

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

October 12th, 2021 6:00 PM

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

**Members Absent:** Bonnie Hamilton

The meeting was called to order at 6:08 pm by Heather Brown, President

Janine Conway made a motion, and Wendy Workman seconded, to approve the minutes of the September regular meeting. Motion passed.

**Correspondence and Public Participation:** Guests: Linda Faulk, Health Insurance Agency, shared information regarding possible vision and dental insurance options for HBML employees with trustees.

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

**Programs:** In September 1,254 adults attended programming. Navica COVID test distribution accounts for most of this number with 1,196 tests distributed. In all, 5 adult programs were offered in September. Additionally, there were 354 children who attended available programs which included Children's Hunger Alliance distribution and Storytime.

Upcoming Programs Include:

- Annual costume exchange begins October 1st.
- October 6th: Friends Annual Book Sale
- October 20th: Pumpkin Decorating
- October 25th: MUFON UFO Program
- Escape Room

**Circulation:** In September circulation dramatically increased with 3,241 physical items circulated. There were 342 electronic checkouts.

**Technology:** There were 198 computer users. This increase is mainly due to teenagers returning after school.

**Library Maintenance:** Village finished the crosswalk in front of the library.

**Outreach:** The entire staff attended training September 14th and 15th to learn the new ILS system. The new catalog is fully integrated into the new website for patrons. Replacement cards have been issued for 541 patrons.

**Administration:** Linda Faulk has been scheduled to answer questions about Vision and Dental insurance at the October board meeting. Staff was informed about 2022 raises. All grant money has been expended for 2021.

Cathy Mere moved, and Lisa Weber 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 Richard Whittenberger, to accept the Fiscal Officer's report. Motion passed.

A motion was made by Janine Conway and seconded by Cathy Mere to accept Resolution #21-14 to accept a \$100.00 unrestricted donation from Linda and Michael O'Reilly. Motion passed by 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 3/9/2021, 6/8/2021
  - Audit Committee -Richard Whittenberger and Lisa Weber: met 7/13/2021.
  - Records and Retention - Held with whole board on 12/8/2020. The next meeting will be held after the regular November board meeting.
  - Building and Grounds - Bonnie Hamilton and Wendy Workman: met 4/13/2021
  - Community Outreach/Friends - met on 1/21/21, 4/29/21, 7/22/2021, 9/30/2021.

**Old Business:** Trustees discussed plan differences for VSP and Delta Dental. After discussion, trustees directed the director to conduct a consensus of employees before the next meeting.

**New Business:** none

A motion was made by Wendy Workman and seconded by Janine Conway, to adjourn the September regular meeting. Motion passed; the meeting was adjourned at 7:39 pm.

Heather Brown, President

Cathy Mere, Secretary