

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

Jan 10, 2023, 6:00 PM

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

Members Absent: Lisa Weber

The meeting was called to order at 6 p.m. by Janine Conway, President. Heather Brown made a motion, and Bonnie Hamilton seconded, to approve the minutes of the December regular meeting. Motion passed.

Correspondence and Public Participation: No Updates

Recognition of Guests: No Updates

Director's Report: Director Chris Siscoe reported:

Programs: 1052 Adults, 788 Teens, and 163 Children attended programming. The Blessings Table and the Christmas Coloring represented 60% of the adult programs.

Circulation: Library patrons borrowed 2647 items from other libraries in 2022. Our library loaned 7,878 to other libraries. The circulation total for 2022 exceeded prior year and is now aligned with 2019.

Technology: The library may receive funds toward the new AWS computer for the children's area from a local Lion's group. This will replace the Early Literacy Computer that has been down.

Library Maintenance: The library fire sprinklers, smoke detectors, and alarms were checked by Koorsen. The system passed inspection with only a few batteries needing replaced. The new exterior LED lights for the tower were installed. This year's goals for maintenance include the new door for outside the maintenance room, new teen furniture, and to professionally clean the entrance lobby.

Outreach and Services: The Director received notice that the library received a \$20,000 STEM grant from Battelle for 2023. The School Supply Resupply was kicked off on January 3rd. The Director contacted the Madison Messenger to provide additional publicity about both grants.

Administration: Director out from 1/16/2023-1/27/2023. Chain of Command Policy will be put into effect during his absence

Cathy Mere moved and Wendy Workman seconded, to accept the Director's report. Motion passed.

Fiscal Officer's Report: Don Hemmelgarn reported PLF payment was \$4647 greater than budget and is \$63624 favorable YTD. \$3254 was received from Ohio DNR for the 2023 fishing program. All expenditures were budgeted items and all invoices received have been paid. Total interest earned for Dec was \$4317.

(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: (these are 2023 assignments and dates)

- 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
 - Community Outreach/Friends - Bonnie Hamilton and Cathy Mere: Next meeting will be on 2/7/2023 at 5:30 pm

Old Business: Director and Board discussed Levy Renewable.

New Business: No updates- Library will continue current staffing levels. Master Clean has requested to update contract pricing from \$2050 to \$2340. Heather Brown made a motion for Director to enter contract negotiations with Master Clean to update pricing. The motion was seconded by Bonnie Hamilton. Motion passed.

A motion was made by Cathy Mere and seconded by Heather Brown to adjourn the January regular meeting. Motion passed; the meeting was adjourned at 7:24 pm.

Janine Conway, President

Wendy Workman, Secretary