

**Hamilton North Public Library–Board of Trustees Meeting Minutes  
June 20, 2024, at 6:30 p.m. Cicero Library, Jenkins Meeting Room**

- I. Call Meeting to Order
  - A. Called to order by Julie Davis at 6:30 pm.
  - B. Members present: Julie Davis, Beth Roberts, Kelly Wuerch, Emily Pearson, Kini Magdun, Michael Morris and Tom Jarvis (arrived at 6:35).
  - C. Others present: Ann Hoehn (Director), Gregg Williamson (Assistant Director), Natalie Strader (Bookkeeper), and Michael Bloom (Maintenance).
  
- II. Review the Agenda (Exhibit 1)

The agenda was reviewed.
  
- III. Approval of the May 16, 2024 minutes for the Regular Meeting  
Approval of the May 22, 2024 minutes for the Executive Session  
Approval of the May 22, 2024 minutes for Special Meeting  
(Exhibits 2-4)
  - A. Motion to approve the three sets of minutes was made by Emily Pearson.
  - B. Seconded by Michael Morris.
  - C. Motion carried by a vote of 6/0 (all voted Aye; Tom had not yet arrived).
  
- IV. Public Participation

There was no public participation.
  
- V. May 2024 Financial Report--Approve Report and Payment of Bills (Exhibits 5-7)
  - A. We received the monthly local income tax. We received the May distributions for property taxes, license excise taxes and CVET for operating and debt service funds. The amounts were reasonable for this point in the year. We sold two non-resident cards and no PLAC cards in May. The meeting room revenue was \$275.00. Payment for summer reading prizes was been made from the Restricted Gift - Summer Reading Program Fund. The year-to-date May operating expenses were below the run rate, and the revenues generated were above what was budgeted. Additional requests for information for the Hamilton County audit were received, and all requests have been completed. Hopefully, this process is complete.
  - B. Motion to pay the May bills and approve the May Financial Report was made by Kini Magdun.
  - C. Seconded by Emily Pearson.
  - D. Motion carried by a vote of 7/0 – Tom joined the meeting at this time (all voted Aye).

E. All Board members signed the voucher register summary.

VI. Director's and Department Reports (Exhibit 8)

Director Ann Hoehn explained that the Board meetings on September 19<sup>th</sup> and October 17<sup>th</sup> each need to have a quorum due to the annual budget business scheduled for those days.

Assistant Director Gregg Williamson reported that the Atlanta books project has been completed. The Friends of the Library will be having a large book sale in July.

Ann reported that circulation is way up. This is not just digital check outs on Hoopla and Libby but includes increased physical check-outs. Story-time is posting large numbers, as well.

Mike Bloom, the Maintenance Supervisor, said that Comfort Systems had been in quite a bit. The Jenkins Room is now all good. Still preparing the grounds for the Lights Over Morse Lake festival in July.

VII. Old Business

A. HPNL Building Corporation Dissolution – No new information was available, so this issue was tabled for a future meeting.

B. Collection Development Policy – Proposed Revisions (Exhibit 9)

1. Ann presented a draft for the Board to approve. Beth Roberts had some concerns about wording in a section entitled, Selection of Diverse and Inclusive Materials. She felt that we should avoid any triggering language. She recommended that we use soft language that will help the policy not be dated with current buzz words. It was decided to remove the section heading as listed above and modify some language.

2. Emily Pearson motioned to accept the Collection Development Policy with the discussed modifications.

3. Seconded by Michael Morris.

4. Motion carried by a vote of 7/0 (all voted Aye).

VIII. New Business

A. 2025 Budget – 1st Draft (Exhibit 10)

Natalie said the first draft of the budget is just a preliminary of what we may do since we do not have the growth quotient from the state. The budget was presented with a possible 4% growth quotient. It is possible but unlikely that the actual growth quotient will be lower than 4%. Individual budget line items were adjusted for known increases such as the \$3000 increase for InfoExpress service. They were also adjusted

up or down for trends in spending and to try to account for estimated inflation. In 2025, there will be an additional payroll due to how the calendar falls; this additional payroll is reflected in the budget.

HVAC and other repair expenses came out of Rainy Day funds in 2024 due to budget constraints. The 2025 budget includes the average annual HVAC and other repairs expenses of \$5,000 with the Operating Fund. The Operating and Rainy Day budgets are subject to increase or decrease depending on the funding that the DLGF recommends in our budget workshop, which may be after our July Board meeting. Additionally, the incoming director may recommend adjusting individual line items to meet her vision for the library.

