

**Hamilton North Public Library–Board of Trustees Meeting Minutes  
December 18, 2025, at 6:34 p.m. HNPL Meeting Room A/B**

- I. Call Meeting to Order
  - A. Call to order by Julie Davis at 6:34 pm.
  - B. Members present: Julie Davis, Michael Morris, Susan Sparks, Kelly Wuerch, Beth Roberts and Scott Miller.
  - C. Members absent: Emily Milsaps
  - D. Others present: Staci Treece (Director), Gregg Williamson (Assistant Director), Natalie Strader (Bookkeeper), Michael Bloom (Maintenance)
  
- II. Review the Agenda (Exhibit 1)

The agenda was reviewed. Several items in new business will be combined.
  
- III. Approval of the Board Minutes for the November 20, 2025 Regular Meeting (Exhibit 2).
  - A. Motion to approve the minutes was made by Beth Roberts.
  - B. Seconded by Michael Morris.
  - C. Motion carried by a vote of 6/0 (all voted Aye).
  
- IV. Public Participation: None
  
- V. November 2025 Financial Report -- Approve Report and Payment of Bills (Exhibits 4-5)
  - A. Natalie's financial items of note are attached as Exhibit 4.
  - B. Motion to pay the November bills and approve the November Financial Report was made by Beth Roberts.
  - D. Seconded by Kelly Wuerch.
  - E. Motion carried by a vote of 6/0 (all voted Aye).
  - F. Board members signed the voucher register summary.
  
- VI. Director and Department Reports (Exhibit 6)

November was interesting with moving back into the main library area. The numbers for both attendance and library visits are both going up now that we are back. Jackie is working on figuring out the best time for programs. She is considering adding something with Dungeons and Dragons and Mahjong games. We are getting a Switch game system to use in the library.

Bringing in more items and classes into the Maker Space in January.

Gregg reported that due to our operation in the mini-library mode there have been many withdrawals from the collection.

Mike reassembled the office furniture and is finally moving past renovation issues.

Staci explained there will be expanded Makerspace hours starting in January. Game circulation has gone up a little bit. November is still the food for fines program.

VII. Old Business -

A. Landscaping

Jim Hunter approached the town council about our conversation exchanging use of the park pavilion for some landscaping help. The council was fine with the idea. Mr. Hunter proposes a casual conversation with Staci, Mike Bloom and a couple of board members. They'll discuss what kind of arrangement we can make with the parks department. Beth and Susan will represent the library. Aaron Culp is attorney for both the Parks Department and the library so that will hopefully help. Susan will coordinate the meeting. The problem with the weeds will be discussed at the first meeting of the new year.

VIII. New Business

A. Employee Bonus of \$150, \$250 and \$350 (Exhibit 7)

1. Motion to pay bonuses was made by Scott Miller.
2. Seconded by Susan Sparks.
3. Motion carried by a vote of 6/0 (all voted Aye).

Employee Pay Ranges and Cost of Living Raise (Exhibit 8)

1. Motion to approve pay raise amounts was made by Michael Morris.
2. Seconded by Kelly Wuerch.
3. Motion carried by a vote of 6/0 (all voted Aye).

B. Koorseen Quotes (Exhibit 9)

1. 95 sprinklers will need to be replaced.
2. There will be further discussion on this issue.

C. A5 Quote (Exhibit 10)

1. Motion to pay \$3,176 for 7 additional parking light bulbs was made by Susan Sparks.
2. Seconded by Michael Morris.
3. Motion carried by a vote of 6/0 (all voted Aye).

D. Transferring Appropriations (Exhibit 11)

1. Motion to approve transferring appropriations was made by Beth Roberts.
3. Seconded by Kelly Wuerch.
4. Motion carried by a vote of 6/0 (all voted Aye).

E. Resolution to Pay Temporary Loan (Exhibit 12)

1. Motion to repay temporary loan in rainy day fund was made by Beth Roberts.
3. Seconded by Kelly Wuerch.
4. Motion carried by a vote of 6/0 (all voted Aye).

F. Permission to Pay the Board Treasurer

1. Motion to pay the Treasurer was made by Susan Sparks.
3. Seconded by Kelly Wuerch.
4. Motion carried by a vote of 5/0 (Treasurer, Beth Roberts abstained).

G. Permission to Pay Library Attorney, Aaron Culp

1. Motion to pay Aaron Culp was made by Beth Roberts.
3. Seconded by Susan Sparks.
4. Motion carried by a vote of 6/0 (all voted Aye).

IX. Looking Ahead: The next regular Board Meeting will be January 15th at 6:30 pm in Meeting Room A/B. The Board of Finance annual meeting will be at 7:30 pm. A copy of 2026 board meeting dates and locations was given to the board. (Exhibit 13)

X. Meeting Adjournment

- A. Motion to adjourn made by Scott Miller.
- B. Seconded by Susan Sparks.
- C. Motion carried by a vote of 6/0 (all voted Aye) at 7:25 pm.