

**Hamilton North Public Library–Board of Trustees Meeting Minutes
April 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, Emily Pearson, and Michael Morris
 - C. Members absent: Kini Magdun, Tom Jarvis, and Kelly Wuerch
 - D. Others present: Ann Hoehn (Director), Gregg Williamson (Assistant Director), Natalie Strader (Bookkeeper), and Michael Bloom (Maintenance)

- II. Review the Agenda (Exhibit 1)

The agenda was reviewed. *Section VIII. Item J. Friends Proposal for Landscaping* is added to the agenda.

- III. Approval of the March 21, 2024, Board Meeting Minutes (Exhibit 2)
 - A. Motion to approve the minutes was made by Michael Morris.
 - B. Seconded by Beth Roberts.
 - C. Motion carried by a vote of 4/0 (All voted Aye).

- IV. Public Participation

There was no public participation.

- V. March 2024 Financial Report--Approve Report and Payment of Bills (Exhibits 3-5)
 - A. Natalie said March was pretty standard. The March operating expenses were below the run rate, and the revenues generated were above what was budgeted. The annual renewal for the accounting and time tracking software was paid. The wage adjustments approved at the February board meeting were implemented starting with the first payroll in March. We continue to receive requests for information from Hamilton County's auditor. We respond to these requests in a timely manner.
 - B. Motion to pay the March bills and approve the March Financial Report was made by Emily Pearson.
 - C. Seconded by Michael Morris.
 - D. Motion carried by a vote of 4/0 (all voted Aye).
 - E. All present Board members signed the voucher register summary.

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

Director Ann Hoehn reminded the Board that there was a Friends fundraising spaghetti dinner this coming Sunday, April 21st. It is a free will donation, and they will be serving until 2pm.

Beth Roberts' appointment to the Board will be up in June. She would like to continue serving. She was appointed by the Hamilton Heights School Board. The Library Board supports Beth's reappointment to the Library Board.

The Friends had Chili Cookoff on March 7th. A special needs adult group met at the library on March 25th for a craft activity. The Classic Movie matinees are well on their way.

The library distributed all its eclipse glasses. Prior to the eclipse Ann had driven around to McDonalds and Post Officed handing out glasses. She even gave some to random individuals she met along the way. Julie asked if the library was a site for recycling eclipse glasses. The library is not.

The library is getting ready for Summer Reading. The Friends are donating \$3,500 for prizes. During Summer Reading, Katie will be doing weekly programs in the makerspace. On Friday, the library will be showing Kids movies. One day a week the Children's Storytime room will be used for Lego open play. Last summer we offered chess instruction. When do not have an instructor this year but Mondays, 12-1 we will have open chess time.

Last month, the day after the last board meeting, we were told we qualified for a \$5,000 grant from the Indiana Arts Commission for senior programming. We have a deadline of May 1st to submit our proposal to them. If they like it we will get the money.

Assistant Director Gregg Williamson reported the courier service provided by the state is pretty much back to normal. We are short on some supplies, but things are catching up. The Open Art Studio is still being well received. There is an average attendance of 10 patrons. The Atlanta books continue to be reviewed and good progress continues to be made. Gregg pointed out that he had been here at the library for one year now, that he continues to try to improve on his tasks, and that he enjoys the opportunity to serve.

Circulation is up by 500 over last year. Basically, that is from the increase in digital circs on Overdrive. Jen is working hard on providing circulation and catalog training to the staff. The computers that were approved for purchase have arrived. Due to children's

restlessness during Storytime, Ann switched from three books to two and is trying simpler crafts.

Mike Bloom, the Maintenance Supervisor, said that March was full of plumbing issues. He discovered a refrigerant leak in the boiler room. Comfort Systems came in to tighten a solenoid valve in the refrigerant line. A week later they were back for our quarterly maintenance for the main boiler and air handler system in the new wing.

The custodian, Karen, was gone for a week, so Mike did her job. He is glad she is back and appreciates the good job she does. Lighting maintenance continues, with nine more fluorescent tubes and three ballast replacements. Originally, he had hoped to have that work done in April, but it will likely continue into Summer. He has completed the first mow of the season. The new mower is a big improvement.

VII. Old Business

A. Use of Atlanta Sales Proceeds--Update

1. Ann, Natalie and Aaron Culp have an appointment with Bruce Bitner, an accountant and lawyer at CCHA, on May 7th to review which capital projects may be paid for with Atlanta sales proceeds.
2. Emily said that if any of the projects on the list are not deemed appropriate for the Atlanta sales money the Friends currently has an excess amount of funds that might be able to be used for those items.

B. Director Search Committee Report

The director's job listing has been on the Indiana State Library, Zip Recruiter, and Indeed websites for two weeks. A dozen applicants have come through Indeed, six have come from Zip Recruiter but only 3 from the state library. Of these applicants there are four qualified candidates. The committee is setting up a zoom interview with a non-local applicant next Monday. The candidate must have some library certification to be considered. Beth said she had approached a couple of local individuals. One is not interested, and she hasn't heard back from the other.

VIII. New Business

A. Collection Development Policy—Need for Revision

Ann sent all the Board Members a copy of our current Collection Development Policy (Exhibit 7). She said it wasn't bad but not great. The phrasing needs to be better. She also emailed to the Board the Morgan County Public Library Collection Development Policy; The American Library Association Library Bill of Rights; the ALA

Freedom to Read Statement; the ALA Freedom to View Statement; and the Interpretations of the Library Bill of Rights (Exhibits 8-12). Ann said that Morgan County has a good collection policy. When considering what to order it looks for items to add and not items to exclude. We have not had any formal challenges to our materials in recent years, but there have been a few informal questions asked by a patron or two.

