

**Hamilton North Public Library–Board of Trustees Meeting Minutes
December 21, 2023, at 6:30 p.m. Cicero Library, Jenkins Meeting Room**

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

- II. Review the Agenda (Exhibit 1)

The agenda was reviewed.

- III. Approval of the November 16, 2023, minutes for the Regular Meeting (Exhibit 2)
 - A. Motion to approve the minutes was made by Beth Roberts.
 - B. Seconded by Emily Pearson.
 - C. Motion carried by a vote of 6/0 (All voted Aye).

- IV. Public Participation

There was no public participation.

- V. November 2023 Financial Report. Approve Report and Payment of Bills (Exhibits 3-5)
 - A. November bank balances were reconciled to the books. We sold two non-resident cards and no PLAC cards. There was no meeting room. We received local taxes. Payment was made for the legal expenses related to the Town of Atlanta eminent domain action and sale of the building. Payment was made for the Koorsen inspection invoice which was approved at the previous board meeting. The payment was not reflected in the November expenses as the check was reissued in December since the original check was damaged in the mail. The annual director and officers' liability insurance and surety bonds were paid. The library received a check from the Friends of the Library for the proceeds from the sale of furniture from the Alanta branch.
 - B. Motion to pay the November bills and approve the November Financial Report was made by Tom Jarvis.
 - C. Seconded by Beth Roberts.
 - D. Motion carried by a vote of 6/0 (all voted Aye).
 - E. All present Board members signed the voucher register summary.

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

Julie Davis has been reappointed to the board. It is believed that Michael Morris will be reappointed his month. The Santa visit at the library went well.

November was a rough month due to illness. Almost 1/3 of the staff was out sick at some point.

Ann reported that our Overdrive/Libby digital checkouts were leading our overall circulation increase. Hoopla circulation and the circulation of physical items were down.

	Nov-23	Nov-22	3 Yr Avg
Circulation			
Atlanta	0	206	
Cicero	5,623	5,874	
Subtotal	5,623	6,080	
hoopla	626	867	
Overdrive	1,977	1,153	
Grand Total	8,226	8,100	7,852
In-House Use			
Atlanta	0	23	
Cicero	715	570	
Total	715	593	
Transits Sent			
Atlanta	0	71	
Cicero	499	364	
Total	499	435	
Transits Received			
Atlanta	0	2	
Cicero	326	344	
Total	326	346	

Assistant Director Gregg Williamson reported some of the backlog related to the courier service has begun to clear up. We are receiving two deliveries a week on average now. Some of the items' initial request dates are from as far back as August. Processed and cataloged 103 items for the library system. Gifted close to 1432 collection items to the Friends. 1058 of these were Adult Fiction items, many were duplicates.

Ann reported that we had a nice turnout for the craft bazaar and for Lor's reception.

As far as the Makerspace, Katie will be doing some events, one each in January, February, March, and April. Ann is meeting with some patrons who are interested in starting an Art Club at the library. Maybe we will start some kind of open art time.

Storytime is generally under 10 children a day, but she had one day with 28 in attendance.

Mike Bloom, the Maintenance Supervisor, spoke of making the seasonal changes and moving from outside projects to ones inside. As he finished weeding the gardens, he noticed that many of the landscape bushes were overgrown and in poor condition due to dry weather. He trimmed the bushes throughout the property and will have to wait until spring to judge the results of the work. He also worked on repairs to the sign by the street, but more sign work will need to be completed in the spring.

VII. Old Business – There was no old business.

VIII. New Business

- A. Ann announced that Amy McDuffy, a local business owner who loves pets, had approached the library about creating a pet food pantry. The idea being to give people the opportunity to help people who might need a hand feeding or caring for the pets with some donations. Ann thought a cabinet could be set up next to the fish tank. There would be information about related local resources posted in the cabinet. Amy would make some initial contributions which would hopefully encourage other donors. There were no objections from the Board.
- B. Beth Roberts reported on the work of the Employee Compensation Committee. She hopes that by February the committee can make recommendations to the Board.
- C.
 - 1. Resolution to Pay 2023 Year-End Employee Bonuses (Exhibit 7)
 - 2. Motion to pay year-end bonuses was made by Julie Davis.
 - 3. Seconded by Emily Pearson.
 - 4. Motion carried by a vote of 6/0 (all voted Aye).
- D.
 - 1. Resolution to Approve 2023 Employee Positions, Pay Ranges, and HSA Contributions or Additional Payroll—Third Amendment. This is necessary to reflect the bonuses. (Exhibit 8)
 - 2. Motion to pay year-end bonuses was made by Beth Roberts.
 - 3. Seconded by Michael Morris.
 - 4. Motion carried by a vote of 6/0 (all voted Aye).
- E.
 - 1. Resolution for a 2024 cost-of-living Increase for all current employees (Exhibit 9)
 - 2. Motion to approve a 3.2% cost-of-living increase for all current employees was made by Michael Morris.
 - 3. Seconded by Tom Jarvis.
 - 4. Motion carried by a vote of 6/0 (all voted Aye).
- F.
 - 1. Resolution to approve 2024 employee positions, pay ranges, and HSA contributions or additional payroll (Exhibit 10)
 - 2. Motion to approve 2024 employee positions, pay ranges, and HSA contributions or additional payroll was made by Michael Morris.
 - 3. Seconded by Tom Jarvis.
 - 4. Motion carried by a vote of 6/0 (all voted Aye).
- G. Technology Update. Jen is doing a good job. In 2024 we will obtain quotes for 10 new replacement computers, which will include machines for both patrons and staff.
- H.
 - 1. Permission to Pay-off Selective Insurance Premium (\$9,967)
 - 2. Motion to approve payment made by Beth Roberts.
 - 3. Seconded by Emily Pearson.
 - 4. Motion carried by a vote of 6/0 (all voted Aye).

