

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

December 13th, 2022, 6:00 PM

**Members Present:** Director Chris Siscoe, Don Hemmelgarn, Heather Brown, Janine Conway, Bonnie Hamilton, Cathy Mere, Richard Whittenberger, Wendy Workman (arrived at 6:08)

**Members Absent:** Lisa Weber

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

Wendy Workman arrived at 6:08 p.m.

Janine Conway made a motion, and Bonnie Hamilton seconded, to approve the minutes of the November Regular Board Meeting and the December Special Session. Motion passed.

**Correspondence and Public Participation:** none

**Recognition of Guests:** none

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

**Programs:** In November 956 adults, 250 teens, and 276 children attended programming. Adult programming included COVID test distribution, Blessings Table, and the Warm Up WJ Clothing Drive. One hundred eighteen children attended Storytime in November.

**Circulation:** HBML circulated 4,366 items in November which included over 500 items circulated electronically. The maximum electronic checkout from Hoopla has been adjusted from five to seven items each month.

**Technology:** no updates

**Library Maintenance:** The new door trim for the outside doors is complete. Electricians added lights to the tower.

**Outreach and Services:** The staff is preparing for January's "School Supply Re-supply." Director Chris Siscoe has signed the final contract to receive the 2023 ODNR Grant for \$3,254.00. Storytime will take a break over the holidays and return the second week of January.

**Administration:** no updates

(See Director's report for more information.)

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

**Fiscal Officer's Report:** The PLF payment was \$3,698 greater than our budget for the month and is currently \$58,977 favorable for the year. All expenditures were for budgeted items and all invoices received have been paid current. The total interest earned this month was \$3,763.

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

A motion was made by Richard Whittenberger, and seconded by Janine Conway, to accept the Fiscal Officer's report. Motion passed.

Director's Comments:

Donations

Resolution #22-18: Janine Conway made a motion to accept an unrestricted donation of \$150.00 from the Madison Herb Society. Bonnie Hamilton seconded the motion. Motion passed with a roll call.

#### **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 the entire board on 9/13/22
  - Building and Grounds - Bonnie Hamilton and Wendy Workman: 4/12/22
  - Community Outreach/Friends - Bonnie Hamilton and Cathy Mere: 4/19/22, 7/19/22, 9/6/22, 11/29/22

## **Old Business:**

Resolution #22-19: Richard Whittenberger made a motion, and Wendy Workman seconded, to approve estimated revenue and temporary appropriations for 2023 in the amounts of \$775,145 and \$673,916 respectively. Motion passed in a roll call.

## **New Business:**

G.1. Selection of Officers for 2022.

Resolution #22-20 Board President: A motion was made by Heather Brown, and seconded by Bonnie Hamilton to approve Janine Conway as Board President for 2023. The motion passed with a roll call. Janine Conway abstained.

Resolution #22-21 Board Vice-President: Cathy Mere made a motion, and Janine Conway seconded, for Richard Whittenberger to continue to serve as Vice-President for 2023. The motion passed with a roll call.

Resolution #22-22 Board Secretary: Heather Brown made a motion, and Bonnie Hamilton seconded, to approve Wendy Workman as Board Secretary for 2023. The motion passed with a roll call.

Resolution #22-23: Wendy Workman made a motion, and Cathy Mere seconded, to appoint Don Hemmelgarn as the Hurt/Battelle Memorial Library Fiscal Officer for 2023 at a rate of \$24,253. The motion passed with a roll call.

Resolution #22-24: Janine Conway made a motion, and Wendy Workman seconded, to approve the purchase of a bond for the Fiscal Officer, President, and Vice-President in the amount of \$50,000 each. The motion passed with a roll call.

Resolution #22-25: Bonnie Hamilton made a motion, and Wendy Workman seconded, to approve Huntington National Bank as the Hurt/Battelle Memorial Library's checking depository for 2023. The motion passed with a roll call.

Resolution #22-26: Heather Brown made a motion, and Bonnie Hamilton seconded, to approve the use of a facsimile signature on the check for the Board President Janine Conway. The motion passed with a roll call.

Resolution #22-27: Janine Conway made a motion, and Wendy Workman seconded, to approve the following committees in perpetuity unless changed by future resolution: Audit, Budget and Finance, Building and Grounds, Policy and Personnel, Records Retention, and Community and Outreach/Friends. The motion passed with a roll call.

Resolution #22-28: Bonnie Hamilton made a motion, and Cathy Mere seconded, to approve the 2023 schedule for the Regular Board Meeting to be the second Tuesday of each month. Committees will meet as needed to conduct library business. The motion passed with a roll call.

Resolution #22-29: At 7:02 Heather Brown made a motion, and Wendy Workman seconded, to go into executive for a discussion of personnel matters. The motion passed with a roll call.

At 7:12 p.m. Cathy Mere motioned to move out of the executive session. Bonnie Hamilton seconded the motion. The motion passed with a roll call. No action was taken.

A motion was made by Wendy Workman and seconded by Richard Whittenberger to adjourn the December regular meeting. Motion passed; the meeting was adjourned at 7:13 p.m.

Heather Brown, President

Cathy Mere, Secretary