

**Hamilton North Public Library–Board of Trustees Meeting Minutes
December 15, 2022, 6:30 p.m., Cicero Library, Jenkins 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, Kelly Wuerch (left at 7:14 pm), Beth Roberts, Jim Hunter (left at 7:00 pm), Michael Morris
 - C. Members absent: None
 - D. Others present: Ann Hoehn (Director), Natalie Strader (Bookkeeper), Mike Hiatt (Maintenance)

- II. Review Agenda
 - A. Agenda was reviewed.
 - B. Added Board recommendation to agenda.

- III. Approve November 17, 2022 Board Minutes [exhibit 1]
 - A. Motion to approve the November 17, 2022 meeting minutes
 - a. Motion made by Emily Pearson.
 - b. Seconded by Julie Davis
 - c. Motion carried by a vote of 7/0 (all voted Aye)

- IV. Public Participation
 - A. Tom Jarvis expressed his interested in serving on the Board of HNPL. He meets the residency requirement.

- V. November 2022 Financial Report–Approve Report and Payment of Bills [exhibits 2-4]
 - A. Motion to pay November bills and approve November financial report
 1. Motion made by Julie Davis.
 2. Seconded by Michael Morris
 3. Motion carried by a vote of 7/0 (all voted Aye)
 - B. Motion to Close First Merchants
 1. Motion made by Emily Pearson
 2. Seconded by Michael Morris
 3. Motion carried by a vote of 7/0 (all voted Aye)

- VI. Director’s and Department Reports [exhibit 5]

- VII. Old Business

A. Continuing Discussion on the Future of Atlanta Library

1. Discussion: No bids yet. Last minute bids may come in. Ann said a group of 4 people took a tour and are interested in putting in low income housing there. Emily asked about putting an ad in the local paper to hopefully generate bids. Letters were sent to those who had shown interest.

B. Cicero Roof

1. Insurance Company/Engineer Inspection Report—Report has been received.
2. Bids and Request for Bids
 - a. Discussion—The variance in quotes causes concern for Jim. The roof is worn out, not simply hail or wind damage. Jim wants to reject the bids and start over and this time put in a new request for bids which includes a statement that bidders must be properly bonded/insured and that proof of that must be provided. Ann wants to turn it over to a professional to make sure all the problems identified in the engineers' report are properly included in a new request for bids. Aaron Culp had indicated recently to Ann that the library may consider asking the engineering company that prepared our roof report if they could help us prepare a new request for bids. Also, Jim indicated he has two other contacts in the area that may be able to assist drafting a new request for bids. Jim will continue to help us with the roof project even though he won't be a member of the Board. Jim wants to reach out to the engineer to help us with the verbiage to make sure we get all the specs and language we need. Beth asked if we could get the bids itemized in their reports.
 - b. Motion to reject the bids and start a new process
 - i. Motion made by Jim Hunter
 - ii. Seconded by Emily Pearson
 - iii. Motion Carried by a vote of 7/0 (all voted Aye)

Jim left the meeting at 7pm.

C. HH Students iPads Won't Connect to HNPL's Wi-Fi—Permission to Resolve

1. Motion to allow Brightworks to work with ENA to correct issue
 - a. Motion made by Julie Davis
 - b. Seconded by Beth Roberts

- c. Motion carried by a vote of 6/0 (all voted Aye)

