

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

January 9th, 2024, 6:00 PM

Members Present: Director Chris Siscoe, Wendy Workman, Cathy Mere, Janine Conway, Heather Brown, Don Hemmelgarn, Lisa Weber, Dianna Longmore

Members Absent: Richard Whittenberger

The meeting was called to order at 6:08 p.m. by Janine Conway. The December minutes were reviewed and amended. Lisa Weber motioned to accept the December minutes. Heather Brown seconded the motion. Motion passed.

Correspondence and Public Participation: None

Recognition of Guests: None

Director's Report: Director Chris Siscoe reported:

Programs: Participants in the adult programming, teen, and children's programming for 2023 totaled 16,782, 3,643, and 6,259, respectively.

Circulation: Circulation for 2023 totaled 52,800 uses. Circulation for 2022 totaled 43,630. (21.7% increase)

Technology:

Library Maintenance: Scheduling to have the ADA doors updated. Fiscal officer has sent the 50% deposit.

Outreach and Services: The community donated 210 items for the 2023 toy drive. Stuffed animal drive for First Responders will start in February. Board of Elections officially certified the results of the library's levy renewal. (66% approval)

Motion to accept the December Director's report was motioned by Cathy Mere. Dianna Longmore seconded. Motion passed.

Fiscal Officer's Report:

Receipts of \$48,914 included \$37,316 of PLF distributions and \$7,168 of interest. The PLF payment was \$1,094 over budget for the month and is \$14,040 favorable YTD. 2023 PLF receipts are \$6,591 greater than this time last year.

Disbursements of \$56,086 included \$13,590 to Direct Mechanical for our furnace replacement and \$1,000 to Midwest Tape for a Hoopla downloadable deposit replenishment. Remaining disbursements are monthly recurring charges. Please see the December credit card expenditure report for further descriptions on those expenditures. All invoices received have been paid current.

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

The motion was made to accept the Fiscal Officer's report by Lisa Weber and seconded by Wendy Workman.

Motion passed.

Committee Reports:

- Committee Reports
 - Budget and Finance – Richard Whittenberger, Cathy Mere, and Don Hemmelgarn
 - Personnel and Policy- Heather Brown and Dianna Longmore
 - Audit Committee – Richard Whittenberger and Lisa Weber
 - Records Retention Committee – All Board Members
 - Building and Grounds – Wendy Workman and Heather Brown
 - Community Outreach and Friends of the Library- Cathy Mere and Dianna Longmore- Next meeting will be Feb 7th at 530pm.

Committees will meet as needed to conduct Board business.

Old Business: None

New Business:

Resolution 24-01. Motion to accept an unrestricted donation of \$150 from the Madison Herb Society.

Motioned by Cathy Mere and Heather Brown. Motion Passed.

The director will be investigating a resource for identifying dyslexia in preschool-age children called Early Bird.

A motion was made by Wendy Workman and seconded by Dianna Longmore to adjourn the January regular meeting. Motion passed; the meeting was adjourned at 7:20 pm.

Janine Conway, President

Wendy Workman, Secretary