

**Hamilton North Public Library–Board of Trustees Meeting Minutes
March 19, 2026, at 6:30 p.m. Cicero Library, Meeting Room A/B**

- I. Call Meeting to Order
 - A. Call to order by Michael Morris at 6:31 pm.
 - B. Members present: Michael Morris, Julie Davis, Beth Roberts, Kelly Wuerch, Scott Miller, Emily Milsaps and Kristin Quakenbush.
 - C. Members absent: None.
 - D. Others present: Staci Treece (Director), Natalie Strader (Bookkeeper), Michael Bloom (Maintenance), Jennifer Crusenberry (Circulation Manager).

- II. Review the Agenda (Exhibit 1)

The agenda was reviewed.

- III. Approval of the Board Minutes for the February 19, 2026 Regular Meeting (Exhibit 2).
 - A. Motion to approve the minutes was made by Kelly Wuerch.
 - B. Seconded by Emily Milsaps.
 - C. Motion carried by a vote of 7/0 (all voted Aye).

- IV. Public Participation

None.

- V. February 2026 Financial Report - Approve Report and Payment of Bills
 - A. Natalie’s financial items of note are attached (Exhibit 3).
 - B. Motion to pay the February bills and approve the February Financial Report was made by Beth Roberts.
 - C. Seconded by Julie Davis.
 - D. Motion carried by a vote of 7/0 (all voted Aye).
 - E. Board members signed the voucher register summary (Exhibit 4).

- VI. Director and Department Reports (Exhibit 5)

Director – Visitors, programming and program attendance were all higher than in January. The Library Annual Report due date has been delayed due to a change in vendor. The first order has been placed with Barnes and Noble as our new primary book vendor.

Circulation – Physical item circulation was up over January & last February. Thirty-nine new cards were issued. There have been complaints about Libby by Overdrive.

Youth Services - The Pokémon Go party was attended by 20 -25 people. People appreciate the Saturday programs.

Maintenance – Various repairs were made in the library. Koorsen replaced the sprinkler heads that were identified during our inspection. Homeland Security inspected and passed our two boilers in our biannual inspection.

VII. Old Business

- A. Landscaping – Aaron Culp is still determining the requirements for the property transaction with the Parks Department. Discussion of the TruGreen proposal took place during New Business.
- B. Privacy Policy – Staci shared the Carmel Clay Library’s privacy policy (Exhibit 6).

VIII. New Business

- A. New Board member Kristin Quakenbush was welcomed.
- B. HVAC Quotes – Quotes for HVAC preventive maintenance from Dilling Group and Mission Mechanical were presented (Exhibits 7 and 8).
 - 1. Motion to change to Mission Mechanical was made by Beth Roberts.
 - 2. Seconded by Scott Miller.
 - 3. Motion carried by a vote of 7/0 (all voted Aye).
- C. TruGreen Proposal – A proposal for a smaller area of lawn service and the addition of weed control in the beds, around the sign and in the parking lot was presented (Exhibit 9).
 - 1. Motion to accept the TruGreen proposal was made by Beth Roberts.
 - 2. Seconded by Julie Davis.
 - 3. Motion carried by a vote of 7/0 (all voted Aye).
- D. Credit & Debit Card Policy – A new policy for accepting credit and debit cards as a form of payment was presented (Exhibit 10).
 - 1. Motion to approve the policy was made by Beth Roberts.
 - 2. Seconded by Emily Milsaps.
 - 3. Motion carried by a vote of 7/0 (all voted Aye).

- E. Board of Trustees By-Laws Review – The Board reviewed the current by-laws (Exhibit 11).
 - 1. Motion to approve the current by-laws was made by Julie Davis.
 - 2. Seconded by Scott Miller.
 - 3. Motion carried by a vote of 7/0 (all voted Aye).

- F. Art Auction – Jennifer Crusenberry spoke about The Friends of the Library art auction. Art that is currently upstairs will be part of a silent auction and the proceeds could be used for programming. The Board approved the event.

- IX. Looking Ahead: The next Board Meeting is April 16th at 6:30 p.m. in Meeting Room A/B.

- X. Meeting Adjournment
 - A. Motion to adjourn made by Beth Roberts.
 - B. Seconded by Kelly Wuerch.
 - C. Motion carried by a vote of 7/0 (all voted Aye) at 7:40 pm.