

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

March 9, 2021 6:00 PM

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

Members Absent: Richard Whittenberger

Meeting called to order at 6:07 pm by Heather Brown, President

Lisa Weber moved, and Janine Conway seconded, to approve the minutes of the February regular organizational meeting. Motion passed.

Correspondence and Public Participation: Guests: Melyssa Jones and Lora Messer were recognized.

Director's Report: Director Chris Siscoe reported:

Programs: In February, 538 people attended programs. There were a total of three programs and nine storytime videos for children. Three adult programs were provided with a total attendance of 69 people.

Circulation: In February, circulation was down about $\frac{2}{3}$ from February of 2020 when the library was open. There were 1,570 physical items checked out and 443 electronic downloads including 54 from Hoopla. Computer usage remained about the same as a year ago.

Technology: The director met with Lisa Scheiderer to discuss website design.

Library Maintenance: ABM replaced a broken thermostat in the processing area.

Outreach: The staff distributed 306 meals provided by Children's Hunger Alliance in February. The reward letter from Batelle for the \$12,000 grant was received. HBML will begin to support distribution of COVID-19 free test kits purchased by the State of Ohio. These kits will be available through curbside pickup only.

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.

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

A motion was made by Janine Conway and seconded by Lisa Weber to accept Resolution #21-06 to request the fiscal officer complete HBML audit in-house. Motion passed by a roll call.

A motion was made by Wendy Workman and seconded by Janine Conway to accept Resolution #21-07 to authorize the fiscal officer to move 121.00 from contingency to interest expense. Motion passed by a roll call.

Janine Conway exited the meeting at 6:45

A motion was made by Wendy Workman and seconded by Lisa Weber to accept Resolution #21-08 to accept \$100.00 donation in honor of Cathy Mere to be directed toward children's programming and materials. Motion passed by a roll call.

Committee Reports: Committee Updates were discussed.

- Committee Reports
 - Budget and Finance: met 10-19-2020
 - Personnel and Policy: met 3-9-2021
 - 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 4-9-21

Old Business:

- Consortia discussion continued. Follett expires in October of 2021. Discussion included benefits and challenges, impact for patrons, and integration considerations. A motion was made by Wendy Workman to move forward with planning for a migration with SEO. The motion was seconded by Lisa Weber.

New Business:

- COVID-19 Adjustments: Current practices in place due to COVID-19 were discussed. A meeting was set for March 15th at 5:30 to discuss a safe reopening of HBML.
- Personnel and Policy: This committee is in the process of reviewing HBML policy handbook. A discussion of the use of FMLA was shared with trustees by committee members including past practice.

A motion was made by Wendy Workman, and seconded by Lisa Weber, to adjourn the March regular meeting. Motion passed; the meeting was adjourned at 7:35 pm.

Heather Brown, President

Cathy Mere, Secretary