

## **Hamilton North Public Library–Board of Trustees Meeting Minutes October 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 6:30 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), Gregg Williamson (Assistant Director), Natalie Strader (Bookkeeper), Michael Bloom (Maintenance), Aaron Culp (Library Attorney), Stanton Renner and Katie Murray (Hamilton County Historical Society)
  
- II. Review the Agenda

The agenda was reviewed.
  
- III. Approval of the September 21, 2023, regular Meeting minutes (Exhibit 1)
  - A. Motion to approve the 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

Stanton Renner and Katie Murray from the Hamilton County Historical Society appeared before the board requesting permission to have the 1896 Hamilton County plat map that is stored in the upstairs maintenance office. There was no objection to them having the map. The Historical Society will be responsible for retrieving and moving the map.

  - A. Motion to approve gift of the 1896 map to the society was made by Julie Davis
  - B. Seconded by Emily Pearson
  - C. Motion carried by a vote of 6/0 (all voted Aye)
  
- V. Aaron Culp’s discussion of events related to the sale of the Atlanta library building was moved up on the agenda. There needs to be two different resolutions passed by the board for the sale of the Atlanta building. First, the board president must be given permission to sign all documents at closing on behalf of the Hamilton North Public Library. Secondly, according to Tom Pittman of Barnes & Thornburg, there must be a special escrow account for the holding of the proceeds of the sale. A resolution to authorize the establishment of this account is necessary. Aaron also reported that

yesterday final paperwork to close the library's lawsuit against the town of Atlanta was completed.

- A. Motion to allow Kini Magdum to sign closing documents was made by Emily Pearson (Exhibit 2).
- B. Seconded by Tom Jarvis
- C. Motion carried by a vote of 5/0 (Kini Magdum abstained, all others voted Aye)
- D. Motion to establish an escrow account to hold proceeds from the sale of real estate was made by Tom Jarvis (Exhibit 3).
- E. Seconded by Beth Roberts
- F. Motion carried by a vote of 6/0 (all voted Aye)

Aaron said that he would have all the closing documents ahead of time. The closing will be at Meridian Title in Noblesville.

- VI. September 2023 Financial Report--Approve Report and Payment of Bills (Exhibits 4-6)
  - A. Our monthly local tax distribution was received. We sold five non-resident cards and no PLAC cards. Meeting room revenue was \$300. Payment was made for the legal expenses related to the Town of Atlanta eminent domain action. The invoice was approved at the last Board meeting.
  - B. Motion to pay the September bills and approve the September Financial Report was made by Julie Davis.
  - C. Seconded by Kelly Wuerch
  - 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)

The library craft bazaar will be on November 25<sup>th</sup>. Public flyers will be coming soon. The artisan/vendor sign-up sheets are available.

Lor MacNorton, the library's art instructor, has submitted her resignation. Ann said the position will not be filled at this time as we are still awaiting State approval of our 2024 budget.

Google Analytics has changed and that is changing the way our statistical information is reported so it may take a while for the board statistics to catch up.

The furniture has all been moved out of the Atlanta building. Most excess items have been sold. Julie Davis said the hospital might be able to use extra books.

Assistant Director Gregg Williamson gave his report. He continues to assist Ann with story time and other duties. There continue to be delays with the courier service used for the sharing of our materials with other libraries.

Processed and cataloged 190 items into our system. We gave a number of Atlanta DVDs to the Friends of the Library.

Mike Bloom, the Maintenance Supervisor, reported that he had completed repairs on the main mower. The mower is leveled and cutting well. Winter maintenance will take place in mid to late October. He cleaned out both equipment storage areas, and with Ann's input, will be seeing what items may be removed from the library. He will be doing this in the library pavilion storage area before winter comes. Mike also cleaned the carpet in meeting room A/B. Using a rental machine, the area cleaned up noticeably. He wants to set up a regular rotation for cleaning the other rooms beginning in November when most of the outside work is done.

A yard cart was acquired, and a hitch was added to the mower. The snow blower hasn't been serviced yet. There have been some problems noted with the heating system as cold weather has arrived. We will check with Comfort Systems first before referring the problem to Johnson Controls. He also had to have Caribbean Air come back to determine the cause of a problem with the HVAC they had just recently repaired/serviced.

VIII. Old Business - No old business

IX. New Business

- A.
  1. The board considered the adoption of the 2024 Budget (Exhibit 8)
  2. Motion to adopt the 2024 Budget made by Beth Roberts.
  3. Seconded by Tom Jarvis.
  4. Motion carried by a vote of 6/0 (all voted Aye).
  
- B.
  1. The board considered closing the library on December 7<sup>th</sup> at 5:30 pm for a Staff Christmas party.
  2. Motion to approve closing the library at 5:30 pm on December 7 made by Emily Pearson.
  3. Seconded by Kelly Wuerch.
  4. Motion carried by a vote of 6/0 (all voted Aye).
  
- C.
  1. The board considered opening an accounting fund to record the proceeds from the sale of the Atlanta building.

2. Motion to approve the creation of the accounting fund to record the sale proceeds was made by Beth Roberts.
  3. Seconded by Julie Davis.
  4. Motion carried by a vote of 6/0 (all voted Aye).
- D.
1. A bill from Barnes & Thornburg for legal work related to the selling of the Atlanta building was presented. (Exhibit 9) The invoice is for work through September 30<sup>th</sup>.
  2. Motion to pay Barnes & Thornburg invoice was made by Tom Jarvis.
  3. Seconded by Kelly Wuerch
  4. Motion carried by a vote of 6/0 (all voted Aye).
- E.
1. The realtor is owed \$12,000 for the sale of Atlanta Library (Exhibit 10)
  2. Motion to pay Century 21 Scheetz was made by Julie Davis.
  3. Seconded by Beth Roberts.
  4. Motion carried by a vote of 6/0 (all voted Aye).
- F. Long-Range Plan—Staff Changes—On hold until the 2024 Budget has been finalized by the State of Indiana
- X. Looking Ahead: Ann will be going to the Atlanta sale closing with Kini on October 26<sup>th</sup>.  
The next Board meeting will be in the Jenkins Room at 6:30 p.m. on November 16<sup>th</sup>.
- XI. 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 7:08 p.m.