

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

May 9th, 2023 6:00 PM

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

Members Absent: Lisa Weber, Wendy Workman

The meeting was called to order at 6:01 p.m. by Janine Conway, President. Heather Brown made a motion, and Bonnie Hamilton seconded, to approve the minutes of the April regular meeting. Motion passed.

Correspondence and Public Participation: none

Recognition of Guests: none

Director's Report: Director Chris Siscoe reported:

Programs: In April 529 adults, 354 teens, and 285 children attended programming. Programming highlights included the Kokedama Workshop which had 28 adults in attendance, the Princess Tea with 64 children in attendance, and After School Snacks which served 332 teens.

Circulation: HBML circulated 3,682 items in April.

Technology: The library had 492 WiFi users in April

Building Maintenance: The loveseats and couches have arrived for the teen area. The bench is missing in delivery as of May 2nd. The old furniture was picked up by members of the community.

Outreach and Services: Director Chris Siscoe met with Village Council on May 1st, Jefferson Local School Board on May 8th, and will join the township meeting on May 17th to share HMBL's upcoming programming. Families who have a person who finishes the reading program this summer will be eligible to receive a sign that says "A Hurt/Battelle Memorial Library reading champion lives here." Pens with the library's name and phone number have been purchased for marketing throughout the year.

Administration: Director Chris Siscoe applied for a literacy grant from Family Dollar to buy a new AWS computer for the children's area.

Cathy Mere moved and Heather Brown seconded, 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 is \$3,570 favorable YTD. The audit was just received from the State Auditor. The Fiscal Officer led a general discussion with trustees on risks vs. rewards in HBML financial strategies. No action was taken.

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

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

RESOLUTION 23-07: A motion was made by Heather Brown, and seconded by Richard Whittenberger, to accept the directed donation of \$500.00 from the Friends of the Hurt/Battelle Memorial Library to be used for the adult and teen Family Summer Reading Program. The motion passed with a roll call.

Committee Reports:

- E.1. Budget and Finance- Richard Whittenberger and Cathy Mere
- E.2. Personnel and Policy- Heather Brown and Wendy Workman-
- E.3. Building and Grounds-Bonnie Hamilton and Wendy Workman – 3/14/23
- E.4. Audit Committee- Richard Whittenberger and Lisa Weber (Will not meet in 2023).
- E.5. Records Retention Committee- Held with the entire board-
- E.6. Community Outreach/Friends- Bonnie Hamilton and Cathy Mere-Meeting held 4/18/23

Old Business:

RESOLUTION 23-08: Heather Brown introduced a motion, and Bonnie Hamilton seconded the motion, to amend the Second Resolution ("Resolution to Proceed") for the levy renewal. Motion passed with roll call.

Employment: A motion was made by Bonnie Hamilton, and seconded by Heather Brown, to permanently make Lora Messer Processing Coordinator at a current rate of 18.00 per hour. The motion passed.

New Business:

Trustees reviewed a bid for the replacement of the outside maintenance door. A motion was made by Cathy Mere, and seconded by Bonnie Hamilton, to accept the estimate for the replacement of the outside maintenance door by Innovative Door Systems for \$2,259.12.

A motion was made by Heather Brown, and seconded by Cathy Mere, to adjourn the May regular meeting. Motion passed; the meeting was adjourned at 7:04 pm.