

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

Feb 14, 2023, 6:00 PM

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

Members Absent: None

The meeting was called to order at 6:03 p.m. by Janine Conway, President. Cathy Mere made a motion, and Heather Brown seconded, to approve the minutes of the January regular meeting. Motion passed.

Correspondence and Public Participation: No Updates

Recognition of Guests: No Updates

Director's Report: Director Chris Siscoe reported:

Programs: 1296 Adults, 435 Teens, and 221 Children attended programming. The Blessing Tables continues to be popular and community members are helping to support keeping it stocked.

Circulation: Circulation has rebounded and is now at pre-Covid levels. Physical items represented the most circulation, but data collected shows a 60% growth of items borrowed from other libraries.

Technology: The two gaming laptops have been put into commission and should solve the problem of online games shutting down the computers due to lack of RAM.

Library Maintenance: The new contract for Master Clean will be presented to the Board for approval. Otherwise, nothing new to report.

Outreach and Services: Part of the Battelle grant was used to purchase STEM kits for Storytime. A few of them will be available for checkout. Booklovers will celebrate their 20th anniversary on 2/6/23.

Administration: The first resolution to the Auditor's office was approved by the prosecutor.

Richard Whittenberger motioned, and Lisa Weber seconded, to accept the Director's report. Motion passed.

Fiscal Officer's Report: Don Hemmelgarn reported PLF payment was \$24 greater than budget for the month. All expenditures were budgeted items and all invoices received have been paid. Due to interest rate moves, the total interest earned in January was \$4841. Don stated that taxes and all other filings have been completed for 2022. He also requested that the library renew the Huntington lock box to keep the insurance policy and financial backups.

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

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

Committee Reports:

- Committee Reports
 - Budget and Finance - Richard Whittenberger and Cathy Mere
 - Personnel and Policy -Heather Brown and Wendy Workman
 - Audit Committee - Richard Whittenberger and Lisa Weber: Heather Brown will serve as a substitute.
 - Records Retention Committee – Entire Board
 - Building and Grounds - Bonnie Hamilton and Wendy Workman-Committee will meet at 5pm on 3/14
 - Community Outreach/Friends - Bonnie Hamilton and Cathy Mere: Next meeting will be on 4/18 at 5:30 pm.

Old Business:

- Levy Renewable.
Resolution 23-01 AUDITOR RESOLUTUION FOR A TAX LEVY RENEWAL.
This is the first step to start the levy process. Motion to accept was made by Janine Conway and seconded by Richard Whittenberger. Motion passed.

New Business:

- Final Appropriations: Resolution 23-02: Motion to approve 2023 estimated revenue and final 2023 appropriations in the amounts of \$810,475 and \$696,966 respectively. Lisa Weber motioned, and Heather Brown seconded. Motion passed.
- Furniture Quote: Tabling discussion after Director asks vendor for specific information about the furniture.
- New Cleaning Contract: Director negotiated price increase to not start until final year of current contract- Aug. 2023.
- Credit Card: Director is having challenges purchasing items for the library due to credit limit. He is asking for an increase to purchase needed items.
 - Resolution 23-03: Resolution to increase credit limit on credit card to \$7500. Motion made by Wendy Workman and seconded by Bonnie Hamilton. Motion passed.

A motion was made by Lisa Weber and seconded by Cathy Mere to adjourn the February regular meeting. Motion passed; the meeting was adjourned at 7:34 pm.