8th makerspace event during which participants will watercolor modern

versions of a selection of class portraits found in the Indiana Room. This event is limited to 25.

Ann gave advance notice to staff that the COVID partitions at the circ desks will be removed April 1. Nicole Duncan with Jackson Township would like to borrow our art display panels. The Board informally agreed that this was okay provided satisfactory details could be worked out with Ann. Lor is developing new children’s and teen art lessons for June. Two months before Lor’s 1-year employment with the library ends, Ann will start the search for a new children’s librarian. The old bell has been removed from Atlanta Library and given to the high school. Circulation is up significantly.

	Feb-23	Feb-22	3 Yr Avg
Circulation			
Atlanta	138	118	
Cicero	5,601	5,357	
Subtotal	5,739	5,475	
hoopla	835	754	
Overdrive	1,534	898	
Grand Total	8,108	7,127	7,271
In-House Use			
Atlanta	20	19	
Cicero	581	451	
Total	601	470	
Transits Sent			
Atlanta	47	50	
Cicero	422	406	
Total	469	456	
Transits Received			
Atlanta	5	7	
Cicero	484	458	
Total	489	465	

VII. Old Business

A. Continuing Discussion on the Future of Atlanta

1. Discussion: Cheryl Trietsch of Century21 stated that there was a lot of interest in, and were many showings of, the Atlanta Library. She presented the library Board five offers, all cash offers. The general terms of each offer were reviewed [exhibit 7]. The highest offer was for \$200,000 with an estimated net of \$187,157.50, the terms of which included \$20,000 earnest money, waived inspection, closing on March 30, and 45 days to vacate. Cheryl stated this was the best of the five offers.

2. Motion to accept the \$200,000 offer was made by Emily Pearson
3. Seconded by Beth Roberts
4. Motion carried by a vote of 6/0 (all voted Aye).

B. Charging Station—There was a positive response to the recently purchased charging table. Ann will order a second table.

C. Cicero Library Doors

Mike Hiatt explained the employee entrance door and interior double door replacements totaling \$19,070 [exhibit 8]. Heartland Enterprises will install security and handicap attachments—the same set-up we have with the current doors.

1. Motion to approve the quote from Heartland Enterprises made by Beth Roberts
2. Seconded by Kelly Wuerch
3. Motion carried by a vote of 6/0 (all voted Aye)

D. Long-Range Plan—Director Recommendation Regarding PERF

Ann recommends that we do not join PERF at this time. Reconsideration may be warranted in the future when trying to recruit full-time employees who may benefit more from PERF than our currently offered 457 retirement savings account.

VIII. New Business

A. Open Cicero Roof Bids at 6:45 p.m. [exhibits 9-11]

1. We received two bids which were opened at 6:45 p.m. The bid from Harber Exteriors was for \$110,000. The bid from Indiana Restoration & Cleaning Services was for \$120,939.01. Cole Harber indicated that Harber Exteriors can quickly obtain the necessary bonding/insurance. Cole, Mike, and Ann will ensure the correct color tile is ordered; sample(s) will be used.
2. Aaron Culp recommended that the Board accept the bid from Harber Exteriors, pending review by himself and key staff.
 - a. Motion to accept the bid from Harber Exteriors provided it meets our specifications, as determined by attorney and staff, was made by Beth Roberts
 - b. Seconded by Emily Pearson
 - c. Motion carried by a vote of 6/0 (all voted Aye).
3. Mike reminded us that that the total cost could be higher than \$110,000 if, once the old roof is removed, [additional] damage is revealed.

- a. Motion to authorize necessary change orders costing up to an additional \$3000 was made by Emily Pearson
- b. Seconded by Beth Roberts
- c. Motion carried by a vote of 6/0 (all voted Aye).
- d. If change orders exceed \$3000, emergency meeting(s) will be held for approval.

B. Technology Update

The library ordered a year's subscription to both the RDA Toolkit, a cataloging resource, and LibraryIQ, an analytics tool. Both are subsidized or otherwise paid for by the State Library. LibraryIQ will enable the library to be more data-driven, a goal stated in our Long-Range Plan. The RDA Toolkit allows for more standardized, efficient, complete, and accurate cataloging.

B. Resolution Granting the President of the Library Board the Authority to Sign Real Estate Closing Documents [exhibit 12]

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

Kini signed the papers to sell Atlanta Library. Per the terms of the sale, the library will need to vacate by 45 days after closing and keep utilities on until the buyer takes possession. Ann will let the Board know when Atlanta's final service date will be. A "pending" sold sign will not be posted at Atlanta.

C. Resolution to Establish a Restricted Gift—Hamilton County Bicentennial [exhibit 13]

1. Motion to establish the Hamilton County Bicentennial Restricted Gift Fund made by Beth Roberts
2. Seconded by Emily Pearson
3. Motion carried by a vote of 6/0 (all voted Aye).
4. All present Board members signed the Resolution.

IX. Looking Ahead: Regular 6:30 Board Meeting on April 20th at Cicero Library (moved from Atlanta); Executive Session may be scheduled for 6 p.m., as needed.

1. Motion to move the April 20, 2023 Board meeting from Atlanta Library to Cicero Library made by Emily Pearson
2. Seconded by Julie Davis
3. Motion carried by a vote of 6/0 (all voted Aye).

Ann asked for permission to buy boxes, as needed. She feels it will be more than \$1000.

1. Motion to allow Ann to buy boxes as needed made by Julie Davis
2. Seconded by Kelly Wuerch
3. Motion carried by a vote of 6/0 (all voted Aye).

X. 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 7:19 p.m.