

HURT BATTELLE MEMORIAL LIBRARY of WEST JEFFERSON
Regular Meeting of the Board of Trustees
April 13, 2021

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

Members Absent: Lisa Weber

Meeting called to order at 6:00 pm by Heather Brown, President

Janine Conway moved, and Wendy Workman seconded, to approve the minutes of the March regular organizational meeting as well as the Personal and Policy Committee minutes. Motion passed.

Correspondence and Public Participation: Guests: Melyssa Jones recognized.

Director's Report: Director Chris Siscoe reported:

Programs: In March, 788 people in all participated in programming offered by HBML. A total of eleven storytime videos were available for children. Three additional children's programs were offered with a total attendance of 611 (Children's Hunger Alliance Meals account for 503 people). Three adult programs were provided with a total attendance of 96 people.

Circulation: In March, there were 2,117 physical items checked out and 400 electronic downloads including 48 from Hoopla. (81% of March 2019 numbers.) The director reported this is the best month of circulation since the start of the pandemic.

Technology: The website updates have been completed by Lisa Scheiderer.

Library Maintenance: Nothing to report at this time. The Building and Grounds Committee will meet on the 13th to discuss the condition of the building.

Outreach: The library is offering prom outfits to kids who need them. The staff distributed 611 meals provided by Children's Hunger Alliance in March. The library has received notice that it can continue participating in this food program through the summer. Summer Reading plans are underway as are plans for the June 12th Fishing Program.

The contract has been signed with SEO to begin consortia migration. Barcoding of items has already begun.

The library increased hours to 10-7 on Tuesdays and Thursdays. Appointments are currently still required. Plans will continue to work toward reinstatement of regular library hours.

Richard Whittenberger moved, and Cathy Mere seconded, to accept the director's report. Motion passed.

Fiscal Officer's Report: Don Hemmelgarn reported that all invoices have been paid to date. All bank accounts have been reconciled.

A motion was made by Wendy Workman and seconded by Richard Whittenberg to accept Resolution #21-09 to accept an unrestricted donation in memory of Phyllis Holcomb. Motion passed.

Committee Reports: Committee Updates were discussed.

- Committee Reports
 - Budget and Finance: met 10-19-2020
 - Personnel and Policy: met 3-9-2021
 - This committee will meet again on May 11th at 5:00 to review next pages of policy manual and FMLA.
 - Building and Grounds: met 6-17-20
 - Audit Committee: met 8-5-20
 - Records and Retention: held with whole board 12-8-20
 - Outreach: met with Friends 1-21-21 next meeting with Friends 4-26-21 @ 6:00

Old Business:

- Whether to keep or discontinue patron fines was discussed by the director, fiscal officer, and trustees. A motion was made by Janine Conway and seconded by Wendy Workman to discontinue the practice of applying fines to late materials. Motion passed.
- A tentative date for reopening has been set at May 15th.
- Barcoding the collection for SEO migration is about 1/3 complete at this time. A team from SEO will meet with HBML staff on April 23rd to plan migration.

New Business:

- New hires were discussed. A motion to hire two new information assistants, Bonnie Middy starting 4-12-21 and Deborah Tackett starting 5-3-21 at 20 hours a week each with a starting pay of \$13.00, was made by Cathy Mere and seconded by Bonnie Hamilton. Motion passed.
- Insurance was reviewed. A motion was made by Janine Conway and seconded by Wendy Workman to change insurance from State Auto to OPRM. Motion passed unanimously.

A motion was made by Janine Conway and seconded by Bonnie Hamilton to go into Executive Session at 7:13 to discuss personnel. The meeting moved into Executive Session.

A motion to exit Executive Session was made at 7:37 by Wendy Workman and seconded by Janine Conway. The motion passed by roll call.

A motion was made by Wendy Workman, and seconded by Janine Conway, to adjourn the April regular meeting. Motion passed; the meeting was adjourned at 7:40 pm.

Heather Brown, President

Cathy Mere, Secretary