

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

August 8, 2023 6:00 PM

Members Present:

- Don Hemmelgarn, Heather Brown, Janine Conway, Bonnie Hamilton, Richard Whittenberger

Members Absent:

- Director Chris Siscoe, Wendy Workman, Lisa Weber, Cathy Mere

The meeting was called to order at 6:05 p.m. by Janine Conway, President.

Richard Whittenberger made a motion, and Bonnie Hamilton seconded, to approve the minutes of the July regular meeting. Motion passed.

Correspondence and Public Participation: No Updates

Recognition of Guests: none

Director's Report: Director Chris Siscoe reported:

Programs: The Family Summer Reading Club finished with 479 completions (300 children, 38 Teens and 141 Adults), up 23.8% over last year. Continued high participation for the Blessings Table and Summer Feeding Program.

Circulation: Increased slightly over last year circulating 4,746 items

Technology: Wi-Fi user up over last year at 548 in July

Library Maintenance: The meeting room kitchen and staff bathroom are scheduled to be stripped and waxed. New doormats purchased for outside the entrances and hours are now posted with new vinyl lettering on entrances. Working with Innovative Door for ADA door upgrades, possibly in 2024

Outreach and Services: Contract signed with Kanopy (online movie streaming service) effective August 20th, with service available early September. Prosecutor approved updated policies, Board approved in "New Business". Library's Ox Roast contribution will be sponsoring the West Jefferson High School Jazz Band appearance at the cost of \$300. The library was represented by Cassie and Mel at National Night Out. A Cybercrime and Scams program scheduled for August 24th with the Madison County Sheriff's Office. Cassie and Mel will be attending the Norwood Kindergarten and Elementary open houses, offering library cards to the children and their families off site for the first time, due to the SEO platform mobile circulation functions.

Administration: Nothing to report

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

Fiscal Officer's Report: Don Hemmelgarn reported total receipts of \$171,446, including \$127,159 for the 2nd half property tax payment, \$40,344 of PLF distributions and \$6,328 of interest. The PLF payment was \$2,225 over budget for the month and is \$7,070 favorable YTD. A review of 2 more years of old records has been completed, proposing a Record Retention meeting in September after the regular board meeting to finalize the record disposal request.

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

A motion was made by Bonnie Hamilton and seconded by Heather Brown to accept the Fiscal Officer's report. Motion passed.

Resolution 23-09: At the request of the Fiscal Officer, a motion was made by Richard Whittenberger, and seconded by Bonnie Hamilton to transfer \$75,000 from the Huntington checking account to the Star Ohio investment account. Motion passed with roll call.

Committee Reports:

- Committee Reports
 - Budget and Finance - Richard Whittenberger and Cathy Mere: going to meet in September, depending on schedules.
 - Personnel and Policy - Heather Brown and Wendy Workman: TBD
 - Audit Committee - Richard Whittenberger and Lisa Weber: will not meet in 2023 due to no audit findings
 - Records Retention Committee – will hold with the entire board on 9/11/2023
 - Building and Grounds - Bonnie Hamilton and Wendy Workman: met 3/14/2023
 - Community Outreach/Friends - Bonnie Hamilton and Cathy Mere: next meeting 9/19/2023 at 5:30pm

Old Business:

Setting a date for the first PAC meeting – discussion was tabled, the Board President will speak with the library Director to set up date/time, and determine how to communicate publicly. Board Member Bonnie Hamilton will be leaving at the end of her term this year and we will begin posting for applications for a new board member in September and conduct interviews in October.

New Business:

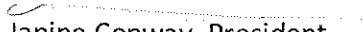
Review two Resolutions for Library policies:


Resolution 23-10: A motion was made by Richard Whittenberger, and seconded by Heather Brown to approve the Library Code of Conduct policy. Motion passed with roll call.

Resolution 23-011: A motion was made by Heather Brown, and seconded by

Bonnie Hamilton to approve the Meeting Room Policy. Motion passed with roll call.

A motion was made by Bonnie Hamilton and seconded by Heather Brown to adjourn the August regular meeting. Motion passed; the meeting was adjourned at 7:30 pm.


Janine Conway, President


Heather Brown, Acting Secretary