

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

- I. Call Meeting to Order
  - A. Call to order by Julie Davis at 6:38 pm.
  - B. Members present: Julie Davis, Beth Roberts, Tom Jarvis, Michael Morris, and Scott Miller.
  - C. Members absent: Kini Magdun and Kelly Wuerch
  - D. Others present: Staci Treece (Director), Gregg Williamson (Assistant Director), Natalie Strader (Bookkeeper), and Michael Bloom (Maintenance).
  
- II. Review the Agenda (Exhibit 1)

The agenda was reviewed. There will be several items added later in the meeting.
  
- III. Approval of the November 21, 2024 minutes for the Regular Meeting (Exhibits 2)
  - A. Motion to approve the minutes was made by Michael Morris.
  - B. Seconded by Beth Roberts.
  - C. Motion carried by a vote of 5/0 (all voted Aye)
  
- IV. Public Participation

There was no public participation.
  
- V. November 2024 Financial Report -- Approve Report and Payment of Bills (Exhibits 4-6)
  - A. Natalie's financial items of note are attached as Exhibit 4.
  - B. Motion to pay the November bills and approve the November Financial Report was made by Tom Jarvis.
  - C. Seconded by Michael Morris.
  - D. Motion carried by a vote of 5/0 (all voted Aye).
  - E. Board members signed the voucher register summary.
  
- VI. Director and Department Reports (Exhibit 7)

Staci reviewed the items in the printed report (See Exhibit 7). Circulation and foot traffic have been good. Looking forward to next year to see what impact Anna's outreach and programming will have on our statistics. Both the Open Art Studio and Mystery Book Club are maintaining good attendance. The Classic Film program has been well received. Anna is still getting constant positive feedback. The passive

programs are going well also. Children and Adult games are now available to circulation. The games had previously been in the Children's office.

Assistant Director Gregg Williamson reported on cataloging and acquisitions.

Mike Bloom, Maintenance Supervisor gave his report. He said he had finished the outside work. Boiler #1 is still having problems. He has switched to doing inside maintenance jobs, including assembling some chairs for circulation staff and replacing several door handles with handicap accessible ones. Since the end of November, he has been reaching out to plumbing contractors. He is still awaiting bids.

## VII. Old Business

### A. Building Corporation

According to Aaron Culp the group will meet January 16, 2025

### B. KrM invoice (Exhibit 8)

1. Staci said KrM will not penalize us for not pursuing the contract. If we later decide we need their services, they will be happy to come back. Beth asked if we might be able to ask for an extension on the deadline to spend the Atlanta proceeds.
2. Motion to pay KrM \$6,829.42 for work they did complete was made by Beth Roberts.
3. Seconded by Michael Morris.
4. Motion carried by a vote of 5/0 (all voted Aye).

### C. Renovation Committee Meeting

According to Aaron Culp the group will meet January 16, 2025

## VIII. New Business

### A. Resolution for a 2025 Pay Increase for Staff (Exhibit 8)

1. The staff is to be given a 2.5% cost of living and .5% merit raise.
2. Motion to pay 3% increase to staff pay in 2025 was made by Tom Jarvis.
3. Seconded by Beth Roberts.
4. Motion carried by a vote of 5/0 (all voted Aye).

### B. Hamilton County Reciprocal Library Cards (Exhibit 9)

1. Staci was able to consult with the Indiana State Library and verified there was a way that Evergreen can be made to accept non-Evergreen card numbers into their database.
2. Motion to allow non-Evergreen Hamilton County library cardholders to use their library cards at the Hamilton North Public Library was made by Beth Roberts.
3. Seconded by Michael Morris.
4. Motion carried by a vote of 5/0 (all voted Aye).

### C. Permission to pay Treasurer

1. This is a semi-annual requirement to pay the Treasurer.
2. Motion to pay the Treasurer was made by Tom Jarvis.
3. Seconded by Michael Morris.
4. Motion carried by a vote of 4/0 (Beth Roberts abstained).

### D. Permission to pay Rainy Day Fund (Exhibit 10)

1. The temporary loan of \$100,000 from the Rainy Day Fund to the Operating Fund needs to be repaid before the end of the year.
  2. Motion to repay the loan to the Rainy Day Fund was made by Michael Morris.
  3. Seconded by Tom Jarvis.
  4. Motion carried by a vote of 5/0 (all voted Aye).
- E. Permission to pay Aaron Culp (Exhibit 11)
1. This is a semi-annual requirement to pay the retainer for the library attorney.
  2. Motion to pay Aaron Culp's fee was made by Tom Jarvis.
  3. Seconded by Beth Roberts.
  4. Motion carried by a vote of 5/0 (all voted Aye).
- F. Permission to Transfer Funds to Eliminate Any Negative Balances in Operating Fund.
1. This is an annual requirement. This will be presented to the board at the January board meeting for final approval.
  2. Motion to allow the transfer of funds was made by Beth Roberts.
  3. Seconded by Michael Morris.
  4. Motion carried by a vote of 5/0 (all voted Aye).
- F. Added Item. Permission to close the Elizabeth Burton Gift Fund (Exhibit 12)
1. The restricted Elizabeth Burton Gift Fund account is no longer needed. All funds have been expended in 2024.
  2. Motion to close this gift fund was made by Beth Roberts.
  3. Seconded by Tom Jarvis.
  4. Motion carried by a vote of 5/0 (all voted Aye).

There was a discussion about employee bonuses. Natalie and Staci shared some information about past bonuses. The board would like Staci's recommendation. Natalie and Staci will review this on December 30<sup>th</sup> and will give a recommendation that the board can decide on before the end of the year. This will be a separate payment since the last payroll of 2024 has already been completed.

- IX. Looking Ahead: The next Board Meeting is on January 16 that 6:30 p.m. in the Jenkins Room. The officers of the board will be elected at that meeting. All current officers have indicated a willingness to continue serving in their current positions.

Staci said there were two more invoices that needed to be approved.

- A. Permission to pay Baker Tilly Municipal Advisors. (Exhibit 13)
1. This is an annual requirement. They prepare paperwork related to the 2018 bond. Their fee this year was larger. Natalie did discuss this with them. They indicated there were additional filing requirements.
  2. Motion to pay the \$1,505.00 was made by Michael Morris.
  3. Seconded by Tom Jarvis.
  4. Motion carried by a vote of 5/0 (all voted Aye).
- B. Permission to pay Church Church Hittle + Antrim.

1. This is for legal work that was done related to the use of the proceeds from the Atlanta property. Several board members were surprised by the delay in billing since the last work was completed in July
2. Motion to pay the \$4,895.00 invoice was made by Tom Jarvis.
3. Seconded by Beth Roberts.
4. Motion carried by a vote of 5/0 (all voted Aye).

X. Meeting Adjournment

- A. Motion to adjourn made by Beth Roberts.
- B. Seconded by Michael Morris.
- C. Motion carried by a vote of 5/0 (all voted Aye) at 7:36 pm.