

HURT/BATTELLE MEMORIAL LIBRARY of WEST JEFFERSON

Regular Meeting of the Board of Trustees

December 10th, 2024, 6:00 p.m.

Members Present: Director Chris Siscoe, F.O Don Hemmelgarn, Janine Conway, Wendy Workman, Richard Whittenberger, Dianna Longmore, Cathy Mere, Lisa Weber

Member Absent: Heather Brown

Janine Conway, President, called the meeting to order at 6:03 pm.

After reviewing the regular November meeting and Record Retention minutes, Cathy Mere moved to approve both. Lisa Weber seconded. The motion passed.

Correspondence and Public Participation- None

Recognition of guests-David Henderson

Director's Report

Chris Siscoe reviewed the Director's report with the Board. For detailed information, see the November Director's report.

The Board President asked for a motion to accept the Director's report. Dianna Longmore motioned, and Cathy Mere seconded. The motion passed.

Fiscal Officer's Report

The receipts of \$41,457 included \$34,308 of PLF distributions and \$6707 of interest. The PLF Payment was \$597 over budget for the month and is \$1,755 favorable YTD. It is \$25,554 unfavorable to this time last year.

Disbursements of \$43,751 included \$600 for various programs, \$305 to Demco for barcode protectors, and \$895 to Korsen Fire for the annual inspection and required repair. The remaining disbursements are monthly recurring charges. Please see the November credit card expenditure report for further descriptions of those expenditures. All invoices received have been paid current.

Lisa Weber made a motion to approve the fiscal officer's report. Dianna Longmore seconded. The motion passed.

Resolution 24- 16 The Board resolves to accept an unrestricted donation of \$200 from the Madison Herb Society.

Lisa Weber motioned to accept Resolution 24-16. Cathy Mere seconded. Roll call performed. Resolution accepted.

Committee Reports: Committees need to meet as needed. The President and the Director are members of every committee.

- Budget and Finance- Richard Whittenberger and Cathy Mere Met 9/10/2024
- Personnel and Policy- Heather Brown and Wendy Workman- No meeting in 2024
- Building and Grounds-Bonnie Hamilton and Wendy Workman – Met 6/11/2024
- Audit Committee- Did not meet in 2024 since there was no audit.
- Records Retention Committee- Held with the entire board- 11/12/2024
- Community Outreach/Friends- Bonnie Hamilton and Cathy Mere-Met on 11/07/2024

Old Business:

The Board Position was reviewed with candidate David Henderson. After interviewing Mr. Henderson,

Lisa Weber motioned to recommend David Henderson to the school board for an open Library Board position. Richard Whittenberger seconded. The motion passed.

Motion to adjust the coordinator position hourly range.

Richard Whittenberger motioned to change the hourly pay range. Dianna Longmore seconded. The motion passed.

New Business:

Selection of Officers for 2025. After the Board made and closed nominations, the following resolutions were made:

Board President- Resolution 24-17 Dianna Longmore motioned to nominate Heather Brown for Board President. Cathy Mere seconded. Roll call performed. Resolution accepted.

Board Vice-President- Resolution 24-18 Lisa Weber nominated Dianna Longmore for Vice President. Wendy Workman seconded. Roll call performed. Resolution accepted.

Board Secretary- Resolution 24-19 Cathy Mere nominated Wendy Workman for Secretary. Lisa Weber seconded. Roll call performed. Resolution accepted.

The Board then considered and voted on the following resolutions for 2025:

Resolution 24-20- The Board resolves to appoint Don Hemmelgarn as the Hurt/Battelle Memorial Library's Fiscal Officer for 2025 at a rate of \$25,980. Lisa Weber motioned; Dianna Longmore seconded. Roll call performed. Resolution accepted.

Resolution 24-21 - The Board approves the purchase of a bond for the Fiscal Officer, President, and Vice-President for \$50,000 each. Dianna Longmore motioned; Richard Whittenberger seconded. Roll call performed. Resolution accepted.

