

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

December 12th, 2023, 6:00 PM

Members Present: Director Chris Siscoe, Bonnie Hamilton, Richard Whittenberger, Wendy Workman, Cathy Mere, Janine Conway, Heather Brown, Diane Longmore, Don Hemmelgarn, Lisa Weber

Members Absent: None

The meeting was called to order at 6:02 p.m. by Janine Conway. The November minutes were reviewed and amended. Richard Whittenberger made a motion to accept the November minutes. Lisa Weber seconded the motion. Motion passed.

Correspondence and Public Participation: No Updates

Recognition of Guests: Diana Willis

Director's Report: Director Chris Siscoe reported:

Programs: Open house for the community is this Saturday, 12/16. Christmas themed escape room, and Christmas crafts will be held for the community.

Circulation: Up 10% from last year.

Technology: Blackstone Audio service activated for audio books. We will only offer it for adults. This is a new service and Hurt Battelle is a pilot for the SEO program. New copiers were installed, and patrons can now print from their phone.

Library Maintenance: New furnace and AC installation started Dec 4th. ADA equipment will start installation in January. Adkins Lawn Care will remove the half-dead bushes around the building later this year or early next year.

Outreach and Services: Warm up West Jeff has started strong.

Administration: We were awarded the Batelle Grant for \$18,000.

Heather Brown motioned to accept the director's report and Cathy Mere seconded the motion. Motion passed.

Fiscal Officer's Report: Receipts of \$42,869 included \$35,518 of PLF distributions and \$6906 of interest. The PLF payment was \$1496 over budget for the month and is \$12946 favorable YTD. Disbursements of \$43,095 were paid. All invoices have been paid current for the year. Our 2024 temporary revenue and appropriations as approved last month was submitted to the Madison County auditor for certification.

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

The motion to approve the Fiscal Officer's report was made by Lisa Weber and seconded by Wendy Workman.

Motion passed.

Committee Reports:

- Committee Reports
 - Budget and Finance - Richard Whittenberger and Cathy Mere- Met 9/8/23.
 - Personnel and Policy -Heather Brown and Wendy Workman-No committee meeting will be held due to legal review of policies in July 2023.
 - Audit Committee - Richard Whittenberger and Lisa Weber: Heather Brown will serve as a substitute. Committee will not meet in 2023 due to no exceptions found during last audit.
 - Records Retention Committee – Met on 9/12/23.
 - Building and Grounds - Bonnie Hamilton and Wendy Workman-Committee met on 3/14/23.
 - Community Outreach/Friends - Bonnie Hamilton and Cathy Mere: Met on 11/14/23.

Old Business: None

New Business:

Selection of Officer for 2024:

- A. Resolution 23-18. Cathy Mere nominated Janine Conway for President. Heather Brown seconded nomination: Heather moved to elect Janine Conway as President. Wendy Workman seconded. Resolution passed.
- B. Resolution 23-19. Wendy Workman nominated Richard Whittenberger as Vice President. Cathy Mere seconded nomination: Bonnie Hamilton moved to elect Richard Whittenberger. Lisa Weber seconded. Resolution passed.
- C. Resolution 23-20. Cathy Mere nominated Wendy Workman as Secretary. Lisa Weber seconded nomination. Bonnie Hamilton moved to elect Wendy Workman as Secretary. Heather Brown seconded. Resolution passed.

Resolution 23-21. The Board resolves to appoint Don Hemmelgarn as the Hurt/Batelle Memorial Library Fiscal Officer at an annual rate of \$24981. Cathy Mere motioned to accept resolution. Bonnie Hamilton seconded. Resolution passed.

Resolution 23-22. The Board approves the purchase of a bond for the Fiscal Officer, President, and Vice-President in the amount of \$50,000 each. Heather Brown motioned to accept the resolution. Lisa Weber seconded. Resolution passed.

Resolution 23-23. The Board approves Huntington National Bank as the Hurt/Battelle Memorial Library's checking depository for 2024. Lisa Weber motioned to accept the resolution. Cathy Mere seconded resolution. Resolution passed.

Resolution 23-24. The Board approves the use of a facsimile signature on the checks for the Board President, Janine Conway. Richard Whittenberger motioned to pass the resolution. Wendy Workman seconded. Resolution passed.

Resolution 23-25. The Board approves the 2024 schedule for regular Board Meetings to be the second Tuesday of each month. Committees will meet as needed to conduct library business. Bonnie Hamilton motioned to accept the resolution. Lisa Weber seconded. Resolution passed.

A motion was made by Heather Brown and seconded by Lisa Weber to adjourn the December regular meeting. Motion passed; the meeting was adjourned at 6:45pm.

Janine Conway, President

Wendy Workman, Secretary