

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

November 8th, 2022, 6:00 PM

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

Members Absent: Lisa Weber, Richard Whittenberger, Wendy Workman (6:05 arrival)

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

Wendy Workman arrived at 6:05 p.m.

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

Correspondence and Public Participation: none

Recognition of Guests: none

Director's Report: Director Chris Siscoe reported:

Programs: In October 585 adults, 189 teens, and 408 children attended programming. Programming highlights included storytime at the Jefferson Township Firehouse which had 136 participants, the STEAM Trick-or-Treat Program To Go with 72 participants, the Playstation 4 with 45 teen participants, and the Community Food Drive with 113 participants.

Circulation: HBML circulated over 3,927 items in October.

Technology: The library continued to show an increase in the use of Wifi with 604 users in October.

Library Maintenance: The building caulking is complete. Matt Adkins completed outdoor work which included connecting the downspout to drain into the parking lot, as well as fall cleanup. The ADA door is fixed.

Outreach and Services: The library is coordinating with other community organizations on the following projects: Warm-up West Jeff, Adopt-a-Family, and the Firefighters Toy Drive. Christmas Cookies Galore will be hosted at the library on December 10th. There will be craft activities, pictures with Santa, and the Friends Cookie Sale. The Walmart Grant was used to purchase school supplies for the “Resupply” event which will be held the first week of January.

Administration: none

(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: All invoices received have been paid. The PLF payment was \$4,151 greater than our budget for the month and is currently \$55,279 favorable for this fiscal year. All third quarterly payroll tax reports have been filed.

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

A motion was made by Bonnie Hamilton, and seconded by Janine Conway, to accept the Fiscal Officer’s report. Motion passed.

Resolution 22-14: Janine Conway made a motion to move \$1,000.00 from Contingencies (Fund 930-930) to Office Supplies (Fund 200-451) for the expenditure of the Walmart grant on school supplies. Wendy Workman seconded the motion. The 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 *Next meeting is scheduled for November 29th and there is a cookie sale on December 10th.*

Old Business:

Levy: nothing new discussed

New Business:

Wendy Workman made a motion and Bonnie Hamilton seconded to approve the Sealant Solutions Proposal of \$800 to remove existing weather stripping in exterior doors, clean the area thoroughly, and install new weather stripping. Motion passed.

Bonnie Hamilton made a motion to send a recommendation to the West Jefferson School Board for Richard Whittenberger to continue on the Board of Trustees for a new term. Cathy Mere seconded the motion. Motion passed.

Resolution 22:15 At 6:40 a motion was made by Wendy Workman to move into executive session to discuss compensation and benefits for 2023 and seconded by Janine Conway. The motion passed with a roll call. Recommendations were discussed.

At 6:59 a motion was made by Bonnie Hamilton to exit the executive session. The motion was seconded by Janine Conway and passed with a roll call.

Resolution 22:16 Bonnie Hamilton made a motion to increase compensation for 2023 to 5% for hourly staff and 6% for salaried staff. Wendy Workman seconded the motion. The motion passed with a roll call.

Resolution 22:17 Cathy Mere made a motion to increase the Service Coordinator pay range to \$16-24 from \$16-22. Janine Conway second the motion which passed with a roll call.

A motion was made by Wendy Workman and seconded by Bonnie Hamilton to adjourn the November regular meeting. Motion passed; the meeting was adjourned at 7:06 pm.

Heather Brown, President

Cathy Mere, Secretary