

**Hamilton North Public Library–Board of Trustees Meeting Minutes
November 17, 2022 at 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. Member present: Kini Magdun, Julie Davis, Emily Pearson (arrived at 6:40), Kelly Wuerch, Beth Roberts, Jim Hunter
 - C. Members absent: Michael Moore
 - D. Others Present: Ann Hoehn (Director), Natalie Strader (Bookkeeper), Mike Hiatt (Maintenance)

- II. Review Agenda
 - A. Agenda was reviewed.

- III. Approve October 27, 2022 Minutes for Executive Session and Regular Meeting
 - A. Motion to approve, with specified edits, the October 27, 2022 executive session and meeting minutes
 1. Motion made by Beth Roberts
 2. Motion Seconded by Kelly Wuerch
 3. Motion carried by vote of 5/0 (all voted AYE)

- IV. Public Participation–None

- V. October 2022 Financial Report–Approve Report and Payment of Bills
 - A. Review of September Report
 - B. Motion to pay October bills and approve financial report
 1. Motion made by Julie Davis
 2. Motion Seconded by Kelly Wuerch
 3. Motion carried by a vote of 5/0 (all voted AYE); All Board members present signed voucher register summary

- VI. Director’s and Department Reports
 - A. Ann and Mike gave updates. Christmas Fair on December 17, 10am-2pm at Cicero Library

- VII. Old Business
 - A. Continuing Discussion on the Future of Atlanta Library
 1. The notice of the sale was in the Reporter and The Times.

 - B. Cicero Roof
 1. Insurance company inspection—no report as of this meeting.
 2. Bids for Replacement
 - a. Discussion–Ann will call the insurance person to check on the forthcoming report from the engineer. Ann will have Aaron look

at the bids to be sure they meet our specifications and that they are bonded and insured. By our next meeting we hope to know if insurance will pay for some of the repairs or not and have a bid we can accept. The roof is 25 years old and needs to be replaced sooner rather than later.

C. HH Student iPads Won't Connect to HNPL's Wi-Fi

1. Discussion—It has not year been determined by Brightworks if it would be safe and secure for the library to help allow student iPads access to the library Wi-Fi. Brightworks is communicating with ENA on this matter.

D. 2nd Draft—Syringe Handling Policy

1. Discussion—We added to this draft the use of Sharps boxes and the requirement of calling the police.
2. Motion to approve Syringe Handling Policy, 2nd Draft
 - a. Motion made by Emily Pearson
 - b. Motion seconded by Kelly Wuerch
 - c. Motion carried by a vote of 6/0 (all voted Aye)

VIII. New Business

A. 1st Draft—2023-2027 Long-Range Plan

Discussion—Ann will be getting more survey results in the next month. Survey results will be added to the second draft. The idea is that as we go we will develop our specific steps and goals. We will let her know our comments before the December meeting.

B. Technology Update

Discussion—One of our recently delivered new computers didn't work right so part of it had to be replaced. The Circulation Manager has taken over the computer care. Kelly asked about portable charging stations for areas away from power sources. She will send Ann pictures for reference.

C. 2023 Staff Compensation

1. Discussion:
 - a. Ann's evaluation will be completed. We will have an Executive Session before the December meeting.
 - b. We discussed a bonus for full-time Circulation Manager Jenn Crusenberry.
 - c. Motion to give Jenn Crusenberry a \$2000 bonus in 2022
 1. Motion made by Emily Pearson
 2. Motion seconded by Julie Davis
 3. Motion carried by a vote of 6/0 (all voted Aye)
 - d. Proposes raises for next year.

1. It has been two years since the last wage/salary increase. Proposed 7.5% cost of living increase for all employees. The Assistant Director position has not been filled and won't be for a while. Ann to present at the December meeting the necessary paperwork for Board approval of a 7.5% pay increase for all employees for 2023.

D. Barnes and Thornburg Invoice

1. Motion to pay the Barnes and Thornburg invoice
 - a. Motion made by Jim Hunter
 - b. Motion seconded by Julie Davis
 - c. Motion carried by a vote of 6/0 (all voted Aye)

E. Jim Hunter's last month on the board will be December. He will stay on as a public participant to help with our maintenance issues, etc. Hamilton Co Commissioners appointed Jim. We need a person from Jackson Township who has lived there for two years or more. Bring ideas to our next meeting.

IX. Looking Ahead: Dec 8 Holiday Dinner at 6:00pm at Cicero Library. Next Executive Board Meeting – December 15 at 6:00 and regular meeting at 6:30 at Cicero Library.

X. Meeting Adjournment at 7:21

A. Motion to Adjourn

1. Motion made by Emily Pearons
2. Motion seconded by Julie Davis
3. Motion carried by a vote of 6/0 (all voted Aye)