

HURT BATTELLE MEMORIAL LIBRARY of WEST JEFFERSON  
Special Session of the Board of Trustees

December 5th, 2022, 6:00 PM

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

**Members Absent:** all present

**Recognition of Guests:** none

The meeting was called to order at 6:02 p.m. by Heather Brown, President.

At 6:12 p.m. Cathy Mere made a motion to move into executive session to discuss personnel matters including a letter of resignation submitted by Melissa Woodard. Janine Conway seconded the motion. The motion passed with a roll call.

At 6:33 p.m. Wendy Workman motioned to move out of the executive session. Richard Whittenberger seconded the motion. The motion passed with a roll call.

A motion was made by Janine Conway and seconded by Wendy Workman to accept the resignation of Melissa Woodard submitted to the trustees and Director Chris Siscoe on November 29th, 2022, effective December 31st, 2022, and to place Melissa Woodard on paid administrative leave until her last day. The motion passed.

A motion was made by Bonnie Hamilton and seconded by Wendy Workman to make Lora Messer an interim coordinator at a rate of \$18 per hour effective December 1st and through the interim period. The motion passed.

A motion was made by Wendy Workman and seconded by Bonnie Hamilton to pay Cassie Smith for her time on administrative leave due to a disciplinary investigation.

A motion was made by Bonnie Hamilton and seconded by Janine Conway to adjourn the special session. Motion passed; the meeting was adjourned at 6:38 p.m.

Heather Brown, President

Cathy Mere, Secretary