In looking at some of the statements, Beth thought perhaps there were “buzz” words that might date the policy and that would require it to be updated more often. The Board appreciated that our policy included a *Challenge Form* and a *Request for Purchase Form*. Julie liked the phrase, “The collection serves to preserve, promote, highlight and give voice to individuals and groups with varying identities, experience, values and beliefs.” Someone expressed the feeling that we should avoid triggering language. Emily said the library is not just for white, conservative Christians. HNPL is here to meet the needs of our entire community.

Ann said that we would not pull challenged items from the shelf while they are being reviewed. Emily stated that parents need to know that they are responsible for what their children check out and read. Ann asked permission to move forward with proposed revisions to the Collection Development Policy, to be presented next month for Board approval. Beth commented that the language of the *ALA Freedom to Read Statement* was very contemporary even though it was written years ago.

B. HPNL Building Corporation Dissolution--Update

Ann talked to Aaron a day or two ago. Aaron needs to do some more research. He needs to find out who the founding members were and whether they will need to meet or sign anything. He will be at the next meeting. The corporation was organized for the purpose of refinancing a bond.

C. Long Range Plan – Marketing Upgrade – New E-Newsletter Platform

Our current e-newsletter platform isn’t working well for us. Ann has been doing some research on alternative providers. She has started a free trial with a company called Zoho. Ann will report further on this next month.

D. Permission to Repair Boiler (Exhibit 13)

1. A screen controller is not functioning. The boiler is running, but there is no way to monitor it. The next scheduled service is in October. Mike recommends that this needs to be dealt with before then. If our control panel is tripped for any reason, we would not be able to reset it. We have a quote of \$2,960, that covers both hardware and installation.
2. Beth Roberts made a motion to approve the repair of the boiler.
3. Seconded by Emily Pearson.

4. Motion carried by a vote of 4/0 (all voted Aye).
- E. Permission to Dispose/Recycle Replaced Computers and Peripherals
1. The new computers have arrived, and Brightworks is getting them set up.
 2. Beth Roberts made a motion to approve the disposal of the old computer equipment.
 3. Seconded by Emily Pearson.
 4. Motion carried by a vote of 4/0 (all voted Aye).
- F. Permission to Sign Service Agreement for New Meeting Room Reservation/Calendar Platform
1. Our current room reservation platform by DEMCO is going away on August 31st. Ann reached out to 5 different companies as possible replacements. One did not respond. One did have a zoom meeting with her but never followed through with promised materials. Another company quoted an annual cost of \$10,000, which is beyond reasonable for a library our size. The next company was free but didn't seem to meet our needs. The company Ann likes is called Library Market. The CEO once worked for a public library and seems to understand what we need from a calendar. It is possible to have this platform in place before Ann retires. The cost is \$2,000 to start up, with an annual cost of \$1,500. Right now we are paying \$1,160. We would get a lot more for our money from this new service. Ann would like to sign with this company.
 2. Emily Pearson made a motion to approve the signing of the agreement for Library Market to provide our e-calendar platform.
 3. Seconded by Michael Morris.
 4. Motion carried by a vote of 4/0 (all voted Aye).
- G. Permission to Sign New Service Agreement with Republic Waste Management
1. Our recent bill showed a 30% increase. Natalie spoke with them about offering us a reduced rate, but they declined. They indicated that if we went for a bigger, albeit more standard-sized dumpster, we could save money. We are currently under contract until 2025 but the container now at the library has a hole in it. They had two smaller sizes, but Mike Bloom said a smaller size would not be sufficient. We will not see any cost savings this year but next year and in the future, we may save on fees.
 2. Michael Morris made a motion to approve the signing of the service agreement with Republic Waste Management.
 3. Seconded by Emily Pearson.
 4. Motion carried by a vote of 4/0 (all voted Aye).
- H. Permission to Accept a Restricted Gift from the Friends of the Library
1. The Friends of the Library would like to give us \$3,500 for Summer Reading prizes.

2. Emily Pearson made a motion to accept a restricted gift of \$3,500 from the Friends of the Library.

3. Seconded by Michael Morris.

4. Motion carried by a vote of 4/0 (all voted Aye).

I. Technology Update

The new computers are here and being installed. Wireless printing continues to be a problem. Jenn and Brightworks have been working on it. Brightworks is of the opinion that the Ricoh machine is the source of the problem. We cannot seem to get the Ricoh representatives to coordinate with Brightworks to fix this. Jen will continue to try to get all parties together on this.

J. Friends Landscaping Proposal (Exhibit 14)

The Friends would like to donate \$3,000 towards removing the boxwoods in the front flowerbeds; general clean-up within flowerbeds; planting low maintenance perennials; and cost of labor for spreading new mulch. The board was fine with the Friends obtaining quote(s) for this work. Beth commented on the need to backfill dirt around sections of sidewalk. A lack of water and dry conditions was noted as a problem for some of the landscaping.

IX. Looking Ahead: The next regular Board meeting will be May 16th in the Jenkins Room at 6:30 p.m.

X. Meeting Adjournment

A. Motion to adjourn made by Emily Pearson.

B. Seconded by Beth Roberts.

C. Motion carried by a vote of 4/0 (all voted Aye) at 7:32pm.