

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

March 8th, 2022 6:00 PM

Members Present: Director Chris Siscoe, Don Hemmelgarn, Janine Conway, Bonnie Hamilton, Lisa Weber, Richard Whittenberger, Cathy Mere

Members Absent: Heather Brown, Wendy Workman

The meeting was called to order at 6:03 pm by Richard Whittenberger, Vice President.

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

Cathy Mere made a motion, and Lisa Weber seconded, to approve the minutes of the Personnel and Policy Committee held on February 8th, 2022 at 5:30. Motion passed.

Correspondence and Public Participation: none.

Recognition of Guests: none

Heather Brown arrived at 6:08

Director's Report: Director Chris Siscoe reported:

Programs: In February, 502 adults, 153 teens, and 228 children attended programming. Children's Storytime had 94 participants. The "Share the Warmth Drive" had 125 adult participants. "Warm Up WJ" had 43 adult participants and 44 child participants. Additionally, 252 COVID-19 tests were distributed.

Circulation: In February, 2,964 items were circulated. This is an increase over January's, but still slightly below circulation in February 2019 and 2020. There are now 1,271 new cards issued under the ILS system.

Technology: There were 264 WIFI users in February.

Library Maintenance: Matt Adkins submitted his bid for painting and drywall work.

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

- The State of Ohio Department of Administrative services will be returning to Priority for delivery services beginning April 17th. Until April 25th, patrons will be limited to borrowing at local locations.
- Prom dress/suit exchange begins in March.
- Planning has begun for Summer Reading Club.
- The first big STEAM program of the year is a survival program conducted by Melissa Woodard. Thirty-two survival packs have been purchased for participants. Due to the contents of the packs, signed waivers have been obtained.

Administration:

- Director, Chris Siscoe, met with an Ohio Plan representative who specializes in risk management. Greg Hennecke toured the library property and made sure the library policy manual contained specific policies.
- The director worked with Fiscal Officer, Don Hemmelgarn, to review our Ohio Plan policy. The renewal was signed with a company recommended increase of 5% for property and contents.
- The Annual Library State of Ohio report, required by the Ohio Revised code, has been completed.
- Job Descriptions are completed with changes recommended by the Board and the Ohio Plan representative.

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

Lisa Weber moved, and Heather Brown 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 Star Ohio interest rate moved to .15% this month while the GDP rate remained at .06%.

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

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

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.

- Audit Committee - Richard Whittenberger and Lisa Weber: met 2/8/22.
- Records and Retention - Held with entire board on 11/9/2021.
- Building and Grounds - Bonnie Hamilton and Wendy Workman: will meet 4/12/2022 at 5:30
- 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. The next meeting is scheduled for 3/22/22 at 6:30.

Old Business: The discussion of investment options continued. Fiscal Officer, Don Hemmelgarn, shared rate information with the Board. No action was taken.

New Business: Director, Chris Siscoe, updated the Board on information regarding the HBML Levy which will need to be put on the ballot next year. The discussion was general and no action was taken.

Painting Bid: Matt Adkins submitted a bid to do the work suggested by the Building and Grounds Committee. His bid is to fix the ceiling in the community room, work in bathrooms, hallway, cupola, and a wood window for \$1650 plus paint. Janine Conway made a motion, and Lisa Weber seconded, to accept the bid. Motion passed.

OIC Policy/Procedure: Discussion of Chain of Command in the absence of the Director was shared with the Board and reviewed. Lisa Weber made a motion to accept the update to the Personnel and Policy Manual. Janine Conway seconded the motion. The motion passed.

Credit Card Limit: Huntington National Bank raised the HBML credit card limit to \$3600 from the old limit of \$2500.

Resolution 22-04: A motion was made by Bonnie Hamilton, and seconded by Janine Conway, to accept the bank credit limit increase to \$3600. Motion passed with a roll call.

A motion was made by Lisa Weber and seconded by Bonnie Hamilton to adjourn the March regular meeting. Motion passed; the meeting was adjourned at 7:39 pm.

Heather Brown, President

Cathy Mere, Secretary