

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

August 9th, 2022 6:00 PM

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

Members Absent: Janine Conway, Lisa Weber

The meeting was called to order at 6:03 p.m. by Heather Brown, President.

Bonnie Hamilton made a motion, and Richard Whittenberger seconded, to approve the minutes of the July regular meeting. Motion passed.

Correspondence and Public Participation: none

Recognition of Guests: none

Director's Report: Director Chris Siscoe reported:

Programs: In July 272 adults, 6 teens, and 1302 children attended programming. Summer Reading Event, United Methodist Church Feeding Program, had 227 children in attendance. Three hundred forty-three Summer Reading Hunger Alliance Food Bags were distributed to children.

Circulation: HBML circulated 4,101 items in July.

Technology: nothing new reported

Library Maintenance: Meinke Exteriors completed the changes to the gutters around the building. Director Chris Siscoe collected bids to seal the parking lot.

Outreach and Services: Three hundred eight-six people completed the HBML Summer Reading Program: 235 children, 26 teens, and 126 adults. Special recognition was given to HBML Coordinators for their work in making the event a success. Other items:

- Director Chris Siscoe and HBML Coordinators worked with the village and United Methodist Church to provide over 250 backpacks with school supplies which were distributed on National Night Out.

- The Madison County Prosecutor approved the Virtual Reality Liability Waiver with two changes. VR equipment has been purchased.
- Director Chris Siscoe and HBML Coordinators developed a list of ideas for library improvement to be presented to the finance committee.
- Michael Griffin, escape artist, has been booked for September 3rd at the Ox Roast.

Administration: Director Chris Siscoe and Fiscal Officer Don Hemmelgarn presented the first draft of the 2023 temporary appropriations to the Budget and Finance Committee on August 1st.

(See Director's report for more information.)

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

Fiscal Officer's Report: HBML received its second half real estate payment totaling \$122,805. All expenditures were for budgeted items and all invoices received have been paid current. Star Ohio interest rate moved from 1.15% to 1.63%, GIDP rate moved from 0.52% to 0.94% and Huntington moved from 0.009% to 0.1%. All quarterly tax reports have been filed.

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

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

Director Chris Siscoe and Fiscal Officer Don Hemmelgarn discussed a letter from the Office of the Auditor of State regarding a contract extension with Gueye and Associates, CPA, to perform engagements related to HBML for the period of January 1, 2021 through December 31, 2024.

Bonnie Hamilton made a motion, and Richard Whittenberger seconded, to approve the contract extension of Gueye and Associates without a bid. Motion passed.

Committee Reports:

- Committee Reports
 - Budget and Finance - Richard Whittenberger and Janine Conway: met 8/1/22.
 - Personnel and Policy -Janine Conway and Wendy Workman: met 2/8/22.
 - Audit Committee - Richard Whittenberger and Lisa Weber: met 7/13/21 (committee will not meet in 2022).

- Records Retention Committee - Held with entire board on 11/9/2021.
- Building and Grounds - Bonnie Hamilton and Wendy Workman: 4/12/2022
- Community Outreach/Friends - Bonnie Hamilton and Cathy Mere: 4/19/22, 7/19/22

Next Friend's Meeting will be September 6th @ 5:30 in the Community Room at HBML.

Records Retention Committee will meet Tuesday, September 13th, immediately following the Regular Meeting of the Board of Trustees.

Old Business:

Levy: The Board discussed possible dates of November 23rd, 2023, or Spring 2024 to put the renewal levy on the ballot and will continue this discussion at a future meeting.

Virtual Reality: Director Chris Siscoe shared that equipment and games have been purchased and received. He shared the policy and waiver reviewed, and approved, by the prosecutor. The VR policy, safety, and liability were discussed.

A motion was made by Wendy Workman, and seconded by Cathy Mere, to approve "Hurt/Battelle Memorial Library Virtual Reality Liability Waiver, Rules and Conditions" as written with the following exceptions:

- 1) addendum Board of Trustees in Waiver of Claims
- 2) the clarification of "therefore VR is restricted to 13 and above"

Richard Whittenberger opposed the motion. Motion passed 4 to 1.

New Business:

G.1. Sealing and striping parking lot: Director Chris Siscoe shared four quotes to seal and stripe the parking lot. The Board discussed the bids presented.

A motion was made by Wendy Workman, and seconded by Bonnie Hamilton, to accept the bid by ALLSEAL Sealcoating, LLC, to complete the project for \$4,793.75. The motion passed with 4 votes. Richard Whittenberger abstained.

A motion was made by Wendy Workman and seconded by Richard Whittenberger to adjourn the August regular meeting. Motion passed; the meeting was adjourned at 7:52 pm.

Heather Brown, President

Cathy Mere, Secretary