

Hamilton North Public Library–Board of Trustees Meeting Minutes March 21, 2024, at 6:30 p.m. Cicero Library, Jenkins Meeting Room

- I. Call Meeting to Order
 - A. Called to order by Michael Morris at 6:30 pm.
 - B. Members present: Kini Magdun, Tom Jarvis, Kelly Wuerch, Beth Roberts, and Michael Morris
 - C. Members absent: Julie Davis and Emily Pearson
 - D. Others present: Ann Hoehn (Director), Gregg Williamson (Assistant Director), Natalie Strader (Bookkeeper), Michael Bloom (Maintenance), and Aaron Culp (Library Attorney)

- II. Review the Agenda (Exhibit 1)

The agenda was reviewed. Michael acknowledged that Aaron Culp needed to leave early, so items affecting him would be moved forward on the agenda.

- III. Approval of the February 15, 2024, Board Meeting Minutes (Exhibit 2)
 - A. Motion to approve the minutes was made by Kini Magdun.
 - B. Seconded by Kelly Wuerch.
 - C. Motion carried by a vote of 5/0 (All voted Aye).

Items Section *VII A Old Business 2* and *VIII A New Business* were brought forward on the agenda to accommodate individual schedules.

VIII. A. HNPL Building Corporation

Since the Library's Lease Rental was paid off a number of years ago, we probably no longer need the Building Corporation. Aaron will check on this and report back.

VII. A. 2. Select an Accountant

Aaron proposed hiring Bruce Bittner to advise us on what qualifies as a capital expense so we can begin improvements using the proceeds from the sale of Atlanta. Beth expressed concern about what would be considered maintenance expenses as opposed to capital improvement expenses. She would like to know what happens if we don't spend all \$200,000 of the Atlanta sales proceeds. Aaron indicated that according to IRS rules, we cannot use the sale proceeds to pay debt. The board indicated their approval for Aaron to make an appointment for the library to meet with Bruce. Ann gave Aaron a copy of the possible capital projects the committee had put together.

Aaron Culp left the meeting at 6:38.

IV. Public Participation

There was no public participation.

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

A. Natalie said February was pretty quiet. The February operating expenses were below the run rate, and the revenues generated were above what was budgeted. The annual financial report for the state was completed and submitted. The requests for information for the Hamilton County audit have been fulfilled, and we are awaiting any further questions.

B. Motion to pay the February bills and approve the February Financial Report was made by Tom Jarvis.

C. Seconded by Kini Magdun.

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 (Exhibit 6)

Director Ann Hoehn said we should revise our Collection Development Policy, which has been in place for at least 10 years. She asked for permission to work on a new draft. There were no objections. Tuesday's Open Art Studio has been extended through July. Katie has added a new program for April 4th – Total Eclipse Scratch Art, which will be marketed as a family event. The program will be limited to twenty people. We discussed the requirement to microfilm all board minutes and their attachments. The Spaghetti Fundraiser is on April 21st.

Ann has applied for a \$5000 Indiana Arts Commission grant for programming for seniors. We obtained eclipse glasses through a grant. We will be handing them out Saturday, March 30th at 9am. Ann will hold 2 eclipses glasses for each board member and staff member.

The Dolly Parton Imagination Library was discussed. Unlike Hamilton County, most counties in the state have already secured a community partner to help support the program county-wide. The State of Indiana is working on providing adequate community partnership(s) to offer the program throughout Hamilton County. The Remnant Coffee Shop in Arcadia is providing children's programming.

Mike Bloom, the Maintenance Supervisor, began cleaning the boiler room and workshop. He repaired the storage cabinet lock in the new addition. He replaced the faucet batteries in the women's restroom in the addition, as well. The hand dryer in the public women's restroom in the main lobby is obsolete and has a faulty proximity switch, so he installed a paper towel dispenser. The State did a boiler inspection, and everything was up to code, though we didn't have the necessary permits in place. We are awaiting instruction from the state on how to remedy this.

The lighting project is ongoing. Beth asked about chandelier replacement. Mike said he would like to update all the lights to LED. We would like to know if such a project could be done using Atlanta sale proceeds.

Assistant Director Gregg Williamson reported that the courier service is back to normal, though transit supplies are still a little in short supply. The Open Art Studio service is going well, and that service has been extended through July. He reported attending an online seminar on upgrades to the Evergreen system. Gregg processed 169 items into the collection. There are 153 boxes of juvenile items yet to be reviewed and fifty more adult boxes of books.

VII. Old Business (Return to remaining items of Old Business)

A. Use of Atlanta Sales Proceeds

1. Discussed the Atlanta Sale Proceeds Committee walk through (Exhibit 7). When talking about carpet replacement there was concern about the cost of moving all the books. Discussed the problems in the bathrooms that need to be addressed. Mike Bloom was asked to review the report.

B. Director Search Committee Report

Job description will be ready to go to the Indiana State Library, Zip Recruiter, and Indeed at the end of the month.

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

B. Still concerned about the need to have a Children's staff member.

C. Quotes for Replacement Computers

1. Ann has been working with Brightworks on the quote. The price came down to \$756 per computer. This compares to about \$710 per machine several years ago. We do not currently need mice, keyboards or monitors. Monitors are not listed on the quote.

2. Tom Jarvis made a motion to approve the purchase of replacement computers as outlined in the quote (Exhibit 8).
3. Seconded by Kini Magdun.
4. Motion carried by a vote of 5/0 (all voted Aye).

D. Capital Asset Policy—Proposed Revision (Exhibit 9)

1. The Capital Asset Policy is written for the State Board of Accounts and not the IRS.
2. Beth made a motion to approve the Capital Asset Policy revision.
3. Seconded by Kini Magdun.
4. Motion carried by a vote of 5/0 (all voted Aye).

E. Technology Update

1. Wireless printing continues to be a problem. Ricoh cannot seem to figure out the problem. They are going to bring out a specialist.

IX. Looking Ahead: The next regular Board will be April 18th in the Jenkins Room at 6:30 p.m.

X. Meeting Adjournment

- A. Motion to adjourn made by Tom Jarvis.
- B. Seconded by Kini Magdun.
- C. Motion carried by a vote of 5/0 (all voted Aye) at 7:25pm.