

**Hamilton North Public Library–Board of Trustees Meeting Minutes
August 20, 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 6:30 pm.
 - B. Members present: Michael Morris, Julie Davis, Beth Roberts, Scott Miller, Emily Millsaps and Kristin Quakenbush.
 - C. Members absent: None.
 - D. Others present: Staci Treece (Director), Natalie Strader (Bookkeeper), Jared Roberts (Maintenance Supervisor), and Elaine Roberts (prospective board member).
 - E. Jennifer Crusenberry (Circulation Manager) arrived at 6:58 pm.
- II. Review the Agenda (Exhibit 1)

The agenda was reviewed.
- III. Approval of the Board Minutes for the July 16, 2026 Regular Meeting (Exhibit 2)
 - A. Motion to approve the minutes was made by Scott Miller.
 - B. Seconded by Beth Roberts.
 - C. Motion carried by a vote of 6/0 (all voted Aye).
- IV. Public Participation

None.
- V. July 2026 Financial Report - Approve Report and Payment of Bills
 - A. Natalie's financial items of note are attached (Exhibit 3).
 - B. Updates to the 2027 budget and the need for a reduction to the 2026 Rainy Day budget in October were presented.
 - C. Motion to pay the July bills and approve the July Financial Report was made by Julie Davis.
 - D. Seconded by Emily Millsaps.
 - E. Motion carried by a vote of 6/0 (all voted Aye).
 - F. Board members signed the voucher register summary (Exhibit 4).
- VI. Director and Department Reports (Exhibit 5)

Director – Jared Roberts was introduced to the Board. An update was given on the Dolly Parton Imagination Library for our service area and Hamilton County. The library had 3,247 visitors in July which was higher than 2025. Kelly Hill is the new Marketing

Specialist. She will primarily be working from home. Summer Reading has concluded. The library had 94 more registrations than last year but 40 less completions.

Circulation – Circulation was 9,469 total items including digital. The server migration by Brightworks was delayed by our internet issues. Jenn spoke with the Board about hiring a 15-year-old intern who has been doing a great job as a volunteer at the library and is interested in a library career. All Board members liked the idea. Weeding has started in adult non-fiction.

Youth Services – The library is evaluating the use of paper reading logs for next year's Summer Reading.

Maintenance – Jared Roberts started as the Maintenance Supervisor during July. He mowed, weeded the front beds, trimmed bushes, cleaned up trash, replaced light bulbs, replaced stained carpet squares, and repaired the door leading to the Jenkins area. Jared is in the process of enlisting in the National Guard and discussed his training and service requirements.

VII. Old Business

- A. Pavilion Update – The real property transfer agreement (Exhibit 6) was presented to the Board for their review and signed by Board President, Michael Morris.
- B. Harber Exteriors Update – The soffit has not been replaced. The work is scheduled to be completed on 8/21/26.

VIII. New Business

- A. Board Member Opening – Elaine Roberts introduced herself and is interested in joining the Board.
 - 1. Motion to recommend Elaine Roberts to the Hamilton County Commissioners for the open Board position made by Kristin Quakenbush.
 - 2. Seconded by Julie Davis.
 - 3. Motion carried by a vote of 6/0 (all voted Aye).
- B. Gift Fund Resolution – The Board discussed the Restricted Gift Fund - Burton Memorial Kitchen Wares. The purpose of the restricted gift has been fulfilled and there have been no purchases in two years.

1. Motion to approve the resolution to declare the purpose of the fund fulfilled and to transfer the balance to the Operating Fund made by Beth Roberts.
2. Seconded Emily Millsaps.
3. All voted Aye and the resolution was signed.

IX. Looking Ahead: The next Board Meeting is September 17th at 6:30 p.m. in Meeting Room A/B.

X. Meeting Adjournment

- A. Motion to adjourn made by Julie Davis.
- B. Seconded by Emily Millsaps.
- C. Motion carried by a vote of 6/0 (all voted Aye) at 7:32 pm.