

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

October 11, 2022, 6:00 PM

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

Members Absent: Lisa Weber, Wendy Workman (6:07 arrival)

The meeting was called to order at 6:04 p.m. by Heather Brown, President.

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

Correspondence and Public Participation: none

Recognition of Guests: none

Wendy Workman arrived at 6:07

Director's Report: Director Chris Siscoe reported:

Programs: In September 270 adults, 173 teens, and 345 children attended programming.

Circulation: HBML circulated over 4,000 items in September.

Technology: none

Library Maintenance: A circuit board in the ADA door button stopped working. The door is in process of being repaired. Cupola required repair of rotted wood. Level-9 successfully installed the security cameras in the lobby and upgraded our system so the camera can be accessed on all staff computers.

Outreach and Services: The Costume Exchange will continue until October 31st. The library is a collection point for the West Jefferson Village food drive.

Administration: Staff has been notified of open enrollment for vision and dental insurance. Staff attended an updated training on voting registration.

(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 expenditures were for budgeted items and all invoices received have been paid current. The PLF payment was \$3,217 greater than our budget for the month and is currently \$51,127 favorable YTD. Fiscal Officer Don Hemmelgarn reported interest rates on investments again moved upward. The total interest earned this month was \$2,404.

Fiscal Officer Don Hemmelgarn attended a webinar about state-mandated accounting changes for 2024.

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

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

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

Old Business: none

New Business:

Director Chris Siscoe received three bids for caulking work at the library. The Board reviewed the lower two bids: Central Ohio Caulking, LLC., and Sealant Solutions Proposal. Sealant Solutions offered a two-year warranty to work on the bottom interior window in the meeting room, library exterior windows, and the exterior air conditioning line.

Heather Brown made a motion to accept the bid of Sealant Solutions Proposal and Wendy Workman seconded. Motion passed.

Wendy Workman left the meeting at 7:10.

A motion was made by Richard Whittenberger and seconded by Janine Conway to adjourn the October regular meeting. Motion passed; the meeting was adjourned at 7:10 pm.

Heather Brown, President

Cathy Mere, Secretary