Resolution 24-22 - The Board approves Huntington National Bank as the Hurt/Battelle Memorial Library's checking depository for 2025. Cathy Mere motioned, and Lisa Weber seconded. Roll call performed. Resolution accepted.

Resolution 24-23 - The Board approves using a facsimile signature on the check for the Board President Heather Brown. The motion to approve the resolution was made by Lisa Weber and seconded by Richard Whittenberger. Roll call performed. Resolution accepted.

Resolution 24-24—The Board approves the 2025 schedule for regular Board Meetings, which will be held on the second Tuesday of each month except November, which will be held on the 13th. Committees will meet as needed to conduct library business. Cathy Mere motioned to accept the resolution. Lisa Weber seconded. A roll call was performed. The resolution was accepted.

Lisa Weber motioned to adjourn the December meeting. Wendy Workman seconded. Motion passed. The meeting adjourned at 6:50 pm.

The next Regular Board Meeting will be on January 14th, 2024, at 6:00 p.m.

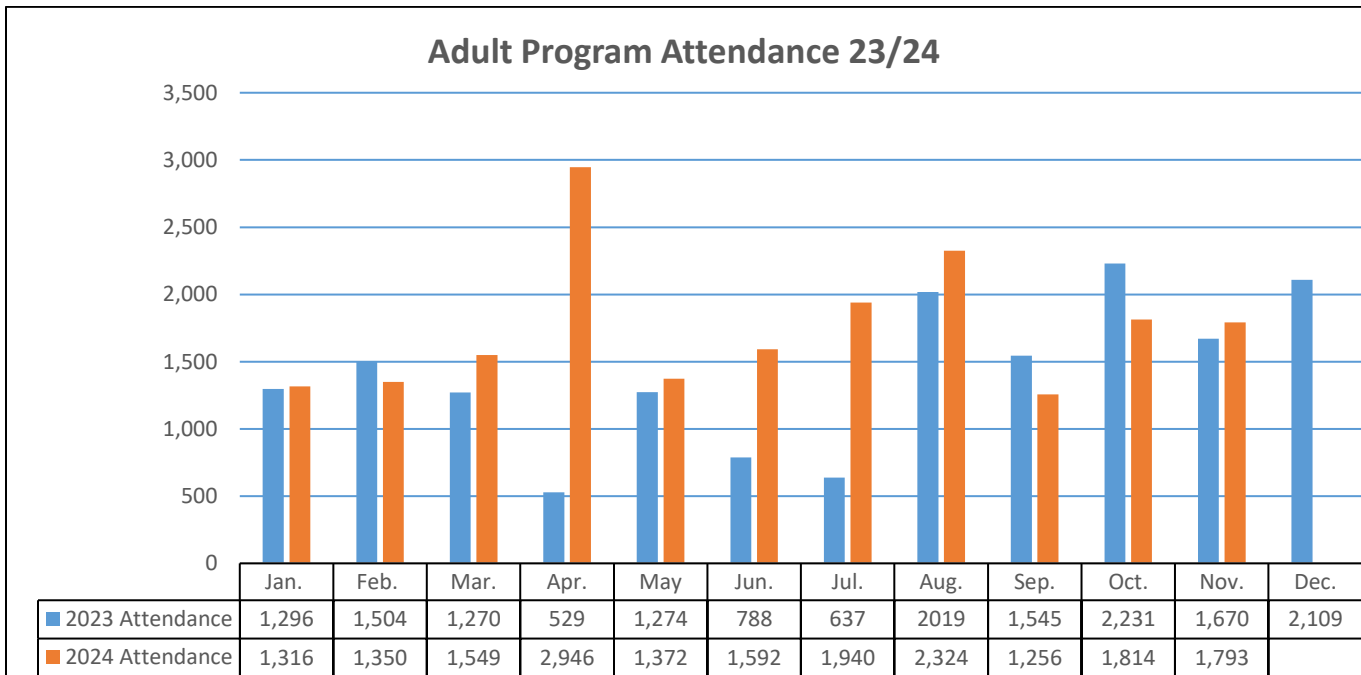
Janine Conway, President

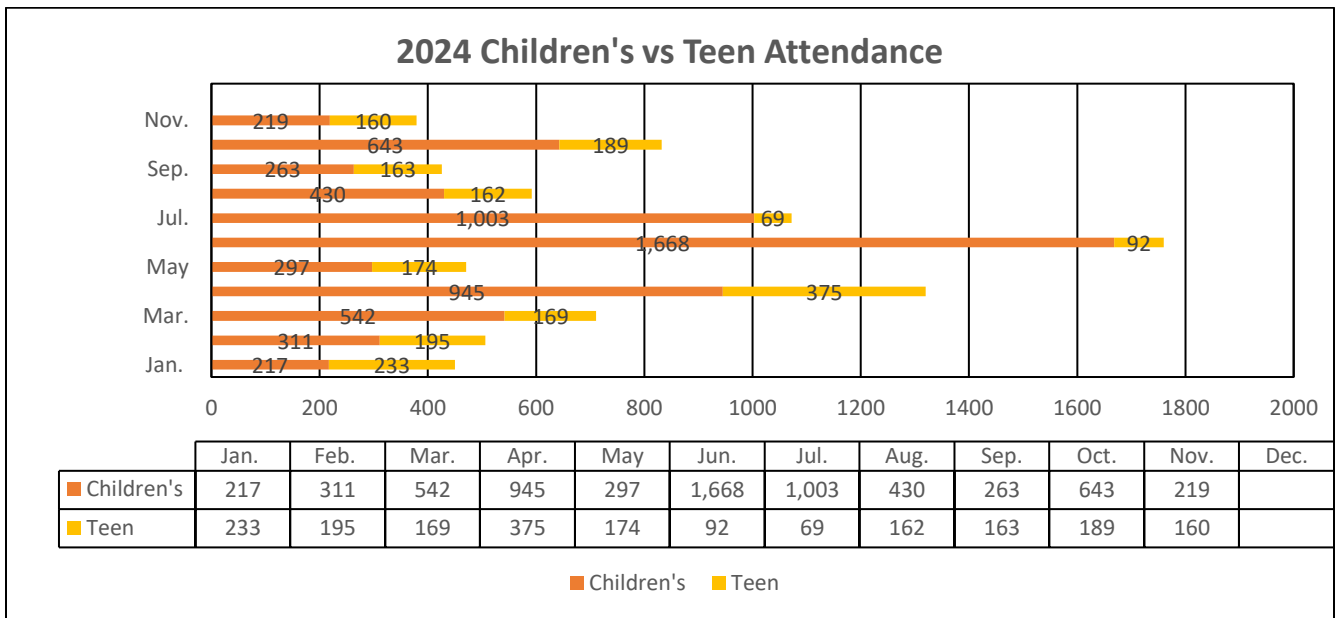
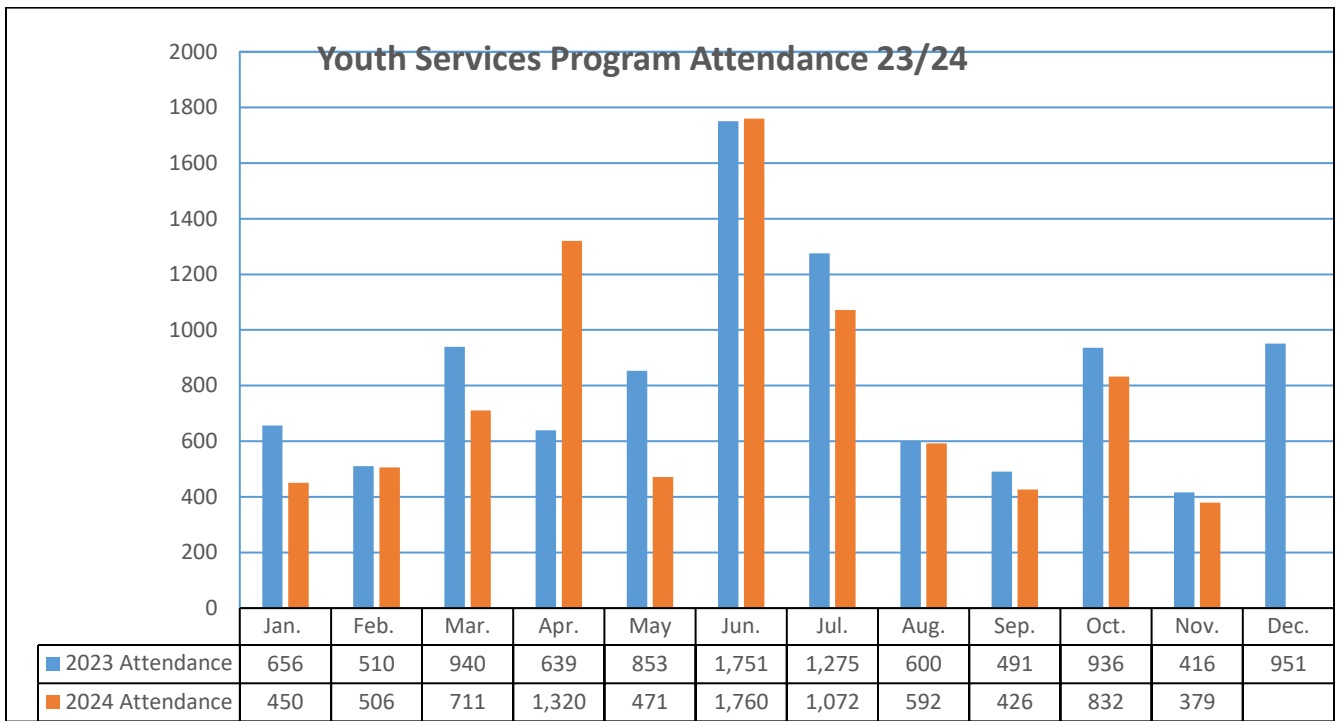
Wendy Workman, Secretary

