

Hamilton North Public Library–Board of Trustees Meeting Minutes February 15, 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, Emily Pearson, Kelly Wuerch, Beth Roberts, and Michael Morris
 - C. Members absent: Kini Magdun, Tom Jarvis
 - D. Others present: Ann Hoehn (Director), Gregg Williamson (Assistant Director), Natalie Strader (Bookkeeper), and Michael Bloom (Maintenance)
- II. Review the Agenda

The agenda was reviewed, and Julie acknowledged that Emily Pearson needed to leave early and an item affecting her would be moved forward on the agenda.
- III. Approval of the January 18, 2024, minutes for the Board of Finance and the Regular Meeting
 - A. Motion to approve the minutes was made by Emily Pearson.
 - B. Seconded by Michael Morris.
 - C. Motion carried by a vote of 5/0 (All voted Aye).
- IV. Public Participation

There was no public participation.

Item of Section VIII New Business was brought forward on the agenda to accommodate individual schedules.

- C. 1. Emily Pearson’s resignation from the board is forthcoming. Emily was asked if she had a recommendation for her replacement. She mentioned Scott Miller. When asked when her last meeting might be she indicated that she would miss the March board meeting. She thought the April meeting would be her final one. A new board member will need to be in place for the May meeting. It was pointed out the notice to the appointing authority should be given as soon as possible. There was a brief discussion about Scott Miller’s experience and qualifications. He is a regular patron at the library.
 2. Motion to recommend Scott Miller to the Hamilton County Council was made by Emily Pearson.
 3. Seconded by Michael Morris.
 4. Motion carried by a vote of 5/0 (all voted Aye).
- V. January 2024 Financial Report. Approve Report and Payment of Bills
 - A. The library received the annual Broadband Connectivity Grant of \$16,258.40. This grant is used to pay for the cost of our broadband services that remain after the e-rate discount. The 2024 HSA contributions were paid for the two full-time employees that have this type of account. The January operating expenses were below the run rate and the revenues generated were above what was budgeted. The County has made some

audit requests. We had issues with the IRS to be able to file certain documents electronically. The 1099s had to be filed physically instead of online to meet the deadline. We will have to wait and see if the IRS will have any issue with that.

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

C. Seconded by Emily Pearson.

D. Motion carried by a vote of 5/0 (all voted Aye).

E. All Board members signed the voucher register summary.

VI. Director's and Department Reports

Ann reported that a contract from the County Board of Elections for the use of the library as a polling site had been received.

The door count and website use are both up.

The Winter Reading Challenge has begun. Participation is tracked through the Beanstack computer program. Patrons do self-reporting, and a prize will be awarded at the end of the program.

Emily Pearson left the meeting.

Department Reports

Assistant Director Gregg Williamson reported that the courier service continues to improve. Last week was the first week we received service all five days. The Open Art Studio service is being well received. We are averaging 10-11 patrons each week. 156 items have been added to the collection. There are 254 boxes of Atlanta collection materials waiting to be reviewed. He has recently attended a presentation on the latest changes to Evergreen, included in the latest update. There are also preparations being made for the new Aspen Discovery service that Evergreen will be rolling out soon.

Ann reported that circulation numbers continue to be up thanks to the Overdrive electronic checkouts. Jen will be providing some technology updates to the board now as part of her monthly report.

Storytime is going well, and the numbers are improving after the drop during the holidays.

Mike Bloom, the Maintenance Supervisor, continues to work on replacing lights and ballasts as needed. There were some problems with the water fountain in the front lobby. He also made repairs on the locks on cabinets in the Makerspace. He is working on an appropriate way to dispose of expended light bulbs. Unfortunately, they cannot be dropped in the dumpster. Beth asked Mike to check out the women's hand dryer, which doesn't work consistently.

VII. A. Old Business—Use of Atlanta Sales Proceeds

1. Discussion of forming a committee to make recommendations for the expenditure of Atlanta building sales proceeds. Ann thinks a board committee is important to have. There may be an hour to an hour and a half required for this committee. Beth Roberts and Julie Davis volunteered to serve. Julie will recruit Kini to serve as well.
2. Between now and the next board meeting Aaron Culp will check on the cost of hiring an accountant to advise the library board about how the funds from the sale can be correctly spent.

VIII. New Business (Return to remaining items of New Business)

A. Internet and Computer Use Policy

1. Discussed the recommended changes to the Internet and Computer Use Policy. In the Equitable Access section, the word deeded should be replaced with the word deemed.
2. Beth made a motion to approve the Internet Computer Use Policy with the correction that was noted.
3. Seconded by Michael Morris.
4. Motion carried by a vote of 4/0 (all voted Aye).

B. Director Search Committee

1. Beth expressed the need to start the search for a new Library Director as soon as possible. It is felt that it would benefit the library for there to be at least a one-month overlap of the new and old directors. There was money budgeted in the salary section of the operating budget to allow for this.
2. Julie Davis, Beth Roberts and Kelly Wuerch volunteered to form this committee.
3. They need a current job description and an organization chart for the library. Ann will also provide them with a library director evaluation form and the certification requirements.
4. The committee will meet March 5th at 6pm in the Jenkins Room.

C. Item C was previously discussed in the meeting.

D. Long-Range Plan – Staffing

1. Discussed the challenges of not having a Children’s Manager.
2. Once the new director is in place there can be a review of whether there will be funding available to a dedicated children’s employee.

E. Employee Compensation Committee Report

1. Beth shared the recommendations for better aligning library staff pay with comparable libraries in the region. Natalie indicated there was currently enough in the operating fund to pay the wage increases. The increases would take effect the pay period beginning February 25th.
2. Motion to amend the 2024 Employee Positions, Pay Ranges, Individual Hourly Pay, and HSA Contributions or Additional Pay was made by Beth Roberts.
3. Seconded by Michael Morris.
4. Motion carried by a vote of 4/0 (All vote aye).

F. The library has received a quote from Brightworks for the new computer we wish to obtain. The price seems a little high. Ann and Jenn are going to do some more

research. We are not required to use Brightworks for the purchase. Initially the computers would be paid for out of rainy-day funds, but we may be able to eventually transfer the purchase to the Atlanta sales proceeds fund.

G. Eclipse Day Closure

1. Ann stated that a number of libraries and schools were planning to close on Eclipse Day, April 8th. She requested the board to consider closing that day as well. This will allow all the staff to be able to enjoy this special event. Though a grant the library has a supply of special glasses to enable people to safely view the eclipse. At some point prior to the eclipse the library we announce to the public the availability of the glasses. The staff and board will be able to get glasses as well.
2. Motion to close the library on Monday, April 8, 2024, and to allow the staff to be paid that day was made by Michael Morris.
3. Seconded by Kelly Wuerch.
4. Motion carried by a vote of 4/0 (All voted aye).

IX. Looking Ahead: The next regular Board will be March 21st in the Jenkins Room at 6:30 p.m.

X. Meeting Adjournment

- A. Motion to adjourn made by Michael Morris.
- B. Seconded by Kelly Wuerch.
- C. Motion carried by a vote of 4/0 (all voted Aye) at 7:45pm.