

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

June 13, 2023, 6:00 PM

**Members Present:** Director Chris Siscoe , F.O. Don Hemmelgarn, Janine Conway, Bonnie Hamilton, Heather Brown , Wendy Workman, Cathy Mere, Lisa Weber

**Members Absent:** Richard Whittenberger

The meeting was called to order at 6:00 p.m. by Janine Conway, President. Lisa Weber made a motion, and Heather Brown seconded, to approve the minutes of the May regular meeting. Motion passed.

**Correspondence and Public Participation:** No Updates

**Recognition of Guests:** None present.

**Director's Report:** Director Chris Siscoe reported:

**Programs:** Children's program had 264 participants with Storytime being the most popular. The teen program had heavy turnout the last three weeks of school with 589 participants. Finally, the Blessings table and fishing pole giveaway were the most popular with the adults. The adult programs finished with 1274 participants in May.

**Circulation:** Monthly circulation is higher YTD than last year.

**Technology:** WiFi usage was up.

**Library Maintenance:** Outside maintenance door installation is complete. All projects are complete for the year.

**Outreach and Services:** Kids from story time planted the annuals in front of the library. One hundred fifty people attended the kickoff for the family summer reading program. Over a hundred people attended the Village Fishing Derby. The ODNr grant is now complete. The library received a donation from the Children's Hunger Alliance for Friday's programs.

**Administration:** Library team member has passed the notary test. Paperwork will be submitted to complete the process and obtain the stamp. Director Siscoe visited all the government entities this month to inform people about the upcoming levy and to advertise the family summer reading program.

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

**Fiscal Officer's Report:** Don Hemmelgarn reported receipts of \$46923 which included \$40,447 of PLF distributions and \$6149 of interest. The PLF payment was \$1272 under budget for the month but \$2298 favorable YTD. Fiscal officer has received three proposals and quotes for

potential solar panels to offset electricity costs. Another batch of records is being prepared for the record retention committee to be destroyed.

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

A motion to accept the fiscal officer's report was made by Wendy Workman 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. Will not meet in 2023 due to no exceptions in previous 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 at 530 pm.

**Old Business:**

- None

**New Business:**

- Substitute Tax Budgets: Motion for the Board to waive a mid-year 2023 budget. Heather Brown motioned; Lisa Weber seconded. Motion passed.

A motion was made by Heather Brown and seconded by Cathy Mere to adjourn the June regular meeting. Motion passed; the meeting was adjourned at 6:30 pm.

Janine Conway, President

Wendy Workman, Secretary