

**Hamilton North Public Library—Board of Trustees Meeting Minutes
January 18, 2024, 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 p.m.
 - B. Members present: Kini Magdun, Julie Davis, Emily Pearson, Kelly Wuerch, Beth Roberts, Michael Morris, and Tom Jarvis
 - C. Others present: Ann Hoehn (Director), Gregg Williamson (Assistant Director), Natalie Strader (Bookkeeper), Mike Bloom (Maintenance), and Aaron Culp (Library Attorney)

- II. Review the Agenda

The agenda was reviewed, and Kini indicated that some agenda items were going to be taken out of order due to individuals needing to leave early.

- III. Approve Minutes—December 21, 2023—Regular Meeting and Executive Session (Exhibits 1-2)
 - A. Motion to approve the minutes was made by Michael Morris.
 - B. Seconded by Kelly Wuerch
 - C. Motion carried by a vote of 7/0 (All voted Aye)

- IV. Public Participation—There was no public participation.

- V. December 2023 Financial Report—Approve Report and Payment of Bills (Exhibits 3-5)
 - A. Natalie submitted a written summary of the status of library finances.
 - B. Motion to pay the December bills and approve the December Financial Report was made by Michael Morris.
 - C. Seconded by Kelly Wuerch
 - D. Motion carried by a vote of 7/0 (all voted Aye)
 - E. All Board members signed the voucher register summary.

Several items of Section IX New Business were brought forward on the agenda.

- B. Use of Atlanta Sales Proceeds—Aaron Culp
 1. Aaron Culp asked the Board to consider hiring an accountant to help provide specific guidance on what the IRS would consider a qualifying capital expense to be paid by the proceeds from the sale of the Atlanta building. He said the State Board of Accounts would not give tax guidance. He thought it would not take more than an hour or two of the accountant's time. The expense may only be a couple of hundred dollars per hour. An example of the advice the library might seek would be whether labor for new carpet installation would be an allowable

expense or would just the carpet and other materials be allowable expenses. Aaron said he could help come up with some names of accountants. Ann asked if having a list of potential projects and expenses prior to meeting with an accountant would be helpful. Aaron said it would be. It was discussed that hiring an accountant could be done in the future. It was said that there should be a committee of Board members to discuss possible projects for use of the Atlanta sales proceeds. Aaron said bond proceeds are a specialized area of the law. Beth asked if expenditures could be listed in general statements. Julie felt that a few hundred dollars was a reasonable expense.

Aaron will ask Mr. Pitman for some recommendations for accountants. Beth thought we needed to decide on the projects first so that we could make sure an accountant would be prepared to advise us properly. Tom thought the school treasurer would have knowledge of dealing with capital expenditures. Ann asked any Board members who wished to serve on this committee to contact her. The Atlanta sales proceeds need to be spent within two years of the sale of the building.

2. Motion to find an accountant and form a committee was made by Emily Pearson.
3. Seconded by Julie Davis
4. Motion carried by a vote of 7/0 (all voted Aye).

Aaron Culp left the meeting.

A. Vote on New Officers

1. The election of Board officers for 2024 was discussed. The following slate of officers was suggested – Julie Davis, President; Michael Morris, Vice President; Beth Roberts, Treasurer; and Kelly Wuerch, Secretary.
2. Motion to approve the suggested slate of officers was made by Emily Pearson.
3. Seconded by Michael Morris
4. Motion carried by a vote of 7/0 (all voted Aye)
5. There was a brief discussion of the role of the Treasurer.

Emily Pearson left the meeting.

E. Resolution to Transfer Funds Between Major Categories Within the Library 2023 Operating Budget (Exhibit 6)

1. Discussed the official approval to transfer funds within the 2023 operating budget that was discussed at the December 2023 Board meeting.
2. Motion to transfer funds between major categories within the library's 2023 operating budget was made by Tom Jarvis.
3. Seconded by Michael Morris

