

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

June 8, 2021 6:00 PM

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

Members Absent: Lisa Weber, Richard Whittenberger

Meeting called to order at 6:05 pm by Heather Brown, President

Bonnie Hamilton made a motion, and Janine Conway seconded, to approve the minutes of the May regular organizational. Motion passed.

Correspondence and Public Participation: Guests: Melyssa Jones

Director's Report: Director Chris Siscoe reported:

Programs: In May, 503 people attended programs. There was a return to some in-person programming this month. Programs included 5 adult programs, one teen program (STEAM Tie Dye Creations) and 9 children's programs. This number includes 373 meals distributed from Hunger Alliance.

Circulation: In May, 2,224 items were circulated: 1,387 books, 340 DVDs, 466 ODL items, and 31 Hoopla check-outs.

Technology: Will be discussed in new business.

Library Maintenance: West Jefferson Heating and Plumbing fixed a leak on the outside faucet. The contract with Direct Mechanical has started. The library contracted Inter-co for \$1,593.00 to replace a toilet partition in the men's restroom.

Outreach: Autumn and Melissa completed training for the summer breakfast program beginning June 1st. The director attended Village Council in May to share programs and services available at HBML.

Janine Conway moved, and Wendy Workman 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.

The Fiscal Officer has just received an update on the scope, purpose, and timing for the HBML upcoming audit.

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

Committee Reports:

- Committee Reports
 - Budget and Finance - Richard Whittenberger and Janine Conway: met 10-19-2020.
 - Personnel and Policy -Janine Conway and Wendy Workman: met 3-9-2021, 6-8-2021
 - Audit Committee -Richard Whittenberger and Lisa Weber: met 8-5-2020
 - Records and Retention - Held with whole board on 12-8-2020
 - 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.
Next meeting scheduled for 7-22-2021

Old Business:

- Consortia Progress: The barcoding of items is complete, library cards have been ordered, and the first test of data was positive. A tentative target date of September 15th has been set for the transition.

New Business:

- Quarantine restrictions are gone. Patrons will be asked to follow CDC requirements/guidance when visiting the library. Since children under 12 remain unvaccinated, staff will wear a mask when unable to maintain proper social distance when working with children.
- Emergency Preparedness Plan to set forth a plan for calamity situations at HBML. The trustees reviewed the plan with the director. A motion was made by Wendy Workman to accept the emergency response plan and seconded by Bonnie Hamilton. Motion passed.
- Website Review: The director reviewed the updates to the HBML website with those in attendance. Additionally, he reviewed the platform currently being used and other possible platforms, including OPLIN, for future updates. An overview of other library websites was reviewed to discuss important features moving forward.

A motion was made by Wendy Workman, and seconded by Janine Conway, to adjourn the June regular meeting. Motion passed; the meeting was adjourned at 7:55 pm.

Heather Brown, President

Cathy Mere, Secretary