

**Hamilton North Public Library–Board of Trustees Meeting Minutes
November 21, 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, Beth Roberts, Kelly Wuerch, Michael Morris, and Scott Miller.
 - C. Members absent: Kini Magdun and Tom Jarvis
 - D. Others present: Staci Treece (Director), Gregg Williamson (Assistant Director), Natalie Strader (Bookkeeper), and Michael Bloom (Maintenance).

- II. Review the Agenda (Exhibit 1)

The agenda was reviewed. KrM Architecture presentation moved up to first on the agenda.

- III. Approval of the October 17, 2024 minutes for the Regular Meeting (Exhibits 2)
 - A. Motion to approve the minutes was made by Michael Morris.
 - B. Seconded by Beth Roberts.
 - C. Motion carried by a vote of 5/0 (all voted Aye)

- IV. Public Participation

There was no public participation.

Item Section *VIII A New Business* was brought forward on the agenda.

VIII. A. KrM Architecture Presentation (Exhibit 3)

KrM Architecture came to the meeting with carpet samples and wall colors. It became apparent that KrM handles the design function and helps define the project requirements and assists in the general contractor bidding process. The library engaged KrM with the understanding that KrM would also function as the general contractor. Due to this misunderstanding, the Board discussed whether they wanted KrM involved further and if they even wanted a general contractor or wanted to manage contractors themselves. The Board decided to prioritize the bathroom renovation and have further discussion in a subcommittee meeting the first week of December. The subcommittee members consisted of Julie Davis, Beth Roberts, Kini Magdun, Staci Treece, Gregg Williamson, and Mike Bloom.

- V. October 2024 Financial Report -- Approve Report and Payment of Bills (Exhibits 4-6)
 - A. Natalie's financial items of note are attached as Exhibit 4.
 - B. Motion to pay the October bills and approve the October Financial Report was made by Michael Morris.
 - C. Seconded by Tom Jarvis and Kelly Wuerch.
 - 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 7)

Staci reviewed the items in the printed reported (See Exhibit 7). There has been lots of positive feedback for all the new children's programming. There have been accolades from the community. Foot traffic is up in the library.

Assistant Director Gregg Williamson reported on cataloging and acquisitions.

Maintenance Supervisor Mike Bloom gave his report. He said the boilers locked out a couple times due to power outages. Dilling Group will be coming in to check on the frozen display on boiler #1.

- VII. Old Business
 - A. Building Corporation

According to Aaron Culp, work on this had to be postponed.

- VIII. New Business
 - A. Moved from Section VI of the agenda – Hamilton County Reciprocal Library Cards

Our system is not set up to scan a card from Hamilton East Public Library because we use Evergreen software, and they do not. The patron asking about this does not want to carry two cards around. It is a software issue. We will investigate this more before the next board meeting.
 - B. The Board Officers will be elected at the January board meeting.
 - C. The Director's evaluation will be at an Executive Board meeting prior to the December Regular Meeting. Julie will email the evaluation form to all board members.
 - D. Employee Raise Consideration will be discussed at the December meeting. The board needs Staci's recommendations.
 - E. Dilling Quote (Exhibit 8)
 - 1. The Dilling Group is going to provide surge protectors for the boiler.
 - 2. Motion to accept \$4,068 vote was made by Beth Roberts.
 - 3. Seconded by Michael Morris.
 - 4. Motion carried by a vote of 5/0 (all voted Aye).

E. A5 Electrical Quote

1. This quote is for changing most of the lighting in the main building to LED. Staci will share the quote once she receives it. The work will be completed by Dec. 31st

Staci also shared some additional information with the board. She has purchased new name tags and branded jackets for the staff. She also has ordered a tablecloth with the library logo for marketing events. The website is being redesigned to meet ADA updates. There will also be ADA approved door handles for study rooms and improved chairs for circulation staff.

- IX. Looking Ahead: The next Board Meeting is at 6:30 p.m. in the Jenkins Room on December 19th. The Executive session will be at 5:45 p.m. in the Indiana Room for the Director's evaluation. The Staff Christmas party will be in the Jenkins Room on December 12 at 6:00 p.m.

X. Meeting Adjournment

- A. Motion to adjourn made by Michael Morris.
- B. Seconded by Kelly Wuerch.
- C. Motion carried by a vote of 5/0 (all voted Aye) at 8:09 pm.

**Hamilton North Public Library–Building Renovation Subcommittee Meeting Minutes
December 4, 2024, at 6:00 p.m. Cicero Library, Indiana Room**

The Renovation Subcommittee met to discuss how to best use the funds we have before the Oct 2025 deadline. The priority is to totally gut the bathrooms, replace the tiles, partitioners, and fixtures. If there is enough money left over, we will see about doing either the walls or flooring. Staci will reach out to KrM to discuss the new arrangements. Mike will reach out to retrieve more quotes on just focusing on the bathrooms.