

**Hamilton North Public Library—Board of Trustees Meeting Minutes
July 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 6:34 pm.
 - B. Members present: Kini Magdun, Julie Davis, Emily Pearson, Beth Roberts, Tom Jarvis,
 - C. Members absent: Kelly Wuerch
 - D. Others present: Ann Hoehn (Director), Gregg Williamson (Assistant Director), Natalie Strader (Bookkeeper), Michael Bloom (Maintenance)

- II. Review the Agenda

The agenda was reviewed.

- III. Approval of the June 15, 2023 Minutes for the Regular Meeting
Approval of the June 28, 2023 Minutes for the Emergency Board Meeting
(Exhibits 1-2)
 - A. Motion to approve both sets of minutes was made by Julie Davis
 - B. Seconded by Emily Pearson
 - C. Motion carried by a vote of 6/0 (all voted Aye)

- IV. Public Participation

There was no public participation.

- V. June 2023 Financial Report—Approve Report and Payment of Bills (Exhibits 3-5)
 - A. It was reported that we had received our second installment of taxes for Operating and Debt Service funds. Payment was made for the Info Express delivery service and the first half of the Treasurer’s annual fee as approved at the previous Board meeting. The balance was paid on the replacement of the front door and staff entrance door. Our June expenditures were below the run rate, and the revenues that we generated for ourselves were above what was budgeted. Crowe LLP completed the on-site portion of our SBOA audit. They are requesting more formal written documentation of two review processes that are already in place.
 - B. Kini Magdun reflected on the audit process and said that she would be attending the audit exit interview with Ann and Natalie next week.
 - C. Motion to pay the June bills and approve the June Financial Report
 1. Motion was made by Beth Roberts

2. Seconded by Michael Morris
3. Motion carried by a vote of 6/0 (all voted Aye)
4. All present Board members signed the voucher register summary.

VI. Director's and Department Reports (Exhibit 6)

Ann told the Board that she is planning to retire July 31, 2024. She would hope that a new director could be in place at least a month prior to her departure to facilitate a smooth transition.

She also reported that she had thought she had lost her library credit card, and though it was reported lost to the credit card company and a new card was issued, the credit card was found a few days later laying inside the locked drawer in which the card is usually stored. According to policy, any card reported lost must be noted in the Board minutes.

Problems with the new courier service provided by Pillow Express was reported. Transit shipments throughout the state are delayed creating a large backlog.

Today is the last day of Summer reading. Participation has been great. This year's summer challenge was 8 weeks long instead of the usual 7 weeks.

Facebook activity has increased. The Friends photo contest is currently underway.

The boxing of materials at Atlanta has resumed in anticipation of closing that facility.

The Friends of the Library end of summer root beer float party was a great success with estimated participation being 60-65. In fact, all 3 of the main summer events were well attended. Both the Tea Party and Professor Steve had at least 60 attendees.

Assistant Director Gregg Williamson gave his report. He has completed his 90-day probationary period. He visited the staff of the Hamilton East Indiana Room to get some ideas for our Indiana Room. He has also completed the certification process to be commissioned as a Notary Public and is waiting on the State to do their part. Gregg processed and cataloged 180 items into our system in June and gave some music CDs to the Friends, per previous Board approval. Looking ahead, he will be attending the Evergreen Annual Conference in Indianapolis.

Circulation is way up. Ann stated that Jenn Crusenberry, our Circulation Manager, is doing an excellent job and the increase in circulation is due in large part to Jenn.

Lor MacNorton is now working one day a week, which is normally Tuesday. She will be offering Drawing for Beginners classes for adults and Drawing for Kids classes in August.

Kini Magdun shared the fact that she had received several positive remarks regarding Lor and her classes.

Atlanta circulation and door count continues to drop. Mary continues working with her writing group.

Storytime has a regular group of children attending. Ann loves doing story time.

Ann will be working on notifying Summer Reading prize winners.

Mike Bloom, the Maintenance Supervisor, reported that most of our lawn equipment is broken. He recommends that we switch from fuel powered tools to battery driven items. Kini said the Board wanted to support the equipment needs of the library. He spoke of the work he had done to prepare for the local 4th of July celebration. He also told about his visits to the Atlanta library.

VII. Old Business

A. Eminent Domain Action

There was an executive session prior to this meeting regarding the eminent domain action brought by the Atlanta town council. Ann is concerned about some of the challenges of emptying the building once a deal has been set. She would like the Board to grant her permission to decide what furnishings and equipment can be turned over to the Friends of the Library. The friends will be asked to get an auctioneer for disposal of the unneeded items.

1. Motion to allow Ann to decide which items will be given to the Friends and which will be moved to Cicero Library was made by Julie Davis.
2. Seconded by Emily Pearson
3. Motion carried by a vote of 6/0 (all voted Aye)

B. 2024 Budget

The 2024 draft budget must be trimmed back to a 4% increase due to the State legislative action. This represents a \$8,844 reduction. The library has its meeting with the DLGF representative next Friday. The budget is questionable until mid-August. There will be more to report at our next meeting. There was a question as to where Friends of the Library funds go. Emily Pearson wanted to know if they could purchase new computer equipment for the library. Ann responded that the library could accept a restricted Friends monetary donation which could

be used for computer equipment. The Board would just need to vote to accept the restricted gift.

C. Jenkins Wing Air Conditioning Issues (Exhibit 7)

Comfort Systems gave an expensive estimate to fix the air conditioning. Mike is trying to get a second estimate. The Board had previously approved \$7,500 towards repairs. We have already spent over \$1000. There is no re-circulation of the air; only outside air coming in. This is how the system was designed.

VIII. New Business

A. Barnes & Thornburg Invoices (Exhibits 8-9)

Invoices for \$124.50 and \$3,386 were presented.

1. Motion to pay Barnes & Thornburg invoices was made by Michael Morris
2. Seconded by Tom Jarvis
3. Motion carried by a vote of 6/0 (all voted Aye.)

B. Long-Range Plan—Staffing—Children’s Manager

Due to budget constraints and yet unforeseen legal bills, Ann feels we cannot hire a full-time Children’s Manager any time soon. Ann recommends that we hire some sort of part-time children’s person once our legal issues with Atlanta are resolved. We need to increase the wages we offer our support staff to attract good people. Beth Roberts asked how we would implement that. Ann recommended a Board committee be formed once a part-timer has been hired and we know how much we have saved from not hiring a full-time librarian.

C. New Quotes/Estimates from Harber Exteriors

Nothing from Harbor Exteriors even though Mike had talked to Cole a few days ago. Mike will look for someone else to do the work.

D. Technology Update

The biggest challenge has been getting Brightworks to get the maintenance computer set-up. It was important to have the settings used by Mike Hiatt be transferred over to Mike Bloom. Our recent temporary air conditioning fix is expected to last only a little while longer.

E. Jenn Crusenberry from Friends of the Library—Book Sale Room Renovation Quotes

Jenn Crusenberry received one quote to update the book sale room. It was for \$16,000. This was deemed beyond their willingness and ability to pay. Several Friends members have some needed skills and will be putting together a plan to do the majority, if not all, the work required. The discussion by the Board supported the idea of the Friends doing the work.

IX. Looking Ahead: The Board should assume there will be a 6pm Executive Session prior to the August 17th 6:30 pm Board Meeting at Cicero Library.

X. Meeting Adjournment

A. Motion to adjourn made by Emily Pearson

B. Seconded by Michael

C. Motion carried by a vote of 6/0 (all voted Aye) at 7:24 p.m.