

HURT BATTELLE MEMORIAL LIBRARY of WEST JEFFERSON
Regular Meeting of the Board of Trustees

November 14, 2023, 6:00 PM

Members Present: Director Chris Siscoe, Don Hemmelgarn, Heather Brown, Janine Conway, Bonnie Hamilton, Richard Whittenberger, Cathy Mere

Members Absent: Lisa Weber, Wendy Workman

The meeting was called to order at 6:04 p.m. by Janine Conway, President. Heather Brown made a motion, and Richard Whittenberger seconded, to approve the minutes of the October Regular Meeting of the Board of Trustees. Motion passed.

Correspondence and Public Participation: none

Recognition of Guests: Dianna Longmore

Director's Report: Director Chris Siscoe reported:

Programs: In October, 2231 adults, 444 teens, and 492 children attended programming. The Blessings Table had 1957 adult participants. Children's programming included Trick or Treat PTG with 152 children in attendance and Storytime with 179 children.

Circulation: HBML circulated 4,724 items in October.

Technology: The library had 691 WiFi users in October.

Library Maintenance: A blower motor for Furnace 3 is going out. The repair estimate is \$2,600.00. The Director has requested an estimate to replace the furnace/air-conditioner system. The current system is 23 years old. The library passed the annual fire inspection. An upcoming review of extinguishers, smoke alarms, and sprinklers, is scheduled with Koorsen. The pressure gauge repair is complete.

Outreach and Services: The library has entered a new contract with the audiobook service, Blackstone. Blackstone audiobooks will be available to HBML patrons on December 1st. A year's service with Blackstone is \$1200.00 and will give patrons immediate access to popular authors, new releases, and audiobooks. Christmas Open House will be December 16th from 11-1. The Director has applied to COSI for 100 free STEM kits for future programming. Warm-up West Jefferson began November 1st. The library is the distribution point for Adopt-a-Family and Firefighters Toy Drive applications.

Administration: At the time of the meeting, additional employees have signed up during the 2023 open enrollment period for vision (2) and dental (1) insurance. Don Hemmelgarn submitted a letter to the Jefferson Local Board of Education on behalf of the Board of

Trustees to nominate Dianna Longmore to the Hurt/Battelle Memorial Library Board of Trustees. The Director signed a new lease with Perry proTECH to bring new copiers/faxes into the library.

Bonnie Hamilton motioned, and Heather Brown seconded, to accept the Director's report. Motion passed.

Fiscal Officer's Report: Don Hemmelgarn reported receipts of \$43,091. October's disbursements of \$47,164 included \$2,156 to Wilson printing for an informational mailer about the library, \$3,748 for our Q4 SEO fee, and \$358 to Koorsen Fire for repairing the sprinkler system. The Fiscal Officer reported all invoices received have been paid current.

(See Fiscal Officer's Monthly report for more information.)

A motion was made by Richard Whittenberger, and seconded by Cathy Mere, to accept the Fiscal Officer's report. Motion passed.

Committee Reports:

Budget and Finance- Richard Whittenberger and Cathy Mere - Met 9/8/23

Personnel and Policy- Heather Brown and Wendy Workman-Due to a legal review of policies, no meeting held in 2023

Building and Grounds-Bonnie Hamilton and Wendy Workman – Met on 3/14/23

Audit Committee- Richard Whittenberger and Lisa Weber (Will not meet in 2023 due to no audit findings).

Records Retention Committee- Held with the entire board-9/12/23

Community Outreach/Friends- Bonnie Hamilton and Cathy Mere-Meeting held 9/19/23

New Business:

ADA Doors: Heather Brown made a motion, and Bonnie Hamilton seconded, to use All Secured Security Service for ADA door equipment repair and update to HBML after January 1st of 2024. Motion passed.

HVAC Unit: Cathy Mere made a motion, and Richard Whittenberger seconded, to accept the bid from Direct Mechanical for \$13,590 to replace HVAC unit #3. The motion passed.

Resolution 2023-13: Heather Brown made a motion, and Bonnie Hamilton seconded, to move \$3000.00 from Contingency, account 930-930, to Maintenance and Repair on Facilities, account 200-331, for additional funding required for furnace unit replacement. The resolution passed with a roll call.

Old Business:

Appropriations for 2024

Resolution 2023-14: Heather Brown made a motion, and Cathy Mere seconded, to move into Executive Session to discuss compensation for Hurt/Battelle Memorial Library employees for 2024. The resolution passed with a roll call.

At 7:12, the board moved into executive session.

Resolution 2023-15: Bonnie Hamilton made a motion, and Richard Whittenberger seconded, to move out of executive session. The resolution passed with a roll call.

At 7:29, the board moved out of executive session.

Resolution 2023-16: Heather Brown made a motion, and Richard Whittenberger seconded, to approve a 3% wage increase for part-time and salary employees, as well as a 4% wage increase for all full-time hourly employees, for 2024. The resolution passed with a roll call.

Resolution 2023-17: Cathy Mere made a motion, and Bonnie Hamilton seconded, to approve 2024 estimated revenue and temporary appropriations of \$809,810 and \$661,047 respectively. The resolution passed with a roll call.

A motion was made by Heather Brown and seconded by Bonnie Hamilton to adjourn the October regular meeting. Motion passed; the meeting was adjourned at 7:42 pm.

