

**Hamilton North Public Library–Board of Trustees Meeting Minutes
September 19, 2024, at 6:30 p.m. Cicero Library, Jenkins Meeting Room**

- I. Call Meeting to Order
 - A. Call to order by Julie Davis at 6:30 pm.
 - B. Members present: Julie Davis, Beth Roberts, Scott Miller, Kini Magdun, Michael Morris and Tom Jarvis.
 - C. Members absent: Kelly Wuerch
 - D. Others present: Staci Treece (Director), Gregg Williamson (Assistant Director), Natalie Strader (Bookkeeper), Michael Bloom (Maintenance) and Aaron Culp (Library Attorney). Anna Chambley (Youth Services Manager) briefly joined meeting at 6:39pm.

- II. Review the Agenda (Exhibit 1)

The agenda was reviewed. Aaron Culp needed to leave early, so items affecting him would be moved forward on the agenda.

- III. Approval of the August 15, 2024 minutes for the Regular Meeting (Exhibits 2)

- A. Motion to approve the minutes was made by Tom Jarvis
- B. Seconded by Michael Morrison
- C. Motion carried by a vote of 6/0 (all voted Aye)

- IV. Public Participation

There was no public participation.

Items Section *VIII C Old Business* were brought forward on the agenda to accommodate individual schedules.

VIII. C. HNPL Building Corporation

Aaron asked if we had any potential building corporation board members. Need 6 names emailed to Aaron. Once the names are selected the board can appoint them. They will only need to meet once.

There was a brief discussion on whether any library property can be sold. There would be restrictions due to it being bond funded.

Anna Chamberly arrived at the meeting at 6:39 pm.

Aaron said the NRG property next to the library is having contaminated soil removed. He said the city is hoping for future development

Aaron Culp left the meeting at 6:43 pm.

Staci introduced Anna Chamberly, the new Youth Services Manager. Anna told the board about herself and spoke about some of the new things she was going to be doing.

V. Public Hearing on the 2025 Budget.

No members of the public attended. Next month is the budget approval.

VI. August 2024 Financial Report -- Approve Report and Payment of Bills (Exhibits 3-5)

A. We received the monthly local income tax. The August meeting with DLGF went well. The revised estimate for local income tax is much higher than larger projections. This allows the 2025 budget to be fully funded, with no need of any reductions.

B. Motion to pay the August bills and approve the August Financial Report was made by Michael Morris.

C. Seconded by Kini Magdun.

D. Motion carried by a vote of 6/0 (all voted Aye).

E. Board members signed the voucher register summary.

VII. Director and Department Reports (Exhibit 6)

Staci said she had met with the Park Department. The pavilion's roof and other items need some maintenance. The Park offered to help with mowing if needed.

The Kiwanis Club of Cicero made a \$400 donation. Staci said she had authorized the custodian an additional 5 hours a week to keep with cleaning and some light outside work. She announced Jen Crusenberry is resigning as Circulation Manager. She will work one day a week helping various tasks.

The library will be participating at Literacy Night at the school next week. October 19th there will be a costume swap. Two new Library Aides, Kelly Hill and Janett Disman, have been hired.

Assistant Director Gregg Williamson reported on cataloging and acquisitions.

Mike Bloom, Maintenance Supervisor gave his report. He did say the company hired to work on the trees will adjust their estimate lower due to the work being done along the fence line.

VIII. Old Business (Return to remaining items of Old Business) (C previously covered)

A. Employee Benefits

1. Staci presented the proposed PTO Sick Leave policy (Exhibit 7).
2. Motion to adopt the PTO Sick Leave policy was made by Tom Jarvis.
3. Seconded by Michael Morris.
4. Motion carried by a vote of 6/0 (all voted Aye).

B. Personnel Handbook correction

1. Staci explained there were still some references to the Atlanta library in our personnel handbook that need to be removed.
2. Motion to remove any references to the Atlanta library from the personnel handbook was made by Beth Roberts.
3. Seconded by Kini Magdun.
4. Motion carried by a vote of 6/0 (all voted Aye).

C. Presidio Invoice

1. The bill for the new company to manage our electronic doors locks needs to be paid
2. Motion to pay Presidio was made by Kini Magdun.
3. Seconded by Tom Jarvis.
4. Motion carried by a vote of 6/0 (all voted Aye).

IX. New Business

A. New Board Member

The board welcomed new board member, Scott Miller. He is serving the remainder of Emily Pearson's term. He will have to be reappointed in December.

B. Consideration of funds used to replace 10 computers

C. KrM Architecture Quote (Exhibit 8)

1. KrM prosed a quote of \$38,000 to act as project managers for our renovations using the Atlanta sale proceeds.
2. The Renovation Committee will get at least one other quote.

X. Looking Ahead: The next Board Meeting is at 6:30 p.m. in the Jenkins Room on October 17th. (Due to budget approval on the agenda a quorum of members is necessary)

XI. Meeting Adjournment

- A. Motion to adjourn made by Tom Jarvis.
- B. Seconded by Beth Roberts.
- C. Motion carried by a vote of 6/0 (all voted Aye) at 7:31pm.