VIII. New Business

- A. Official recommendation for a board member to replace Jim Hunter
 1. Motion to recommend Tom Jarvis as a board member
 - a. Motion made by Julie Davis
 - b. Seconded by Emily Pearson
 - c. Motion carried by a vote of 6/0 (all voted Aye)
- B. Approval of 2023-2027 Long-Range Plan [exhibit 6]
 1. Discussion—There is a misspelling that will be corrected. The Plan is not etched in stone. This is for guidance.
 2. Motion to approve the Long-Range Plan
 - a. Motion made by Julie Davis
 - b. Seconded by Michael Morris
 - c. Motion carried by a vote of 6/0 (all voted Aye)
- C. Technology Update
 1. Discussion—Jen keeps up with any computer problems. Her computer issues are resolved.
- D. Resolution—Revision to 2022 Employee Compensation to Reflect Staff Bonus [exhibit 7]
 1. Motion to approve Revision
 - a. Motion made by Michael Morris
 - b. Seconded by Julie Davis
 - c. Motion carried by a vote of 6/0 (all voted Aye)
- E. Resolution—2023 Cost of Living Increase for all employees [exhibit 8]
 1. Discussion—suggestion of 7.5% increase as of January 1, 2023
 2. Motion to approve an increase of 7.5%
 - a. Motion made by Emily Pearson
 - b. Seconded by Julie Davis
 - c. Motion carried by a vote of 6/0 (all voted Aye)
- F. Resolution—2023 Positions, Pay Ranges, HSA Contributions or Other Pay [exhibit 9]
 1. Motion to approve Resolution
 - a. Motion made by Julie Davis

- b. Seconded by Michael Morris
- c. Motion carried by a vote of 6/0 (all voted Aye)

G. Permission to Pay Treasurer

- 1. Discussion: Each year we pay our treasure \$500, two \$250 payments.
- 2. Motion to pay Treasurer Emily Pearson \$250
 - a) Motion made by Julie Davis
 - b) Seconded by Michael Morris
 - c) Motion carried by a vote of 6/0 (all voted Aye)

Secretary Kelly Wuerch left meeting at 7:14 pm.

H. Motion to appoint Julie Davis as acting secretary for the remainder of the meeting

- 1. Motion made by Beth Roberts
- 2. Seconded by Michael Morris
- 3. Motion carried by a vote of 5/0 (all voted Aye)

I. Permission to Transfer Funds to Eliminate Negative Balances in Dec. 2022

- 1. Motion to transfer funds to eliminate year-end negative balances
 - a. Motion made by Michael Morris
 - b. Seconded by Beth Roberts
 - c. Motion carried by a vote of 5/0 (all voted Aye)

J. Resolution—Repay 2022 Temporary Loan from Rainy Day to Operating Fund [exhibit 10]

- 1. Motion to repay temporary loan
 - a. Motion made by Michael Morris
 - b. Seconded by Beth Roberts
 - c. Motion carried by a vote of 5/0 (all voted Aye)

K. Review Internet and Computer Use and Wireless Internet Policies [exhibit 11-12]

- 1. Policies had been emailed to each Board member prior to the December meeting.
- 2. No discussion.

L. 2023 Evergreen Indiana Membership Fee—Permission to Pay in Jan. 2023 [exhibit 13]

1. Motion to pay the invoice in January 2023
 - a. Motion made by Julie Davis
 - b. Seconded by Michael Morris
 - c. Motion carried by a vote of 5/0 (all voted Aye)

M. Permission to Pay Barnes & Thornburg Invoice [exhibit 14]

1. Motion to pay invoice
 - a. Motion made by Beth Roberts
 - b. Seconded by Michael Morris
 - c. Motion carried by a vote of 5/0 (all voted Aye)

N. 2023 Mileage Reimbursement

1. Discussion--Awaiting IRS rate announcement. Resolution will be presented at the January Board meeting.

O. January 2023 bonus for Director Ann Hoehn

1. Discussion—Bonus amount of \$3000 was suggested.
2. Action Item: Board instructed Ann to draw up paperwork for a \$3000 bonus for the January 2023 Board meeting.

IX. Looking Ahead: January 19th Board Meeting at Cicero Library

X. Meeting Adjournment

- A. Motion to adjourn at 7:28 p.m.
 1. Motion made by Emily Pearson
 2. Motion seconded by Michael Morris
 3. Motion carried by a vote of 5/0 (all voted Aye)