December 2024 Director's Report

Programming and Outreach:

NOVEMBER			
11/1-11/30	Children	Storytime	116
11/4-11/30	Children	Letters to Santa	72
11/26/2024	Children	S+M - Pilgrim Party	31
Total			219
11/1-11/30	Teens	Gaming Consoles	9
11/1-11/30	Teens	Middle School Dance Dress Drive	20
11/1-11/30	Teens	After School Snacks	131
Total			160
11/1-11/30	Adult	COVID Tests	24
11/1-11/30	Adult	Community Room Uses	8
11/1-11/30	Adult	Quiet Study Uses	22
11/1-11/30	Adult	Homebound	0
11/1-11/30	Adult	Blessings Table	1526
11/1-11/30	Adult	Notary Service	6
11/4/2024	Adult	Booklovers	9
11/1-11/30	Adult	Warm Up West Jeff	183
11/2/2024	Adult	Christmas Card Workshop	15
Total			1793



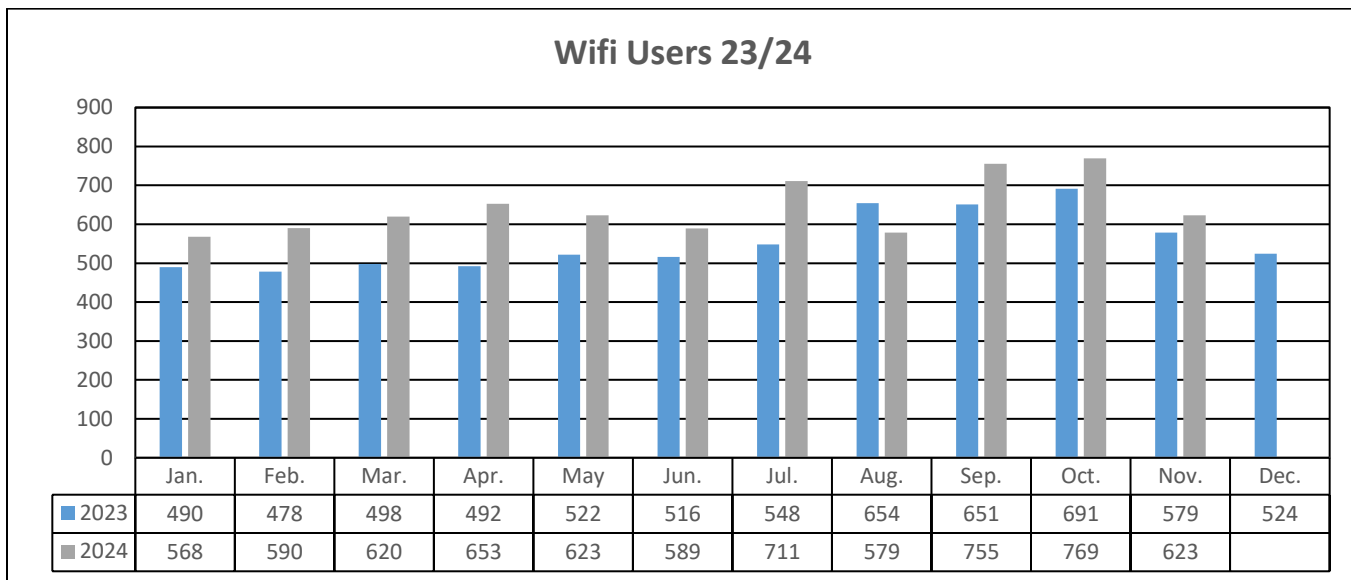
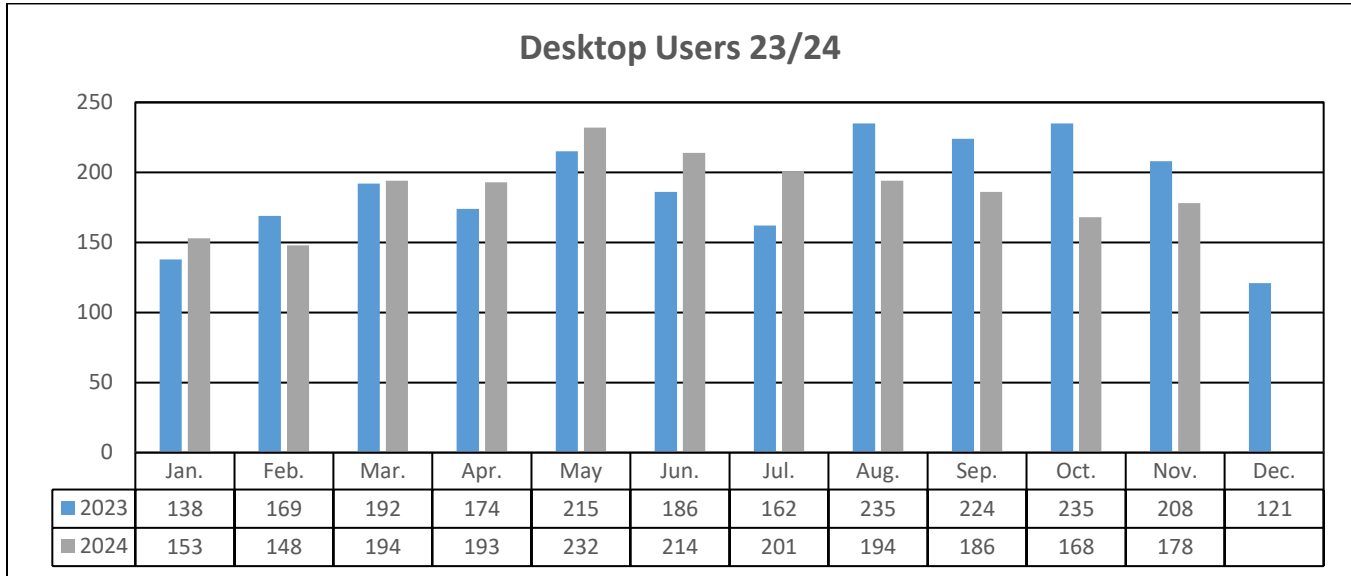


