

HURT BATTELLE MEMORIAL LIBRARY of WEST JEFFERSON
Regular Meeting of the Board of Trustees
May 14th, 2024, 6:00 PM

Members Present: Director Chris Siscoe, Heather Brown, Janine Conway, Dianna Longmore, Richard Whittenberger, Cathy Mere

Members Absent: Lisa Weber, Wendy Workman, Don Hemmelgarn

Janine Conway, president, called the meeting to order at 6:00 p.m. Dianna Longmore made a motion, and Heather Brown seconded to approve the minutes of the April regular meeting. The motion passed.

Correspondence and Public Participation: none

Recognition of Guests: none

Director's Report: Director Chris Siscoe reported:

Programs: In April, 2,946 adults, 375 teens, and 945 children attended programs offered at the library. Programs increasing the numbers in attendance included a giveaway of eclipse glasses (850 given away), Easter basket supplies included 204 items donated and 97 taken, the Blessings Table program included 1,656 donated and 767 taken, and the Prom Dress Exchange included 65 donations and 63 taken.

Circulation: The library circulated 4,381 items in April.

Technology: Wifi usage continues to grow, with 653 users in April.

Library Maintenance: Emergency repair for a smoke detector was required after a detector went off on April 22nd without known cause. Adkins Lawn Care finished the landscaping around the building. Spring cleaning tasks at the library included cleaning the tile, grout, sidewalks, and outside furniture.

Outreach and Services: The Family Summer Reading Club kickoff will be June 7th at the Community Center. Patrons may pick up their reading logs starting June 3rd. Planned summer programs include a calligraphy class, a cartooning class, and a writing workshop for teens and adults. There are also gardening workshops for all ages throughout May and June.

Administration: The director is scheduled to meet with the Story Trail Friends Committee on May 20th. The Ohio Plan Policy has officially been renewed for 2024-25.

Cathy Mere moved, and Dianna Longmore seconded to accept the Director's report. Motion passed.

Fiscal Officer's Report: April's Fiscal Officer's Monthly Report was reviewed by trustees. Receipts of \$45,243 included \$23,798 of PLF distributions, \$13,522 for Ohio RE rollback, \$410

for 1st half manufactured home tax, (\$343 after fees were deducted), and \$7,251 of interest. The PLF payment was \$2,412 under budget for the month and is \$2,928 unfavorable YTD. It was also \$10,177 unfavorable at this time last year.

Disbursements of \$61,816 included \$762 to the Treasurer of State for our quarterly UAN fees, \$2,100 to Akins for spring landscaping, \$5,171 to Hylant Administrative Services for our 2024 insurance premium, \$3,742 to the Treasurer of State of Ohio for our quarterly SEO fee, and \$1,372 to Koorsen Fire and Security for an emergency fire alarm service call. The remaining disbursements are monthly recurring charges.

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

Dianna Longmore moved, seconded by Richard Whittenberger, to accept the Fiscal Officer's report. The motion passed.

Resolution 24-06: Heather Brown moved, and Dianna Longmore seconded to accept a restricted \$500 donation from the Friends of the Hurt/Battelle Memorial Library for the library's Family Summer Reading Club. The resolution passed with a roll call.

Committee Reports:

- Budget and Finance -
- Personnel and Policy -
- Audit Committee -
- Records Retention Committee -
- Building and Grounds - next meeting, June 11th @ 5:30
- Community Outreach/Friends - next meeting, July 10th @ 5:30

Old Business:

Building and Grounds Meeting Date: This committee's meeting date has been set for June 11th at 5:30.

New Business: none

Heather Brown made a motion, seconded by Richard Whittenberger, to adjourn May's regular meeting. The motion passed, and the meeting was adjourned at 7:17 p.m.

Janine Conway, President

Cathy Mere,
for Wendy Workman, Secretary