

## **Hamilton North Public Library–Board of Trustees Meeting Minutes July 18, 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, Kini Magdun, Michael Morris and Tom Jarvis.
  - C. Others present: Ann Hoehn (Director), Staci Treece (Incoming Director) Gregg Williamson (Assistant Director), Natalie Strader (Bookkeeper), and Michael Bloom (Maintenance) and Aaron Culp (Library Attorney).
  
- II. Review the Agenda (Exhibit 1)

The agenda was reviewed. Aaron Culp needed to leave early, so items affecting him were moved forward on the agenda.
  
- III. Approval of the June 20, 2024 minutes for the Regular Meeting (Exhibits 2)
  - A. Motion to approve the minutes was made by Beth Roberts.
  - B. Seconded by Emily Pearson.
  - C. Motion carried by a vote of 7/0 (all voted Aye).
  
- IV. Public Participation

There was no public participation.

Items Section VIII A and B Old Business were brought forward on the agenda to accommodate individual schedules.

### VIII A. HNPL Building Corporation

We are trying to still identify those individuals who were on the building corporation board. It was organized for the holding company and for the loan. If we can't find their names, we will have to investigate an alternative plan.

### VIII B. Atlanta Sales Proceeds

Aaron said he finally received a response from Bruce Bittner regarding our Atlanta issues (Exhibit 3). He hasn't had a chance to review it in detail. Natalie said the State Board of Accounts would recommend documenting that our attorney and the bond counsel both said that we do not need an additional appropriation to spend the Atlanta sale proceeds. The board inquired about getting this documentation from the attorney or bond counsel. Aaron will put something on letterhead. In discussion about what could be done, Kini liked the use of the term renovation. Beth asked if we could start the clock for the 2-year time limit for spending the sales proceeds from today, the day we received legal guidance. Aaron said the 2 years began when the funds were received. The question was

asked as to whether we need to do two separate projects- capital improvements vs. the items not deemed as such. Bond fund expenditures do not have a specific deadline. Aaron suggested we use the sales fund first.

Aaron Culp and Emily Pearson left the meeting at 6:45 p.m.

Before leaving Emily thanked the board for the opportunity to serve with them all. Scott Miller has been recommended by the board to the Hamilton County Council as her replacement.

Beth stated that we need to get started on the renovations. Julie suggested we organize a committee to move forward. Kini, Beth, Staci, Mike Bloom and Gregg were identified as individuals to serve on the committee. Tom asked whether we should hire a general contractor as the project manager. The person could help wrap many of our projects under a big umbrella. Mr. Bittner said wallpaper and spackling would not be an appropriate capital expense unless it was wrapped into a bigger project. It was discussed that using a general contractor may be beneficial to the library.

The Renovations Committee will meet sometime next week. It was pointed out that there was a project manager used for the Jenkins addition. There was some discussion on how general contractor's work. Ann will send out an email to committee members when a time is settled on. Staci will contact the Hamilton East Public Library Director about their recent experience with renovations.

- V. June 2024 Financial Report--Approve Report and Payment of Bills (Exhibits 4-6)
  - A. Natalie said that we received the June distributions for local taxes. The amounts were reasonable for this point in the year. The June operating expenses were below the run rate, and the revenues generated were above what was budgeted.
  - B. Motion to pay the June bills and approve the June Financial Report was made by Kini Magdun.
  - C. Seconded by Michael Morris.
  - D. Motion carried by a vote of 6/0 (all voted Aye)
  - E. All Board members signed the voucher register summary.

- VI. Director's and Department Reports (Exhibit 7)

Director Ann Hoehn reported that there was an eight cent (0.08) fraudulent charge on her library credit card. The card was cancelled and a new has been reissued.

The library has been busy. The Professor Steve program had 52 people in attendance. The Open Art Studio is still popular. Jenn Crusenberry is holding weekly sketching sessions in the Maker Space. Staci is taking over on August 1<sup>st</sup>. Staci told of her orientation and what she had been doing in training with Ann.

