

HURT BATTELLE MEMORIAL LIBRARY of WEST JEFFERSON
Regular Meeting of the Board of Trustees
April 11th, 2023 6:00 PM

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

Members Absent: Wendy Workman

The meeting was called to order at 6:00 p.m. by Janine Conway, President.

Richard Whittenberger made a motion, and Lisa Weber seconded, to approve the minutes of the March regular meeting. Motion passed.

Cathy Mere made a motion, and Heather Brown seconded the motion, to approve the minutes of The Building and Grounds Committee meeting on March 14th. Motion passed.

Correspondence and Public Participation: none

Recognition of Guests: none

Director's Report: Director Chris Siscoe reported:

Programs: In March 1270 adults, 504 teens, and 436 children attended programming. Programming highlights included The Blessing Table with 1069 adults, After-School Snacks with 460 teens, and Storytime with 237 children in attendance.

Circulation: HBML circulated 4,723 items in March.

Technology: The library had 498 WiFi users in March.

Library Maintenance: The library flooded on the night of March 24th. The water entered the processing room by the back door and covered the children's area, a storage closet, and the staff lounge. Masterclean was called to extract the water and apply anti-microbial spray to prevent additional damage. The staff moved books, shelves, and furniture to help with the cleaning. The library was closed March 25th and April 1st for the work to be completed. Matt Adkins installed a barrier across the sidewalk by the processing center door to help divert water from going directly to the door in the future.

The Building and Grounds Committee met on March 14th to survey the property and make recommendations. Several recommendations have already been completed. (see Director's Report for a list of recommendations and status)

Outreach and Services: Autumn Culler has been enrolled in a notary training program. When she passes the exam, HBML will be able to offer a notary service. Fishing poles were purchased with ODNR grant to be given away on May 20th at the West Jefferson Village Fishing Derby. All summer reading program prizes have been purchased.

Administration: The 2023-2024 application to renew the Ohio Plan for the library insurance coverages has been signed and submitted by Director Chris Siscoe. The prosecutor's office approved the 2nd and 3rd resolutions for the levy. The Madison County Auditor made corrections to the original certification after review. Furniture for the teen section has been ordered.

Lisa Weber moved, and Bonnie Hamilton seconded the motion, to accept the Director's report. Motion passed.

(See Director's Report for more information.)

Fiscal Officer's Report: Don Hemmelgarn reported all expenditures were for budgeted items and all invoices received have been paid current. The PLF payment was \$1,434 greater than our budget for the month. As of this date, the final version of the audit report has not been received from the State Auditor. The March bank reconciliation has a reconciling item due to an incorrect date entered for a check written for HBML trash services. This will correct itself next month.

Richard Whittenberger made a motion, and Lisa Weber seconded, to accept the Fiscal Officer's Report for March.

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

Committee Reports:

Budget and Finance- Richard Whittenberger and Cathy Mere

Personnel and Policy- Heather Brown and Wendy Workman-

Building and Grounds-Bonnie Hamilton and Wendy Workman – 3/14/2023.

Audit Committee- Richard Whittenberger and Lisa Weber (Will not meet in 2023).

Records Retention Committee- Held with the entire board-

Community Outreach/Friends- Bonnie Hamilton and Cathy Mere-Meeting held 2/7/2023

Old Business:

HBML Levy 2023: Second Resolution

Resolution 21-06: Lisa Weber introduced a motion, and Bonnie Hamilton seconded the motion, to request The Board of Education, Jefferson Local School District, Madison County, Ohio, submit to the Electors of the Library District of the Hurt/Battelle Memorial Library of West Jefferson the question of a renewal of an existing tax for current expenses of the Hurt/Battelle Memorial Library of West Jefferson.

(R.C. Sections 5705.03, 5705.23)

Renewal of Existing Levy

The motion passed with a roll call.

(See the attached formal resolution.)

New Business: none

A motion was made by Heather Brown and seconded by Cathy Mere to adjourn the April regular meeting. Motion passed; the meeting was adjourned at 6:40 pm.

Heather Brown, President

Cathy Mere, Secretary