

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

February 8th, 2022 6:00 PM

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

**Members Absent:** Bonnie Hamilton, Lisa Weber

The meeting was called to order at 6:04 pm by Heather Brown, President

Richard Whittenberger made a motion, and Wendy Workman seconded, to approve the minutes of the January regular organizational meeting. Motion passed.

**Correspondence and Public Participation:** none.

**Recognition of Guests:** Lora Messer

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

**Programs:** In January, 947 adults, 179 teens, and 178 children attended programming. Children's Storytime had 61 participants. Programming with strong participation included the "Share the Warmth Drive" which had 205 adult participants and "Warm Up West Jeff" which had 52 adult and 55 child participants.

**Circulation:** The director noted that circulation was up from 2020 in January, but still not to the levels of 2018 and 2019. The best circulation occurred on days with a storytime. DVD circulation was down as well. In January, 2,926 items were circulated.

**Technology:** Wifi continues to grow in usage with 270 users for the month of January. Additionally, there were 138 desktop users.

**Library Maintenance:** Handicapped doors are working again. The furnace was fixed with an approximate cost of \$5200.00. Since the cause was a power surge, the Ohio Plan approved a reimbursement minus our \$1000.00 deductible.

**Outreach:** In addition to "Share the Warmth" and "Warm Up West Jeff," other updates for outreach included:

- HBML has been awarded \$15,000.00 for "Reconnect at Your Library" programming from Battelle Foundation. This programming is being planned and will be STEM focused.

- The library has been notified that FREE COVID tests will once again be sent to the library for distribution. The program has been revamped so the numbers of tests received will likely change.
- Melissa Woodard and the director have started a homebound delivery option for patrons.

**Administration:** Director Chris Siscoe reported work with OLC's legal service and the Madison County Health Department to develop a new COVID-19 response plan for staff. A copy of this update has been shared with employees and trustees.

Rough drafts of job description updates have been distributed to the Board.

Coordinators attended a Summer Reading Program training on January 28th. The cost was \$90 for all three to attend.

(See Director's Monthly Report for more information.)

Janine Conway moved, and Richard Whittenberger 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. 2021 financial reports have been filed with the State Auditor. Some discussion took place around current interest rates and investment options. No action was taken. (See Fiscal Officer's Monthly report for more information.)

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

Resolution 22-02: A motion was made by Richard Whittenberger and seconded by Janine Conway to approve the final 2022 Revenue and Appropriation budgets in the amounts of \$687,150 and \$637,606 respectively. Motion passed with a roll call.

#### **Committee Reports:**

- Committee Reports
  - Budget and Finance - Richard Whittenberger and Janine Conway: met 9/14/2021
  - Personnel and Policy -Janine Conway and Wendy Workman: met 2/8/22.
  - This committee will meet February 8th at 5:30. Audit Committee - Richard Whittenberger and Lisa Weber: met 7/13/2021.
  - Records and Retention - Held with entire board on 11/9/2021.
  - Building and Grounds - Bonnie Hamilton and Wendy Workman: met 4/13/2021

- Community Outreach/Friends - Bonnie Hamilton and Cathy Mere: met on 1/21/21, 4/29/21, 7/22/2021, 9/30/2021, 11/4/2021.

**Old Business:** none

**New Business:** Bids have been requested for painting the meeting room, hall, and bathrooms of HBML.

Personnel and Policy follow-up discussion to review updated job descriptions of hourly employees.

Resolution 22-03: A motion was made by Janine Conway and seconded by Richard Whittenberger to approve all updated hourly job descriptions. Motion passed with a roll call.

Trustee, Wendy Workman, suggested a business continuity plan. No action was taken.

A motion was made by Wendy Workman and seconded by Janine Conway to adjourn the January regular meeting. Motion passed; the meeting was adjourned at 7:02 pm.

Heather Brown, President

Cathy Mere, Secretary