## VII. Department Reports

Assistant Director, Gregg Williamson talked about the inventory/weeding project he is working on. The Summer Friends Booksale was mentioned.

Ann reported that circulation was down. We did issue 76 new resident library cards, which is much higher than usual. Winners of the SRP prizes will be announced next week.

Mike Bloom, the Maintenance Supervisor, said that June hopefully saw the end of our repairs on our HVAC system. There was a clog in a condensate line that Comfort Systems was able to clear. In mid-June both boilers went on lockdown due to high water temperatures. After some initial difficulty Johnson Controls was able to fix the problem after reconfiguring some software. Beth asked if the staff could be trained to work with the controls. Mike said that work was very complex, and that Johnson Controls is difficult to work with.

## VIII. Old Business (Return to remaining items of Old Business) (A&B previously covered)

### C. Landscaping (Exhibit 8-9)

1. Mike Bloom met with the owners of each landscaping company. Both companies seemed professional. Kini liked the suggestion to use prairie drop grass since it requires less maintenance. One company is more traditional landscaping, and the other company is landscaping that makes it easier to care for and keep up. Mike said he spent a lot of time with Wasson. Talked about hydrangeas as a landscaping choice. Nice plant but needs lots of water. Landscapers recommended against large stone.
2. Kini Magdun moved to accept the bid from Meticulous Landscapes.
3. Seconded by Michael Morris.
4. Motion carried by a vote of 5/1 (Tom Jarvis voted no).

## IX. New Business

### A. 2025 Budget

Since the last Board meeting, we received the actual growth quotient to use for the 2025 budget-4%, which is the growth factor that was used to develop the preliminary budget so there have not been any changes to the budget that was presented to you at the last Board meeting.

Julie said if we need to have a special board meeting, we can do that.

### B. Park Partnership

Beth suggested that Staci meet with Jim Hunter, from the Parks Department to discuss better use of the pavilion and the backyard. Staci will report back to the board on what comes of that meeting.

C. Technology Update  
Nothing new to report.

#### D. Seed Collection

A member of the community, Betsy Sayjak would like to start a seed collection. She has already started collecting seeds and would like to bring them to the library for patrons to either swap out or just take some. This would be at little to no cost to the library program. Betsy would like to start in April 2025. This could be a STEM project. Beth suggested using the Maker Space. The Board had no objections to Staci moving forward with this.

#### E. Permission to Fill Youth Services Manager Position

Staci would like to post this position tomorrow. Discussion on pay range followed. Resumes and applications on file will be reviewed and considered. The minimum allowed salary will be posted but this will allow for negotiation. It was mentioned that there had been no Library Aide applications yet.

1. Beth Roberts moved to allow the advertising of the Youth Services Manager position.
2. Seconded by Michael Morris.
3. Motion carried by a vote of 6/0 (all voted Aye).

#### F. Resolution to Commit to ISL Internet Consortium

1. This is an annual requirement for the state.
2. Michael Morris made a motion to approve the resolution to commit to join the ISL Consortium for Public Library Internet Access.
3. Seconded by Kini Magdun.
4. Motion carried by a vote of 6/0 (all voted Aye).

#### G. Tree Trimming

Maintenance Supervisor Mike Bloom would like permission to get some bids for tree trimming. The entire property along the fence needs to be trimmed as well as a tree outside the children's room that has a few dead branches on it. One company has already made a bid. Another company is coming July 30th. The Board said to continue to collect quotes.

X. Looking Ahead: July 24th is the open house for Ann's farewell and Staci's welcome with the public in Meeting Room A/B. The Board thanked Ann for her service. The Renovation Committee will meet at 4pm, prior to the Open House. The next Board Meeting is at 6:30 p.m. in the Jenkins Room on August 15th.

#### XI. Meeting Adjournment

- A. Motion to adjourn made by Tom Jarvis.
- B. Seconded by Kini Magdun.
- C. Motion carried by a vote of 6/0 (all voted Aye) at 7:46pm.