

**Hamilton North Public Library–Board of Trustees Meeting Minutes
May 16, 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, Beth Roberts, Kelly Wuerch, Emily Pearson, and Michael Morris

C. Members absent: Kini Magdun and Tom Jarvis

D. Others present: Ann Hoehn (Director), Gregg Williamson (Assistant Director), Natalie Strader (Bookkeeper), Michael Bloom (Maintenance), and Staci Treece (Visiting Librarian and Director Candidate).

II. Review the Agenda (Exhibit 1)

The agenda was reviewed. *Section VII. Section A. Use of Atlanta Sales Proceeds* and *Section VIII. Item B. HNPL Building Corporation Dissolution Update*--Both tabled until June.

III. Approval of the April 18, 2024, Board Meeting Minutes (Exhibit 2)

A. Motion to approve the minutes was made by Michael Morris.

B. Seconded by Emily Pearson.

C. Motion carried by a vote of 5/0 (All voted Aye).

IV. Public Participation

There was no public participation.

V. April 2024 Financial Report--Approve Report and Payment of Bills (Exhibits 3-5)

A. We received the monthly local income tax. We sold no non-resident cards and one PLAC card. The meeting room revenue was \$325.00. The new library calendar of events installation and customization fee was paid. Payment for the 10 new computers was made from the Rainy-Day fund. This may eventually be taken from the Atlanta Sales Proceeds. Payment was made for the 2024 annual renewal of the Overdrive digital materials subscription. The balance of the Burton Memorial Materials Restricted Gift Fund for the purchase of nature related materials was fully expended in April. The year-to-date April operating expenses were below the run rate, and the revenues that we generated ourselves were above what was budgeted. We received a \$3,500 restricted gift from the Friends of the Library for Summer Reading prizes. We are still getting requests from the Hamilton County auditor. We take care of these as they are received.

- B. Motion to pay the April bills and approve the April Financial Report was made by Emily Pearson.
- C. Seconded by Beth Roberts.
- D. Motion carried by a vote of 5/0 (all voted Aye).
- E. All Board members signed the voucher register summary.

Item Section VII. B. *Old Business*—was brought forward on the agenda to accommodate individual schedules.

VII. B. Director Search Committee Update – Recommendation for Hire

Beth Roberts reported that the library received 19 applications for the library director position. After screening and interviewing potential candidates, the committee is recommending Staci Treece be considered for the job. She is from the Toledo, Ohio area. They first met with her on Zoom and last week they had a face-to-face interview. She is here this evening on her own to meet the board. Introductions were made. Julia Davis explained the process for hiring the new director. Julia did say that Staci's references were all good. It was decided that the board would meet next week on Wednesday, May 22nd, first in an Executive Session at 6 p.m. followed by a public meeting at 6:30 p.m. Beth circulated a copy of Staci Treece's resume.

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

Director Ann Hoehn reported that the Indiana Art Commission grant we had hoped to use for art programming for seniors won't be happening. Unfortunately, the artist we had hoped to use fell through.

We are having an issue with our Facebook page. Ann is listed as our sole administrator. To make modifications they are asking for a photo identification. This seems unacceptable. She will continue to investigate the matter.

The Friends' Spaghetti Fundraiser was enjoyable, though attendance was lower than last year. Nonetheless, the Friends made almost as much money as last year due to the increase in basket silent auction proceeds.

(At 6:50 p.m. Emily Pearson left the meeting)

Summer Reading program begins May 31st. Thanks to the Friends we have some great prizes. Ann specifically mentioned the large stuffed unicorn and polar bear.

Assistant Director Gregg Williamson reported that the Atlanta books continue to be reviewed and good progress continues to be made. There are less than 100 boxes of

books to go. The local elementary school will be bringing their 3rd grade classes to the library for a tour of the library next week.

Circulation numbers are still up. Wireless printing is still a problem. Beth suggested perhaps having a duplicate machine be brought in. It was also suggested that we might try switching the staff machine with the public machine.

Mike Bloom, the Maintenance Supervisor, said that early in April boiler #1 overheated. He reset the boiler but after a week the display panel went blank. Comfort Systems came in to troubleshoot the problem and determined that the display and control board need replacing. He did some repairs in the Makerspace. The fish tank heater needed to be replaced. He is continuing the mowing, weeding and outdoor sprucing up in preparation for the Lights Over Morse Lake festival.

VII. Old Business A. Use of Atlanta Sales Proceeds—Tabled until June.

VIII. New Business

A. Permission to Renew InfoExpress Courier Service

1. This is an annual requirement. The price is going up to \$7,000, a \$3,000 increase.
2. Michael Morris made a motion to renew the InfoExpress Courier Service.
3. Seconded by Kelly Wuerch.
4. Motion carried by a vote of 4/0 (all voted Aye).

B. HPNL Building Corporation Dissolution – Tabled until June

C. Long Range Plan

The current plan was written to be intentionally vague because we didn't have a clear financial picture. However, now that our financial path is clearer, we should revise the plan with more specific goals once the library is fully staffed.

D. Quotes Acquired by Friends for Landscape Projects

No quotes have been received. It has been difficult to find anyone willing to take on a relatively small project. There is a contractor coming next week.

E. Quotes for Backfilling Along Sections of Sidewalk

Three contractors cancelled appointments last week. Mike is going to approach the Friends on working on this project. Beth recommended Rangler from Noblesville. Mike will call them. He recommends autumn will be a better time for this project.

F. Technology Update

Brightworks is working on putting in the new computers. Five out of ten are installed. They will be switching Ann's desktop CPU to a tablet.

IX. Looking Ahead: The next regular Board Meeting will be June 20th in the Jenkins Room at 6:30 p.m. There will be an Executive Session of the Board on May 22nd at 6 p.m. to discuss the hiring of a new Library Director, followed by a public meeting 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 7:12pm.