4. Motion carried by a vote of 6/0 (all voted Aye).
- F. Resolution to Temporarily Transfer Rainy Day Funds to the Operating Fund (Exhibit 7)
1. Motion to temporarily transfer Rainy Day funds to the Operating Fund was made by Beth Roberts.
 2. Seconded by Julie Davis
 3. Motion carried by a vote of 6/0 (all voted Aye).
- H. Permission to Sign 2024 TruGreen Service Agreement (Exhibit 8)—After discussion, Mike Bloom was asked to get another quote or two.
- I. Permission to Sign Service Agreement with JSD for Parking Lot Snow Removal (Exhibit 9)
1. Snow removal was discussed. Mike Bloom clears the sidewalks and spreads salt on the sidewalks and in the parking lots. The quote is \$205 per service/push, an increase of \$20 from last year. There must be at least 2" of snow for there to be a service.
 2. Motion to approve contract with JSD was made by Tom Jarvis.
 3. Seconded by Michael Morris
 4. Motion carried by a vote of 6/0 (all voted Aye).

Tom Jarvis left the meeting.

VI. Director's Report (Exhibit 10)

Kelly Wuerch, Julie Davis, and Michael Morris have all been reappointed to the library Board. The classic film series has begun with the showing of the Manchurian Candidate.

Katie Strader will be planning and facilitating a series of art programs at various times and will cater to different groups. Ann circulated pictures of the projects that will be done at each of these four upcoming makerspace programs.

Various library policies and documents need to be updated to remove references to the Atlanta branch. The Winter Reading Challenge is coming up.

VII. Department Reports (Exhibit 11)

Assistant Director Gregg Williamson talked about the start of the weekly Tuesday afternoon (Noon-2 p.m.) Open Art Studio when the makerspace will be available for adults to work independently on their art. The backlog related to the courier service

continues to improve. We are averaging three deliveries a week now. Gregg has begun reviewing a possible replacement for our DEMCO meeting room scheduling software.

Ann reported circ numbers are up thanks to Overdrive.

	Dec-23	Dec-22	3 Yr Avg
Circulation			
Atlanta	0	131	
Cicero	5,192	5,195	
Subtotal	5,192	5,326	
hoopla	562	673	
Overdrive	2,140	1,279	
Grand Total	7,894	7,278	7,185
In-House Use			
Atlanta	0	13	
Cicero	636	469	
Total	636	482	
Transits Sent			
Atlanta	0	38	
Cicero	445	323	
Total	445	361	
Transits Received			
Atlanta	0	8	
Cicero	336	344	
Total	336	352	

Storytime is going well, but numbers are down from December due to the holidays.

Mike Bloom, the Maintenance Supervisor, completed a building-wide survey of lights within the facility. He said there were an extraordinary number of lights burnt out. Unfortunately, some ballasts are outdated and not available.

The new lawn mower, approved at the previous meeting, was purchased and delivered before the end of the year. The old mower was hauled away at no cost to the library.

VIII. Old Business

A. Update on Atlanta Book Collection Project

Gregg reported on the progress of the merging of the Atlanta collection into the Cicero library. We have gone through 142 boxes of books. Many titles are duplicates. We added approximately 5% of the items into the current collection. The Board acknowledged the fact that there were many items being released to the Friends of the Library and expressed no dissatisfaction.

B. Review of the Internet and Computer Use Policy

The policy needs to be updated, in part because it references the Atlanta library. A draft revision will be presented at the February 2024 Board meeting.

C. Review of the Wireless Internet Policy

No revisions to the Wireless Internet Policy were suggested.

IX. New Business (Return to remaining items of New Business)

C. Employee Compensation Committee Report

Beth Roberts reported on possible proposed employee compensation changes. Her recommendations have been given to Natalie to review against the current year budget. Some of the changes may require a few years to fully implement. It will have to be decided where the money should go first.

D. Long-Range Plan—Staffing—Not discussed.

G. Technology Update--Bright Works knows we want to replace 10 computers this year. Ann is having some problems with her desktop and laptop syncing. Beth suggested that the OPAC in the adult area needs to be replaced.

X. Looking Ahead: The next Board meeting will be at 6:30 p.m. on February 15th in the Jenkins Room.

XI. Meeting Adjournment

A. Motion to adjourn made by Beth Roberts.

B. Seconded by Michael Morris

C. Motion carried by a vote of 5/0 (all voted Aye) at 7:22pm.