Emily Pearson expressed her appreciation for Natalie's hard work on the budget. Natalie said she is optimistic that we will have a good budget for 2025. She said old debts of other government units do impact our budget, and as those old debts are paid off our funding may improve.

B. Atlanta Sales Proceeds – Issue tabled until a future meeting. Ann did say Aaron Culp was checking into whether we would need to do an additional appropriation. Ann will share information when she gets it.

C. Permission to Donate Purple Area Rug to Goodwill

1. Kini Magdun moved to donate the rug to Goodwill.
2. Seconded by Emily Pearson.
3. Motion carried by a vote of 7/0 (all voted Aye).

D. How to Partner with the Parks Department for Use of the Pavilion and Backyard

Beth wants the new director, Staci Treece, to work on this. The idea of a shared calendar was mentioned. There was a brief discussion of partnerships with the park and schools. Further discussion was tabled until the July meeting.

E. Permission to Seek Quote for New Computer Server – Issue tabled until we know about the Atlanta Sales Proceeds.

F. Landscaping Proposals

Maintenance Supervisor Mike Bloom talked about the bid the library received from Meticulous Landscapes (Exhibit 11) and the bid received by the Friends from Wasson Nursery (Exhibit 12). Mike had told Meticulous that we needed low maintenance bushes. The project will include rock and short prairie grass. There are also areas along sidewalks that need backfilling. A lack of irrigation in areas is a major problem. It

was noted that prairie grass does not need watering. Emily said the Friends would still pay \$3,000 even if we did not go with the Wasson quote. Natalie suggested that Bond money or Rainey Day funds could be used for some of the landscaping work. Mike said the work should not be done until fall. It was decided to wait to vote on this next month by which time Mike will have met with the two landscaping companies to seek clarification and to ask additional questions.

#### G. Technology Update

Brightworks was able to work with Ricoh to resolve the wireless printing problem.

#### H. Proposed Policy Revisions (Exhibits 13-21)

1. Social Media Policy
2. Staff Social Media Policy
3. Circulation Policy
4. Code of Conduct
5. Credit Card Policy
6. Safe Child Policy
7. Syringe Handling Policy
8. Meeting Room and Pavilion Use Policy
9. Epidemic/Pandemic and Library Health Emergency Policy

Tom Jarvis made a motion to accept all the policies with their updates.

Seconded by Emily Pearson.

Motion carried by a vote of 7/0 (all voted Aye).

#### I. Authorization to add Staci Treece to First Farmers Bank & Trust checking account and to Trust Indiana accounts

1. Staci Treece will begin work at the library on July 1, 2024, as the incoming Library Director. She will need authorization to access to library financial accounts and make and approve transactions.
2. Emily Pearson made a motion to add Staci Treece as an administrator and authorized signer/user on the HNPL's Trust Indiana account(s) and as an authorized user/signer on the library's First Farmers Bank & Trust checking account and its online banking services effective July 1, 2024.
3. Seconded by Tom Jarvis.
4. Motion carried by a vote of 7/0 (all voted Aye).

#### J. New HVAC Repairs

1. Mike Bloom stated that the hot water pump in the boiler room of the main library section of the building is not working. Johnson Controls was called in to evaluate the problem. It has been difficult to work in the area due to extreme heat, nearly 120

degrees, and the problem of getting through the security protocols. They will be coming back tomorrow and will have a quote for us. The last time a major problem like this occurred the cost was nearly \$4,000.

2. Emily Pearson made a motion to authorize up to \$5,000 for repairs.

3. Seconded by Kini Magdun.

4. Motion carried by a vote of 7/0 (all voted Aye).

IX. Looking Ahead: July 18<sup>th</sup> Board Meeting at 6:30 p.m. in the Jenkins Room. On July 24<sup>th</sup> between 5 p.m. and 7 p.m. in the story time room there will be a reception for Ann, honoring her service on her retirement from the library, and for Staci, so patrons may meet the new director.

X. Meeting Adjournment

A. Motion to adjourn made by Emily Pearson.

B. Seconded by Michael Morris.

C. Motion carried by a vote of 7/0 (all voted Aye) at 7:35pm.