

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

July 11, 2023, 6:00 PM

Members Present: Director Chris Siscoe , F.O. Don Hemmelgarn, Bonnie Hamilton, Richard Whittenberger, Wendy Workman, Cathy Mere, Lisa Weber

Members Absent: Heather Brown, Janine Conway

The meeting was called to order at 6:03 p.m. by Richard Whittenberger Vice-President. Cathy Mere made a motion, and Lisa Weber seconded, to approve the minutes of the June regular meeting. Motion passed.

Correspondence and Public Participation: No Updates

Recognition of Guests: None present.

Director's Report: Director Chris Siscoe reported:

Programs: Extremely active summer reading program. There were 1670 participants in the children's program. Adult programs that were strong were the Blessings table and Seed Giveaway. End of year programming is in progress. Director is reviewing additional online streaming services.

Circulation: Circulation remains consistent

Technology: WiFi and Desktop usage remains consistent.

Library Maintenance: Nothing to report.

Outreach and Services: Notary service started in July.

Administration: Local Battelle representative came to check out the Library's STEM program. All paperwork for the levy has been processed and filed with the Board of Elections and the Secretary of State's Office.

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

Fiscal Officer's Report: Don Hemmelgarn reported the receipts of \$47, 154 included \$40,746 of PLF distributions and \$6050 of interest. The PLF payment was \$2547 over budget for the month and is \$4845 favorable YTD. All expenditures were for budgeted items and all invoices received have been paid current. No new update on the solar panels.

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

A motion was made by Lisa Weber and seconded by Bonnie Hamilton.
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. Committee will not meet in 2023 due to no exception found during last audit.
 - Records Retention Committee – Entire Board
 - Building and Grounds - Bonnie Hamilton and Wendy Workman-Committee met at 5 pm on 3/14/23.
 - Community Outreach/Friends - Bonnie Hamilton and Cathy Mere: Next meeting will be on 7/18/23 at 5:30pm.

Old Business:

No new updates

New Business:

Appropriations meetings between Chris and Don will begin in August. Fiscal officer is requesting the Finance committee to meet in September to discuss specific parts of the budget. First version would be presented to the Board in October. The Board is scheduled to approve temporary appropriations for 2024 in November. Final approval is scheduled for Feb 2024. During the August meeting we will decide on our Political Action Committee (PAC) activities for the levy.

New Board member applications will be accepted to replace a board member whose term will be up in December.

A motion was made by Lisa Weber and seconded by Cathy Mere to adjourn the July regular meeting. Motion passed; the meeting was adjourned at 7:06 pm.

Janine Conway, President

Wendy Workman, Secretary