

**Hamilton North Public Library
Board of Trustees Meeting Minutes
October 27, 2022 at 6:30 p.m.
Atlanta Library, Lower Level/Basement**

I. Call Meeting to Order

A. Called to order by President Kini Magdun at 6:30 p.m.

B. Members present: Kini Magdun, Kelly Wuerch, Julie Davis (departed at 7:08 pm), Jim Hunter, Emily Pearson, Michael Morris, Beth Roberts

C. Members Absent: None

D. Others present: Ann Hoehn (Director), Natalie Strader (Bookkeeper), Mike Hiatt (Maintenance), Aaron Culp (Lawyer)

II. Review Agenda

A. Agenda was reviewed.

III. Approve September 15, 2022 Meeting Minutes

A. Notes:

B. Motion to approve September 15, 2022 meeting minutes

i. Motion made by Emily Pearson

ii. Seconded by Michael Moore

iii Motion carried by vote of 7/0 (all voted AYE)

IV. Public Participation

Discussion—Aaron Culp answered questions from public participants Murray Dixon and Richard Molini including questions/comments about zoning restrictions. Murray Dixon asked for a copy of our appraisals. Aaron replied that we are not required to reveal the appraisals to the public at this time. We have an obligation to our taxpayers and our bond holders. We have an obligation to pursue the best price we can get for the sale of the Atlanta Branch.

V. September 2022 Financial Report—Approve Report and Payment of Bills

A. Review of September Report

i. Motion to pay September bills and approve financial report

ii. Motion made by Beth Roberts

- iii. Seconded by Michael Moore
- iv. Motion carried by a vote of 7 / 0 (all voted AYE); All board members present signed voucher register summary.

VI. Director's and Department Reports

Ann and Mike gave updates.

VII. Old Business

A. Continuing Discussion on the Future of Atlanta Library

- 1. Motion for Minimum Bid for the sale of the Atlanta Library will be \$175,000
 - ii. Motion by Emily Pearson
 - ii. Seconded by Michael Moore
 - iii. Motion Carried by vote 7/0 (all voted AYE)

The bids will be open for a maximum of 60 days. If we don't receive bids that meet the minimum then we can work with a broker. If one bid meets the minimum, we would have to accept the bid. We could leave it open to see if we receive a higher bid. The notice will be published in the paper (hopefully next week) and that will start the 60 days. Interested parties may receive notice when it is published. The notice will be published in the Hamilton County Reporter. We can put it in additional papers, but cost is a consideration. It can be published online as well.

- 2. Motion for the 30-day time limit be the earliest we would close the bids and 60 days would be the maximum
 - i. Motion made by Julie Davis
 - ii. Seconded by Emily Pearson
 - iii. Motion Carried by vote 7/0 (all voted AYE)

B. Cicero Roof Update

- 1. Discussion— we have a tentative appointment with our insurance rep and an engineer on Nov 2 to evaluate the damage. We received 3 bids to replace the whole roof (of the old section of the building). We've been told Cicero Library needs a new roof, but we need to find out if our insurance will cover some of the expense.
- 2. Action Item—Open the bids under advisement. Read the name and vendor and money amount:
 - 1. Harbor exteriors LLC— \$110,000
 - 2. Indiana Restoration and Cleaning Services —\$127,547.94
 - 3. Zuluscape—\$81,250
- 3. Motion—to take the bids under advisement
 - a. Motion made by Jim Hunter
 - b. Seconded by Emily Pearson
 - c. Motion carried by a vote of 6/0 (all voted aye)

C. Cicero Toilet Issue

1. Discussion—Jim had two people come in to look at it. Since it hasn't happened again there isn't anything for anyone to fix.

VIII New Business

A. 2023 Budget Adoption

1. Discussion—No changes to Budget. Final DLGF figures should arrive in Dec.
2. Action item
3. Motion to adopt the 2023 budget
 - a. Motion made by Michael Moore
 - b. Seconded by Beth Roberts
 - c. Motion carried by a vote of 6/0 (all vote AYE), and Resolution was signed.