The library social programs are used the most this time of year.

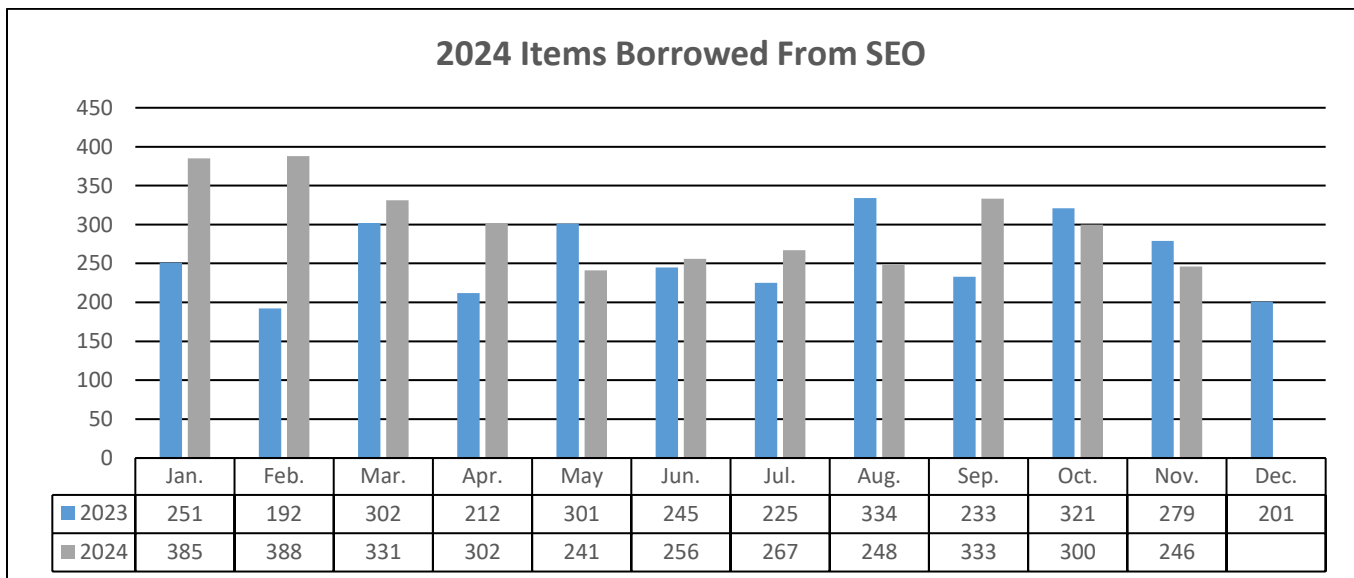
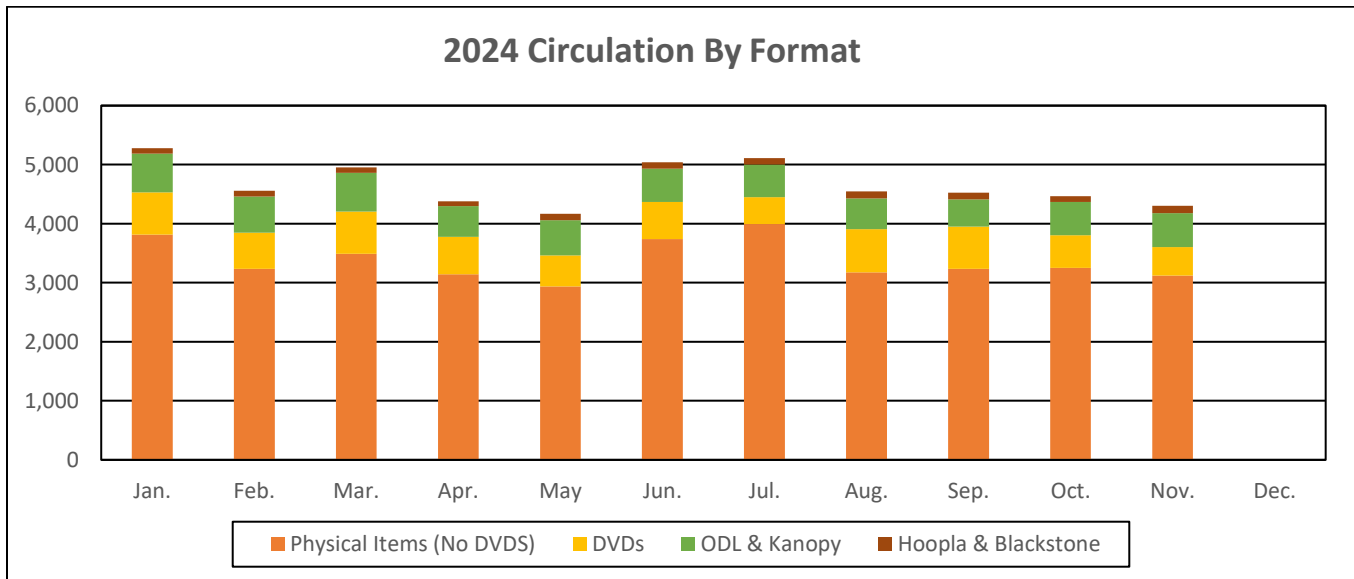
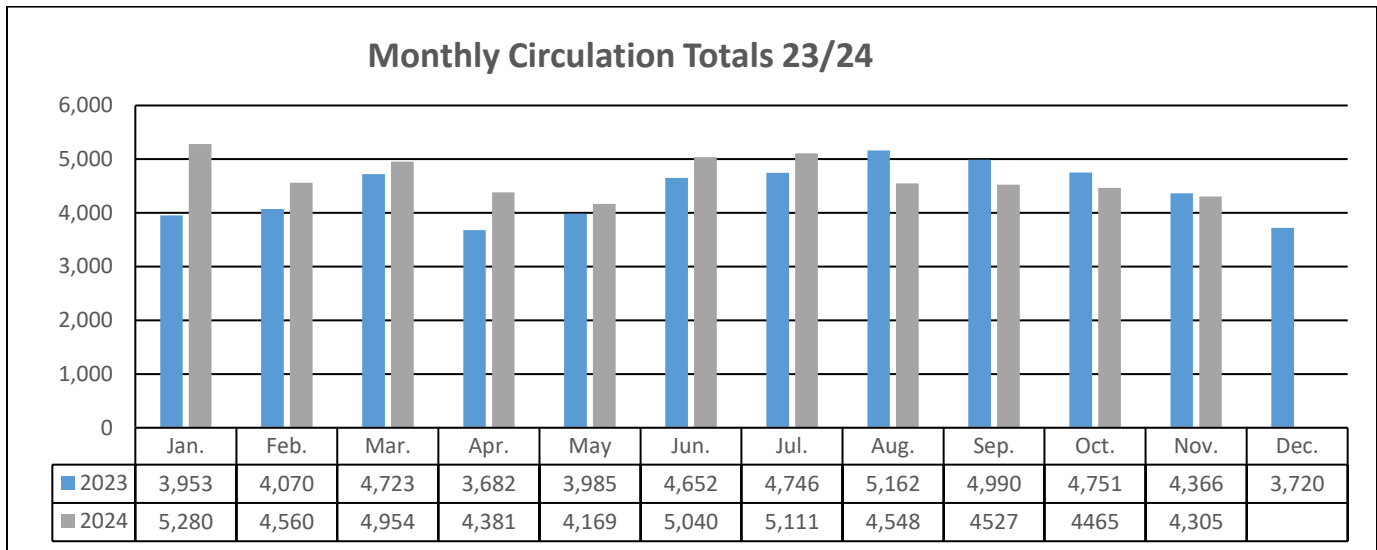
1. Warm Up West Jeff- 95 items donated and 88 taken.
2. Blessings Table- 754 items donated and 772 taken.
3. After-school snacks- 131 given.
4. Before Thanksgiving, 72 participants had already signed up for Letters to Santa. Mel and Autumn went to Norwood to involve the kindergarten classes.
5. The library's Christmas open house is on December 7th. The Friends will be selling baked goods, a face painter will be present, and Santa will be visiting.