- I.
 - 1. Permission to Pay Comfort Systems Semi-Annual Service Contract. Ann asked Board to approve this since it was over \$1,000. (Exhibit 11)
 - 2. Motion to approve payment of the contract was made by Beth Roberts.
 - 3. Seconded by Julie Davis.
 - 4. Motion carried by a vote of 6/0 (all voted Aye).
- J.
 - 1. Permission to pay Treasurer
 - 2. Motion to approve payment of the Treasurer was made by Beth Roberts.
 - 3. Seconded by Julie Davis.
 - 4. Motion carried by a vote of 5/0 (Emily Pearson abstained, all others voted Aye).
- K.
 - 1. A bill from Barnes & Thornburg for legal work. (Exhibit 12)
 - 2. Motion to pay Barnes & Thornburg invoice was made by Tom Jarvis.
 - 3. Seconded by Julie Michael Morris.
 - 4. Motion carried by a vote of 6/0 (all voted Aye).
- L.
 - 1. Permission to Pay 2024 Evergreen Indiana Membership Upon Receipt of Invoice (Anticipated amount \$3,388.51)
 - 2. Motion to pay Evergreen membership made by Julie Davis.
 - 3. Seconded by Beth Roberts.
 - 4. Motion carried by a vote of 6/0 (all voted Aye).
- M.
 - 1. Permission to Pay Aaron Culp (Exhibit 13)
 - 2. Motion to pay Aaron Culp was made by Tom Jarvis.
 - 3. Seconded by Beth Roberts.
 - 4. Motion carried by a vote of 6/0 (all voted Aye).
- N.
 - 1. Permission to Purchase New Law Tractor was discussed. (Exhibit 14) Mike Bloom reported that the current mower works but it is on its last legs. Mike has shopped around. The library will use 2023 funds to pay for the mower.
 - 2. Motion to approve the purchase of a new lawn mower was made by Julie Davis.
 - 3. Seconded by Tom Jarvis.
 - 4. Motion carried by a vote of 6/0 (all voted Aye).
- O.
 - 1. Resolution to Close Library Funds (Exhibit 15)
 - 2. Motion to close library funds that are no longer needed was made by Beth Roberts.
 - 3. Seconded by Tom Jarvis.
 - 4. Motion carried by a vote of 6/0 (all voted Aye).
- P.
 - 1. Resolution to Change the Fund Used for Atlanta Sales Proceeds. (Exhibit 16) Originally it was thought that we needed an escrow account for sale proceeds, but it was found that was not the case.
 - 2. Motion made to change the fund used for sales proceeds was made by Beth Roberts.
 - 3. Seconded by Michael Morris.

4. Motion carried by a vote of 6/0 (all voted Aye).
 - Q. 1. Resolution to Establish Employee Mileage Reimbursement Rate (Exhibit 17)
 2. Motion to establish 2024 employee mileage reimbursement rate made by Beth Roberts.
 3. Seconded by Michael Morris.
 4. Motion carried by a vote 6/0 (all voted Aye).
 - R. 1. Resolution to Repay Temporary Loan from the Rainy-Day Fund (Exhibit 18)
 2. Motion to repay the temporary loan from the Rainy-Day fund was made by Beth Roberts.
 3. Seconded by Michael Morris.
 4. Motion carried by a vote of 6/0 (all voted Aye).
 - S. Permission to Transfer Funds to Eliminate Negative Balances in December 2023 (will be presented for official approval at the January 2024 Board meeting). This is an annual requirement by the State Board of Accounts. Appropriated budgets lines may not be negative for year-end closing of the books. The Board informally approved moving forward with this action.
 - T. Permission to Present “Resolution to Transfer Funds to the Rainy-Day Fund” at the January 2024 Board meeting. The Board informally approved moving forward with this action.
 - U. Review *Internet and Computer Use and Wireless Internet Policies* (Exhibits 19-20)
The Board will review for the January meeting.
 - V. Long-Range Plan—Staffing—Children’s Programming. Discussed that there may be a current employee taking some additional hours to cover these tasks. Ann will look into this further.
 - W. Permission to Sign a 1-Year Extension Agreement for ENA Cyber Security (NetShield UTM) Service (Exhibit 21)
 1. Motion to approve the agreement with ENA was made by Michael Morris.
 2. Seconded by Beth Roberts.
 3. Motion carried by a vote of 6/0 (all voted Aye).
- IX. Looking Ahead: The next regular Board meeting will be January 18th in the Jenkins Room at 6:30 p.m. The annual Board of Finance meeting will immediately follow.
- X. Meeting Adjournment
1. Motion to adjourn made by Julie Davis.
 2. Seconded by Emily Pearson.
 3. Motion carried by a vote of 6/0 (all voted Aye) at 7:14pm.