

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

Oct 10, 2023, 6:00 PM

Members Present: Director Chris Siscoe, Bonnie Hamilton, Richard Whittenberger, Wendy Workman, Cathy Mere, Janine Conway, Heather Brown

Members Absent: Lisa Weber, Don Hemmelgarn

The meeting was called to order at 6:00 p.m. by Janine Conway. Heather Brown made a motion, and Richard Whittenberger seconded, to approve the September minutes of the regular meeting. Motion passed. Minutes for records retention (9/12/23) were reviewed. Motion to accept Records Retention minutes made by Cathy Mere. Bonnie Hamilton seconded. Motion passed. Finally, the Finance Committee (9/8/23) minutes were reviewed. Richard Whittenberger motioned to accept and Cathy Mere seconded. Motion passed.

Correspondence and Public Participation: No Updates

Recognition of Guests: Dianna Willis

Director's Report: Director Chris Siscoe reported:

Programs: Adult program was incredibly successful September. The Blessings Table and afternoon snack program also held strong.

Circulation: Circulation increased 23% from last year.

Technology: WiFi and Desktop usage remains consistent.

Library Maintenance: Reviewing estimates to replace the ADA equipment for the entrance doors. Director working to repair sprinkler head.

Outreach and Services: Ox Roast successful for handing out information about the levy. Friends of the Library finalized the October book sale. Storytime began again on Sept. 6th. Flue shots w/ the Madison Health Department were given on Oct. 4th.

Administration: Ballot was approved by the Secretary of State's Office.

Wendy Workman motioned, and Bonnie Hamilton seconded, to accept the Director's report. Motion passed.

Fiscal Officer's Report: Receipts of \$46,647 included \$38,854 of PLF distributions. The PLF payment was \$2304 over budget for the month. YTD, the library is \$8822 favorable. The library also received \$6815 in interest. Disbursements of \$46,402 included a \$71 tax collection fee from the Madison County Auditor. Most of the new account codes being required by the auditor next year have been added.

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

A motion was made by Richard Hemmelgarn and seconded by Heather Brown.
Motion passed.

Committee Reports:

- Committee Reports
 - Budget and Finance - Richard Whittenberger and Cathy Mere- Met 9/8/23.
 - Personnel and Policy -Heather Brown and Wendy Workman-No meeting held in 2023.
 - Audit Committee - Richard Whittenberger and Lisa Weber: Heather Brown will serve as a substitute. Committee will not meet in 2023 due to no exceptions found during last audit.
 - Records Retention Committee – Met on 9/12/23.
 - Building and Grounds - Bonnie Hamilton and Wendy Workman-Committee met at 5 pm on 3/14/23.
 - Community Outreach/Friends - Bonnie Hamilton and Cathy Mere: Met on 9/19/23.

Old Business:

Appropriations Approval vote will be held in November.

New Business:

Reviewed door estimates to replace the hardware for the ADA doors in the alcove. The Board wants to wait until other maintenance expenses are available to make any final decisions.

A motion was made by Cathy Mere and seconded by Bonne Hamilton to adjourn the October regular meeting. Motion passed; the meeting was adjourned at 7:08pm