6. Adopt-a-Family stopped accepting applications on November 25th. The firefighter toy drive applications will stop December 5th. Right now the staff is accepting gifts from both programs until December 15th and December 18th respectively.

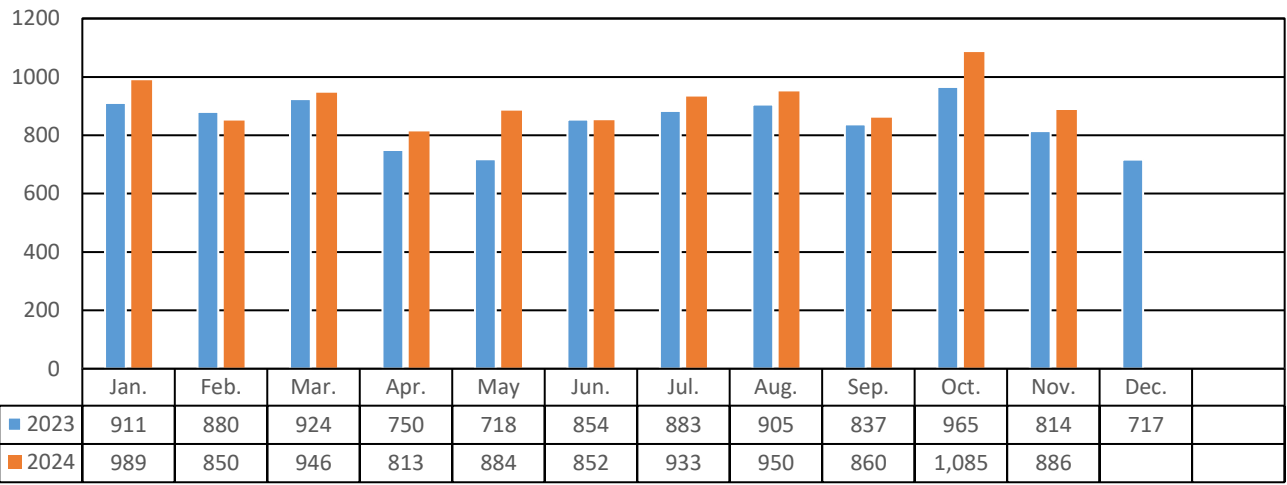
Computer Usage:



Circulation:



2024 Items Loaned To SEO



1. With one month left, the library's 2024 circulation exceeded the 2023 total (2023 52,800, 2024 53,364).

Administration:

1. In November, I went to the Village Council to advertise the library's need for a board member and highlight the library's events.

Building Maintenance:

1. Koorsen conducted the library's annual emergency light and fire extinguisher check. A smoke conductor test will still be needed.