

**Hamilton North Public Library—Board of Trustees Meeting Minutes
June 15, 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, Tom Jarvis
 - C. Members absent: Michael Morris
 - D. Others present: Ann Hoehn (Director), Gregg Williamson (Assistant Director), Natalie Strader (Bookkeeper), Michael Bloom (Maintenance)

- II. Review the Agenda

The agenda was reviewed.

- III. Approval of the May 18, 2023 minutes for the Regular Meeting (Exhibit 1)
 - A. Motion to approve the minutes was made by Tom Jarvis
 - B. Seconded by Emily Pearson
 - C. Motion carried by a vote of 6/0 (all voted Aye)

- IV. Public Participation

There was no public participation.

- V. May 2023 Financial Report—Approve Report and Payment of Bills (Exhibits 2-4)
 - A. It was reported that we had received our first installment of taxes for operating and debt service funds. Payment was made to Barnes & Thornburg and Harber Exteriors as approved at the previous Board meeting. Payment was also made to renew events calendar software. Our to-date expenditures were below the run rate, and the revenues that we generated for ourselves were above what was budgeted. Crowe LLP, the auditor chosen by the SBOA to review our 2021 and 2022 financial information, will begin on-site work on June 26th.
 - B. Motion to pay the May bills and approve the financial report was made by Julie Davis
 - C. Seconded by Beth Roberts
 - D. 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 5)

Summer reading began on May 26th. There have been 273 participants so far, with over 3,000 books reported as being read. As previously reported, the Friends of the Library donated \$3,000 for prizes. The prizes are on display in the Indiana Room.

Lor MacNorton is putting together an art reception for Friday, June 30th from 3-5. Student art will be on display June 30 - July 15.

Assistant Director Gregg Williamson gave his report. He is now classified as a Cat 1 level cataloger in the Evergreen system. Worked on the re-seeding and watering a portion of the library's lawn on the west side. Processed and cataloged 296 items into our system. Continues to transition materials from Atlanta to Cicero. Looking ahead--He is working on our plan to inventory the collection.

Ann reported that circulation is up over 500 items from last year. She indicated that our digital is helping to drive that increase. She is considering how to increase digital circulations.

	May-23	May-22	3 Yr Avg
Circulation			
Atlanta	94	115	
Cicero	5,064	5,079	
Subtotal	5,158	5,194	
hoopla	767	759	
Overdrive	1,635	1,113	
Grand Total	7,560	7,066	6,857
In-House Use			
Atlanta	2	4	
Cicero	497	551	
Total	499	555	
Transits Sent			
Atlanta	56	76	
Cicero	348	327	
Total	404	403	
Transits Received			
Atlanta	8	17	
Cicero	412	409	
Total	420	426	

Lor put on 24 classes with 91 participants this last month. The best attended class was the sunflower painting event. Lor is still interested in transitioning from temporary employee at 28 hrs/wk to regular employee at 8 hrs/wk.

In Atlanta, Mary has heard from several people that they thought the Atlanta library had closed down. She has put a number of signs around Atlanta indicating that the library is still open on Tuesdays and Wednesdays. Ann has also dispelled to several items of mis-information such as that the Atlanta building had been sold to the school system and that the building had been condemned.

Storytime numbers are up. Ann said she is incorporating more singing! The bulletin board in the story time room is used to display their weekly crafts. It had been so full that there was no room for anything further. We cleaned it off and now Ann tells the parents and kids to watch as their work will be featured there. One of the big summer

features will be *Professor Steve and His Marvelous Machines* presentation on June 22nd at 11am.

The Friends will be putting on an end of summer party on July 20th at 11:30 with ice cream and Root Beer floats.

Mike Bloom, the new Maintenance Supervisor, reported that he started work this week. He mentioned touring the facility. He will take things day-to-day. There are some mechanical issues with some of the lawn equipment. He reported he had started some weeding and was hoping to get the library ready for the big 4th of July activities.

Ann reported there are 6 LOML events scheduled at the library pavilion.

Haley Petercheff was recognized as a super star reader upon completing the 1000 Books Before Kindergarten program. She received a certificate and is featured on our Facebook page.

VII. Old Business

- A. Ann expressed concern that the library would not be able to afford to provide employee health benefits. She reported on her conversation with Sarah Wallace from the Alexandria-Monroe library. Their library serves about 1,000 less than we do but has 6 FTE they provide health benefits to include dental and vision. They budget \$100,000 for employee benefits, which includes about \$56,000 for health insurance. They are paying \$4,600 a month in premiums. According to the state library website they spend 68% of their operating budget on their employees while we spend only 61%. They have been doing this for several years. Ann did get the names of contacts with their insurance so that we could get some more specific cost estimates in the future.
- B. There was nothing really to report on the eminent domain action by the Atlanta town council. Barnes and Thornburg are working to get a court hearing set to move things along. Aaron said that when he spoke with the attorney for the town that he got the impression that some of the information he had to share caught him off guard. Aaron said there might be some action next week. The Board members should be prepared to have an executive session.

VIII. New Business

- A. 2024 Budget—1st Draft (Exhibits 6-7)
Natalie explained that the 2024 budget that was presented to the Board this evening was very preliminary. The growth quotient upon which we base our budget has not been received yet.
- B. New Quotes/Estimates from Harber Exteriors
Ann has not received anything yet from Harber Exteriors for the repair work.

C. Technology Update

Ann's computer is starting to act up, and she may replace it with the Surface Pro 3 she has with a configuration similar to Gregg's computer workstation configuration. She is going to discuss this with Brightworks.

D. Temporary Art Instructor Position—Resolution (Exhibit 8)

Discussed the Resolution related to employee positions at the library. The resolution will change the art instructor position from temporary to regular.

1. Motion to approve the revised 2023 Employee Positions, Pay Ranges, and HSA Contributions or Additional Payroll was made by Julie Davis
2. Seconded by Tom Jarvis
3. Motion carried by a vote of 6/0 (all voted Aye)

E. Internal Controls Requirements

The State Board of Accounts requires Internal Controls training by certain members of the staff and Board. This generally is done by viewing a video training segment. There is now a requirement that the Board of Trustees be informed that the training has been completed. Ann indicated that everyone required to receive the training has been trained. She also said that she will plan to make that annual official notification at the beginning of the year from now on.

F. Jenn Crusenberry from Friends of the Library—Book Sale Room Renovation Quotes
Jenn was unable to attend tonight's meeting. She is working to get estimates from local contractors.

G. Request to Pay Emily Pearson a Mid-year Payment of \$250 for Treasurer Services

1. Motion to pay Emily Pearson \$250 was made by Beth Roberts
2. Seconded by Tom Jarvis
3. Motion carried with 5 Ayes/0 Nays; Emily abstained.

IX. Looking Ahead: The Board members should assume there will be a 6pm executive session prior to the July 20th 6:30 pm Board Meeting at Cicero Library. The library will be closed on July 4th for holiday.

X. 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 7:05 p.m.