B. Resolution to Reduce 2022 Operating Fund Appropriation

1. Discussion—We are able to make the reduction due to staff vacancy.
2. Action item
3. Motion for a resolution to reduce the 2022 Operating Fund Appropriation
 - a. Motion made by Jim Hunter
 - b. Seconded by Michael Moore
 - c. Motion carried by a vote of 6/0 (all vote Aye), and Resolution was signed.

C. Permission to Sign TruGreen Service Agreement

1. Discussion—Each application will be more expensive next year by about \$25, and we are adding a treatment.
2. Action item
3. Motion for Ann to sign the contract for the TruGreen Agreement
 - a. Motion made by Beth Roberts
 - b. Seconded by Michael Moore
 - c. Motion carried by a vote of 6/0 (all vote AYE)

D. Permission to Close First Merchant Checking Account

1. Discussion—We are ready except for one outstanding check.
2. Action item—We will stop payment on that check.
3. Motion to close the First Merchant Checking account.
 - a. Motion made by Michael Moore
 - b. Seconded by Beth Roberts
 - c. Motion carried by a vote of 6/0 (all vote AYE)

E. Permission to Pay October 2022 Barnes & Thornburg Invoice

1. Discussion
2. Action item

3. Motion To pay October 2022 Barnes and Thornburg Invoice
 - a. Motion made by Beth Roberts
 - b. Seconded by Michael Moore
 - c. Motion carried by a vote of 6/0 (all vote AYE)

- F. Annual Insurance Renewal–Director and Officers Liability–1 Year vs 3 Year Renewal
 1. Discussion renew it for one year due to budget being so tight
 2. Action item Ann and Natalie will sit down and discuss later.
 3. Motion to pay one year's insurance premium.
 - a. Motion made by Beth Roberts
 - b. Seconded by Michael Moore
 - c. Motion carried by a vote of 6/0 (all vote AYE)

- G. Permission to Close at 5:30PM on Dec 8 for Staff/Board/Friends Holiday Dinner
 1. Discussion–Usually we ask to close at 5pm. But this year the dinner will be at the Cicero Library, so we are closing at 5:30.
 2. Action item
 3. Motion to close the library at 5:30 on Dec 8 for holiday party
 - a. Motion made by Emily Pearson
 - b. Seconded by Jim Hunter
 - c. Motion carried by a vote of 6/0 (all vote AYE)

- H. Technology Update
 1. Long-Term IT Issue–HH student iPads won't connect to HNPL's Wi-Fi

Discussion–Brightworks will talk to HH to see if it is safe and secure for HNPL to make IT changes necessary for iPads to connect to our wi-fi, as requested by HH.
Action item–Ann will come to the board next month and tell us what Brightworks has determined.

 2. HVAC Issue

Johnson Controls, the vendor, came out and determined the IT box to communicate with HVAC died. Today they found the database. The piece of equipment can be fixed. They are going to honor the warranty, so we will save \$4000. Parts will be in next week hopefully. There is a 3 week wait for repairs last Ann heard. Hopefully they can move us up to a closer date. Estimate for repairs is \$2,000+

- I. 1st Draft–Syringe Handling Policy
Discussion–Jim will get a sharps container for Ann to transport a syringe to the fire department. It wouldn't have to be handled again by anyone else. If anyone finds a syringe, it could be placed in the sharps box until Ann could take it to the local fire

station. Local Police department should be notified when a syringe is found just to help them monitor things.

Action item: Ann to present revised draft.

IX. Looking Ahead: Next Meeting–November 17th, at Cicero Library

X. Meeting Adjournment at 7:52

Motion to Adjourn

i. Motion made by Emily Pearson

ii. Seconded by Jim Hunter

iii. Motion carried by a vote of 6/0 (all vote AYE)