

**Hamilton North Public Library–Board of Trustees Meeting Minutes
February 16, 2023 at 6:30 p.m. Cicero Library, Jenkins Meeting Room**

- I. Call Meeting to Order
 - A. Called to order by Kini Magdun at 6:32 pm.
 - B. Members Present: Kini Magdun, Julie Davis, Emily Pearson, Beth Roberts, Michael Morris
 - C. Members absent: Kelly Wuerch and Tom Jarvis
 - D. Others present: Ann Hoehn (Director), Natalie Strader (Bookkeeper), Mike Hiatt (Maintenance), and Aaron Culp (Attorney) left the meeting at 6:42 pm.

- II. Review Agenda

Agenda was reviewed. Atlanta discussion was moved up the agenda.

- III. Approval of January 19, 2023 Minutes for Executive Session, Regular Meeting, and Board of Finance Meeting [exhibits 1-3]
 - A. Motion to approve the three sets of minutes with stated revisions was made by Beth Roberts
 - B. Seconded by Michael Morris
 - C. Motion carried by a vote of 5/0 (all voted Aye)

- IV. Public Participation

None.

- V. January 2023 Financial Report–Approve Report and Payment of Bills [exhibits 4-6]
 - A. Motion to pay January bills and approve the January financial report made by Julie Davis
 - B. Seconded by Michael Morris
 - C. Motion carried by a vote of 5/0 (all voted Aye)
 - D. All present Board members signed voucher register summary.

- VI. Director’s and Department Reports [exhibit 7]
 - A. Discussion: Ann is scheduling interviews for the Assistant Director position. Circulation is up. Tom Jarvis has been appointed to the HNPL Board. Ann will be talking to Kiwanis the morning of 2/18 about the library’s art instruction. Art instruction numbers are up and look good. Ann indicated that she worked at Atlanta on a particular Tuesday in February; not a single person, other than

staff, walked through the door. Mike said that January was relatively quiet and that he is getting clarification on the quote/estimate we received on replacement doors at Cicero. The garbage disposal and faucet were replaced in Meeting Room A/B.

	Jan-23	Jan-22	3 Yr Avg
Circulation			
Atlanta	149	155	
Cicero	5,575	5,043	
Subtotal	5,724	5,198	
hoopla	806	841	
Overdrive	1,549	986	
Grand Total	8,079	7,025	7,199
In-House Use			
Atlanta	11	42	
Cicero	517	383	
Total	528	425	
Transits Sent			
Atlanta	67	63	
Cicero	488	341	
Total	555	404	
Transits Received			
Atlanta	7	12	
Cicero	487	466	
Total	494	478	

VII. Old Business

A. Continuing Discussion on the Future of Atlanta—was discussed directly following the Public Participation portion of the Meeting.

1. Emily made a motion to hire Cheryl Trietsch with Century21; for her to list Atlanta Library at \$149,900; and to approve an agreement with Cheryl contingent upon Aaron's review and necessary revision.
2. Seconded by Michael Morris
3. Motion carried by a vote of 5/0 (all voted Aye)

B. Discussion about disposition of Atlanta books, furniture, and equipment. The Board indicated the mass paperbacks could be weeded from the collection and offered to Friends of the Library so they could be sold.

C. Cicero Library Roof—Request for Bids

Discussion: Bids will be due at Cicero Library at noon on March 16.

Bids will be opened at 6:45 p.m. on March 16 during the regular Board meeting.

D. Charging Station

Discussion: Ann has purchased a charging table. We'll see how it works out; we may order more of the same table.

E. Cicero Library Doors

Awaiting additional information; will be on the March agenda.

F. Long-Range Plan—Jan/Feb Project: Talent Acquisition and Retention

Ann is working on employee plans for retirement, savings, etc. Ann is not prepared to make a recommendation at this time.

VIII. New Business

A. Technology Update

HH student i-Pads can now connect to the library's Wi-Fi; problem solved.

B. ENA Netshield UTM Customer Extension Agreement (firewall and security)

1. Motion to approve the agreement made by Michael Morris
2. Seconded by Emily Pearson
3. Motion carried by a vote of 5/0 (all voted Aye)

C. Annual Renewal of Accounting Software/Annual Invoice

1. Motion to approve annual renewal and to pay the invoice made by Beth Roberts
2. Seconded by Michael Morris
3. Motion carried by a vote of 5/0 (all voted Aye)

IX. Looking Ahead: March 16th at Cicero Library, 6:30 p.m. An Executive Session may be scheduled for 6 p.m., as needed.

X. Meeting Adjournment

1. Motion to adjourn made by Julie Davis
2. Seconded by Michael Morris
3. Motion carried by a vote of 5/0 (all voted Aye) at 7:22pm