

Hamilton North Public Library–Board of Trustees Meeting Minutes August 15, 2024, at 6:30 p.m. Cicero Library, Jenkins Meeting Room

- I. Call Meeting to Order
 - A. Call to order by Julie Davis at 6:30 pm.
 - B. Members present: Julie Davis, Kelly Wuerch, Michael Morris, Tom Jarvis and Beth Roberts.
 - C. Members absent: Kini Magdum and Emily Pearson
 - D. Others present: Staci Treece (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.

- III. Approval of the July 18, 2024 minutes for the Regular Meeting (Exhibits 2)
 - A. Motion to approve the minutes was made by Tom Jarvis
 - B. Seconded by Michael Morrison
 - C. Motion carried by a vote of 4/0 (all voted Aye)

- IV. Public Participation

There was no public participation.

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

VII. A. HNPL Building Corporation

Aaron said that we had finally tracked down the building corporation board members. That board had been formed in 2010. It has had no action or meetings.

We will need 6 new members. They will meet for the sole purpose of transferring responsibility to library board of directors. Aaron will review the names. No employees can be on the board. Hopefully this can be in place next month. Natalie suggested we could use Friends members.

Aaron Culp left the meeting at 6:36 p.m.

- V. July 2024 Financial Report -- Approve Report and Payment of Bills (Exhibits 3-5)
 - A. We received the monthly local income tax. Discussed the possibility of a reduction in the budget. Next meeting we will need a quorum.
 - B. Motion to pay the July bills and approve the July Financial Report was made by Beth Roberts.
 - 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 6)

Director Staci Treece said she was very busy training with outgoing director, Ann Hoehn. Programming this time of year is hit and miss due to patrons' summer activities. She has toured the local school district and will attend the New Directors Workshop. Both the Library Aide and Youth Services Manager positions have been filled. They will start August 26th. The new Children's Manager, Anna Chambley, will be getting her MLS in December. The Library Aide, Kelly Hill, is a regular patron.

The library newsletter will be restarting soon. We are looking into adding two new laptops. The best price might be with Amazon. We may be able to use Atlanta funds for this purchase.

Assistant Director Gregg Williamson reported on cataloging and acquisitions.

Mike Bloom, Maintenance Supervisor gave his report.

Circulation has increased from last year by nearly 700 items.

- VII. Old Business (Return to remaining items of Old Business) (A previously covered)
 - B. Emily Pearson resigned her position on the Board of Trustees effective August 15, 2024 (Exhibit 7). One of our regular patrons, Scott Miller, has expressed an interest in serving. The appointing authority, the Hamilton County Council, has been informed.
 - C. Renovation Committee
 - 1. Beth Roberts reported on the committee's meeting. The group went through the list. The bathrooms and the carpeting are the priority projects.
 - 2. Kevin Montgomery was recommended as a project leader for this task.
 - D. Tree Trimming Quote

1. Mike met with two contractors. They did a complete walk-through but only received one quote. All the trees need some work. The itemized bid is \$5,350. The company suggested year-round maintenance. The problem trees are by the parking lot and on the west side of the building. Natalie said that we would not be able to use Atlanta funds but recommended that we use rainy day funds.
2. Motion to accept the bid of \$5,350 was made by Tom Jarvis.
3. Seconded by Michael Morris.
4. Motion carried by a vote of 5/0 (all voted Aye).

VIII. New Business

A. Employee Benefits

Staci brought up the idea of adding sick time to our current PTO. She will research what other libraries are doing and report back at the next meeting.

B. Employee Consideration

1. Gregg would like to cut back to 32 hours (4 days a week). Hours above 32 hours would be hourly wage. He will still be considered full-time, non-exempt with the same benefits. This will begin the pay period beginning October 6th.
2. Motion to approve Assistant Director employee adjustment was made by Tom Jarvis.
3. Seconded by Michael Morris.
4. Motion carried by a vote of 5/0 (all voted Aye).

IX. Looking Ahead: The next Board Meeting is at 6:30 p.m. in the Jenkins Room on September 19th. (Due to budget items on the agenda a quorum of members is necessary)

X. Meeting Adjournment

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