

**Hamilton North Public Library–Board of Trustees Meeting Minutes
April 20, 2023 at 6:30 p.m. Cicero Library, Jenkins Meeting Room**

- I. Call Meeting to Order
 - A. Called to order by Kini Magdun at 6:32pm.
 - B. Members present: Kini Magdun, Julie Davis, Emily Pearson, Beth Roberts, Kelly Wuerch, Michael Morris, and Tom Jarvis
 - C. Others present: Ann Hoehn (Director), Gregg Williamson (Assistant Director), Natalie Strader (Bookkeeper), Mike Hiatt (Maintenance), Aaron Culp (Attorney)

- II. Review the Agenda

Agenda was reviewed.

- III. Approval of the March 16, 2023 minutes for the Executive Session and Regular Meeting and Approval of the April 11, 2023 minutes for the Executive Session and Special Meeting (Exhibits 1-4)
 - A. Motion to approve all sets of minutes was made by Emily Pearson
 - B. Seconded by Julie Davis
 - C. Motion carried by a vote of 7/0 (all voted Aye)

- IV. Public Participation

There was no public participation.

- V. Old Business (Advanced on the agenda)
 - A. Continuing Discussion on the Future of Atlanta Branch

Aaron Culp asked that Kini Magdun be authorized to sign paperwork cancelling the offer to purchase the Atlanta Branch if the Atlanta Town Council files suit to take the building through the eminent domain process.
 - B. Motion to authorize Kini Magdun to sign purchase cancellation prior to the next Board meeting in the event a lawsuit is filed by the Atlanta Town Council made by Emily Pearson
 - C. Seconded by Michael Morris
 - D. Motion carried by a vote of 7/0 (all voted Aye)

- VI. March 2023 Financial Report--Approve Report and Payment of Bills (Exhibit 5-7)
 - A. Motion to pay the March bills and approve the March financial report was made by Julie Davis

- B. Seconded by Michael Morris
- C. Motion carried by a vote of 7/0 (all voted Aye)
All present Board members signed voucher register summary.

VII. Director’s and Department Reports (Exhibit 8)

Gregg Williamson, the new Assistant Director, introduced himself and gave a little bit about his background. Ann mentioned the Chili Cookoff. She stated that it had been a busy month. Voting machines will be coming soon.

Chess classes will be held at the library in June and July. The Summer Reading program will be 8 weeks this year instead of 7. We are working with the reading motivation platform, Beanstalk, to collaborate with other county libraries to offer a passport and prize challenge.

The new roof contract has finally been finalized. Materials and work should be coming soon.

Circulation and Other Stats:

	Mar-23	Mar-22	3 Yr Avg
Circulation			
Atlanta	82	209	
Cicero	5,964	5,901	
Subtotal	6,046	6,110	
hoopla	819	829	
Overdrive	1,658	855	
Grand Total	8,523	7,794	8,057
In-House Use			
Atlanta	30	0	
Cicero	704	579	
Total	734	579	
Transits Sent			
Atlanta	47	68	
Cicero	454	430	
Total	501	498	
Transits Received			
Atlanta	4	12	
Cicero	466	398	
Total	470	410	

Ann has been working a lot in Atlanta as we prepare to close that building down. Just about everything is off the walls. Many books have already been boxed up. Materials are being donated to Friends of the Library. Julie Davis thanked the library and the Board for the donation of the bell to the school corporation.

Ann asked the Board to begin to consider raising the rate for use of Meeting Room A/B. A lot of time goes into handling room reservations, sometimes an hour for a single reservation. Ann will make specific recommendations for next month's Board meeting.

Also, next month the Board will be asked to close the Atlanta Petty Cash Fund (\$25) and increase the Cicero Petty Cash Fund from \$25 to \$50.

There is now a Puzzle Club on Wednesdays. It was mentioned that the Hope Clinic has a puzzle exchange.

Beth Roberts would like to see a boost in Facebook and Instagram activity. Ann and Katie will work on that.

Due to the combining of two different Overdrive consortiums of electronic materials, thus greatly increasing selection, our electronic Overdrive circulation has doubled.

Lor MacNorton often holds 2, if not 3, art classes per workday. These have been very well received. There have been only positive comments. Storytime attendance was good. The Atlanta Writers Group is still active. Recent homeschool history at the library was briefly discussed.

Mike Hiatt commented that the AC system had been recently checked out. Maintenance this month had been fairly routine. The new doors have been ordered.

VIII. Old Business (Continued)

Ann asked to have the discussion on possible employee health insurance tabled until next month. The Board agreed.

IX. New Business

A. Barnes & Thornburg invoice (Exhibit 9) for legal work related to the selling of the Atlanta building was discussed. Tom Jarvis asked about any possible legal fee reimbursement.

1. Motion to pay Barnes & Thornburg invoice was made by Michael Morris.
2. Seconded by Julie Davis.
3. Motion carried by a vote of 7/0 (all voted Aye).

B. The current staff copier lease has expired. Ann has been working with Ricoh to have a new contract prepared. She asked for authorization to sign a new lease. The new lease will include a new, replacement copier/printer with free replacement toner cartridges.

1. Motion to allow the Director to sign a new 5-year lease if the new rate is comparable and reasonable was made by Julie Davis.
2. Seconded by Michael Morris
3. Motion carried by a vote of 7/0 (all voted Aye).

C. Decorative Exterior Elements on Cicero Library Need Repair

Mike Hiatt explained that after a recent windstorm a piece of decorative molding had blown off Cicero Library. There was some concern that other pieces of similar molding might have been loosened from storms and should the Board authorize repairs. The discussion considered the expense of getting high lift equipment to be able to do the work. It was noted that city services will not provide this service due to insurance concerns. The roofing contractor noted that several pieces of siding are coming loose. It was decided to ask Harber Exteriors to prepare three estimates: 1) to secure all the molding with additional bracing; 2) to fix the loose siding; and 3) to do both jobs at once.

D. Picture Book and Music CD Collections

The picture book collection has been and will continue to be heavily weeded from Atlanta, based primarily on age and condition. The other consideration is the music collection. Music CD circulation is very low and requires a lot of shelf space. The Board indicated general approval of reducing the size of the music collection. We will try to find good homes for music CDs that are in good condition but no longer needed.

E. Technology Update

Ann expressed disappointment with the responsiveness of our IT support. With Gregg here now, Jenn will have more time to focus on this area.

- X. Looking Ahead: May 18th 6:30 pm Board Meeting at Cicero Library and 6pm Executive Session, as needed. Emily Pearson announced the Friends upcoming Spaghetti Luncheon Fundraiser on April 23rd, 11:30 to 2:30, at Cicero Library.

XI. Meeting Adjournment

1. Motion to adjourn made by Emily Pearson
2. Seconded by Julie Davis
3. Motion carried by a vote of 7/0 (all voted Aye) at 7:19 p.m.